



Microsoft Office Specialist Associate

Course Schedule

Week (s)	Topic (s)
Week 1-3	Welcome Class goals and plan; student emails; book and files; Windows Word – Basic Create documents; format text; add lists, tables, and images; page formatting; printing
Week 4-5	Word – Advanced Format graphics; collaborate on documents; add endnotes and bibliographies
Week 6-7	Word MOS Associate Exam Prep Review and practice exam topics, take practice exams
Week 8-10	PowerPoint – Basic Design presentations; format slides and text; add images, 3D models, and animation; print presentation
Week 11-12	PowerPoint – Advanced Modify slide master and layouts; Insert headers/footers; Add tables, charts, and video; finalize and present slide show
Week 13-16	PowerPoint MOS Associate Exam Prep Review and practice exam topics, take practice exams
Week 16-18	Excel – Basic Enter and format text and numbers; basic calculations and functions; use styles and conditional formatting; print; manage workbooks

Week (s)	Topic (s)
Week 19-21	Excel – Advanced Use text, logical, and date functions; define and format tables; use named ranges; create and modify charts; import data
Week 21-23	Excel MOS Associate Exam Prep Review and practice exam topics; take practice exams
Week 23-25	Outlook – Basic Create messages; add attachments, images, and signatures; organize incoming mail with folders; manage contacts; use calendar and tasks
Week 26-27	Outlook – Advanced Search for messages, contacts, and tasks; calendar settings and multiple calendars; edit and share contacts
Week 28-29	Outlook MOS Associate Exam Prep Review and practice exam topics; take practice exams

Note:

- 1. Basic and Advanced classes will generally be 2 hours of guided learning and 1 hour hands-on practice. Homework will help students deepen understanding with additional practice.**
- 2. Students are encouraged to take each MOS certification exam after finishing related exam prep and successfully passing the related practice exam.**
- 3. *No classes on Thanksgiving (11/28/24) or during Winter Break (12/24/24 – 12/31/24).**

Subject to Change

Revised 04/17/2024