



Formation Office Automation Curriculum - Preparing for the MCAS Word 2007 (50044A) in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

ID : 677

Goal : This curriculum is intended to allow individuals to prepare for certification as a MS Certified Application Specialist in MS Word 2007.

Audience : This training is intended for knowledge workers who have hands-on experience with Word 2007. No prior certification is required.

Prerequisites : Six or more months of hands-on experience creating and managing documents by

using MS Word 2007.

Goals :

- Introduction
- Creating and Formatting Documents
- Laying Out Documents
- Making Documents and Content Easier to Read
- Personalizing Word 2007
- Creating and Customizing Documents
- Format text and paragraphs
- Manipulate text
- Control pagination
- Insert illustrations
- Format illustrations
- Format text graphically
- Insert and modify text boxes
- Structure content by using Quick Parts
- Use tables and lists to organize content
- Modify tables
- Insert and format references and captions
- Merge documents and data sources
- Navigate documents
- Training Conclusion

Pedagogical method : Examples based training, as well as synthesis examples. Exam preparation is done on a half day included in training schedule (useful as recapitulative exercise, if missed exam).

Suggested duration for presentiel training (days) : 2

Suggested duration for on-line training (days) : 2.4

Daily price in face-to-face : 1050 CHF

Daily price in remote : 504 CHF

Daily price in remote for students : [contact](#) us (only if student card!)

Daily price in remote (with recording) : 5250 CHF

Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

Book

- **Title :** *Word 2007 - Preparing the MCAS exam - Exam 77-601*
- **Author(s) :** *Collectif*
- **Pages :** *394*
- **ISBN :** *9782746049567*

Tags : word, ms word, mcas, 2007, word 2007, mcas certification, trainng word, training ms word, training word 2007, training word mcas.

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