



Course Features

- Instructor-led training online
- Custom Multimedia presentations
- Live instructor support
- Live virtual labs
- **Free Upgrades**
- **Money-back guarantee***

Live Instructor Support Package

- Participate in our live technical webinars featuring our in-house instructors.
- Speak off-line directly with our instructors.

Live Classroom Training and Remote Virtual Boot Camps

- Customized training solutions for individuals and organizations. Call for information.

Live Virtual Labs

- Login to a virtual machine and practice with real equipment
- Chat with instructors and other students around the world

Also Available

IT Certification Training Course Library Packages

BUOB's IT Training Course Library Subscriptions offer our entire range of training courses at substantial cost savings.

- CompTIA one-year library
- Microsoft one-year library
- Cisco one-year library
- Complete IT one-year library

BUOB Computer Training™ Virtual Classroom for Microsoft Certified Application Specialist:

Office 2010 Training Course

The **Microsoft Office Specialist (MOS) Training Package** from BUOB Computer Training include expert instructor-led training modules with customized presentations, practice exam simulators and learning supplements for an all-inclusive training program that provides all the benefits of classroom training at your own pace.

BUOB Computer Training's MOS 2010 Training Package includes the following exams:

Microsoft Word 2010	(Exam 77-881)
Microsoft Excel 2010	(Exam 77-882)
Microsoft Access 2010	(Exam 77-885)
Microsoft PowerPoint 2010	(Exam 77-883)
Microsoft Outlook 2010	(Exam 77-884)

The **Microsoft Office Specialist (MOS) credential**, part of the Microsoft Business Certification program, identifies specific skills covering the most in-demand 2010 Microsoft Office system products—Microsoft Office Word 2010, Excel 2010, PowerPoint 2010, Access 2010, and Outlook 2010. The MCAS certification is replacing the Microsoft Office Specialist or MOS certification.

BUOB Computer Training's Office 2010 MOS Certification training courses prepare students for the MOS exams by teaching greater skill mastery in each of the individual Microsoft Office 2010 programs. Candidates must pass one or more certification exams in order to earn the MOS credential. The MOS exams provide a valid and reliable measure of technical proficiency and expertise in Microsoft Office 2010 by evaluating the ability to use the advanced features in the products to solve real-world business problems.

BUOB Computer Training offers individual MOS certification training courses for Access 2010, Excel 2010, Outlook 2010, PowerPoint 2010 and Word 2010. As a Microsoft Certified Partner, you can be certain that BUOB Computer Training's comprehensive MCAS training program will provide you with all the tools necessary to successfully prepare for your MCAS certification exam(s). We guarantee it!

**If you fail the same exam covered by BUOB Computer Training's training on two (2) attempts within 180 days of purchase, a refund will be issued for the corresponding training package.*



COURSE OUTLINE

Word 2010 Curriculum:

- Introduction
- Course Outline
- The Interface
- Interface
- Keyboard Shortcuts
- Section Review

Basic File Commands and Operations

- File Tab
- Creating, Saving and Closing Documents
- Opening Existing Documents
- Viewing Existing Documents
- Protecting A Document
- Sharing a Document
- Navigating and Searching a Document
- Keyboard Shortcuts
- Section Review

Creating, Managing and Formatting Content

- Creating/Deleting Content and Delete/Undo/Repeat
- Copying, Cutting, Pasting and Moving Text
- Font formatting and the Font Dialog Box
- Paragraph Formats, Bullets, Numbering, Lists and Sorting
- Indent, Outdent, Alignment and Line Spacing
- Fills, Borders and Themes
- Indents, Spacing, Line Breaks and Page Breaks
- Tabs and the Format Painter
- Keyboard Shortcuts
- Section Review

Tables

- Creating Tables
- Sizing Tables and Cells
- Table Properties Dialog Box
- Table Design
- Layout Contextual Tab
- Alignment, Data and Formulas
- Keyboard Shortcuts
- Section Review

Applying Page Layout and Reusable Content

- Page Setup
- Headers and Footers
- Quick Parts
- Themes
- Page Backgrounds
- Printing a Document
- Section Review

Including Illustrations and Graphics in a Document

- Pictures
- Clip Art
- Shapes
- Text Boxes
- Word Art and Smart Art
- Shortcuts
- Section Review

Proofreading Documents

- Spelling and Grammar Check
- Reference Tools
- Comments
- Shortcuts
- Section Review

Applying References and Hyperlinks

- Hyperlinks
- Endnotes and Footnotes
- Table of Contents
- Shortcuts
- Section Review

Mail Merge

- Setup and Executing Mail Merge
- Section Review

Customize the Word Interface

- Customizing the Interface
- Section Review
- Course Review