

# Microsoft Office Specialist: Word Associate (Microsoft 365 Apps) (MO-110)

Build job-ready Microsoft Word skills with this associate-level training designed for administrative professionals and office support roles. You'll learn how to format documents, manage tables and lists, insert graphics, and collaborate in Word — core tasks aligned with workplace demands. This course also prepares you to confidently pass the MO-110: Microsoft Word Associate (Microsoft 365 Apps) certification exam.

[CBT Nuggets course material](#) →

## WEEK 1

### Insert and Format Text

Download the Files

Document Basics

Formatting Text Tips and Troubleshooting

Find & Replace, Symbols, and AutoCorrect

Your Challenge

### Work with Paragraphs, Lists, and Tables

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Basic Paragraph Formatting

Bulleted and Numbered Lists

Tables Basics

Tables Layout Examples

Working with Large Tables

Your Challenge

### Configure Sections and Page Layout

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Basic Page Setup Options

Page Breaks and Section Breaks

Columns and Text Boxes

Headers, Footers, and Page Numbers

Bring it all Together!

Your Challenge

### Work with Long Documents

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Introduction to Styles

Customising Styles and Style Sets

## WEEK 2

Table of Contents

Footnotes and Endnotes

Navigate within Documents

Page Background Elements

Your Challenge

### **Insert and Format Graphics**

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Some General Principles

Diagrams

SmartArt

Pictures

Text Boxes and Text Effects

Icons, 3D Models, Charts, and Screenshots!

Your Challenge

### **Manage Document Sharing and Collaboration**

Download the Files

Print or Share Electronically

Different File Formats and Passwords

Check Document for Issues

Add and Manage Comments

Track Changes

Your Challenge

## **Word Specialist Revision Challenges**

Introduction

Task 1

Task 2

Task 3

## WEEK 3

Task 4

Task 5

Task 6

Task 7

Task 8

Task 9

Your Final Challenge!