

Microsoft Office Specialist: Word Expert (Microsoft 365 Apps) (MO-111)

Uncover Microsoft Word's hidden secrets and advanced features with MO-111: Microsoft Word Expert training. This advanced Microsoft Word course teaches you the hidden tools, automation options, and precision formatting features that separate casual users from true Word power users. Get real-world, hands-on practice with indexing, styles, custom templates, and long-form document management, all taught by seasoned Microsoft Office pro Simona Millham. This course will prepare you for the Microsoft Word certification exam, and get you using Microsoft Word on the job at the expert level.

[CBT Nuggets course material](#) →

WEEK 1

Understand Advanced Paragraph Formatting

- Set Paragraph Pagination
- Configure Hyphenation and Line Numbers
- Work with Tabs
- Your Challenge

Manage Additional Editing Options

- Introduction
- Apply Search Options
- Find and Replace Formatting and Special Characters
- Use Wildcards
- Work with Language-Specific Features
- Your Challenge

Create and Manage Styles

- Introduction and Built-in Styles Recap
- Create Custom Heading Styles
- Modify Custom Styles
- Understand Paragraph, Character, and Linked Styles
- Table and List Styles
- Copy Styles to Other Documents
- Your Challenge

Use Special Features for Long Documents

- Introduction
- Captions and Table of Figures
- Cross References and Hyperlinks
- Indexing

Citations and Bibliographies

Your Challenge

Perform Mail Merges

Introduction

Use the Mail Merge Wizard

Connect to External Data and Use Other Options

Print Envelopes

Print Labels

Create a Directory

Your Challenge

Manage and Protect Documents

Introduction

Link to External Content

Manage Document Versions

Protect the File

Restrict Editing

Compare and Combine

Your Challenge

Work with Templates, Fields, and Forms

Introduction

Create and Modify a Custom Template

Work with the Normal Template

Use and Modify Fields

Manage Forms and Content Controls

Your Challenge

Create Custom Document Elements

Introduction

AutoText

Quick Parts

Other Building Blocks

Themes

Your Challenge

Create and Modify Simple Macros

Introduction

Record a Simple Macro

Save a Macro to a Document

Save a Macro to a Custom Template

Edit and Organise Macros

Manage the Quick Access Toolbar

Your Challenge

Word Expert MO-111 Revision Exercises

Introduction

Exercise 1

Exercise 2

Exercise 3

Exercise 4

Word Expert Troubleshooting Challenges

Introduction

Project 1

Project 2

Project 3