

MCA

Microsoft® Office Specialist
(Office 365 and Office 2019)

COMPLETE STUDY GUIDE

**WORD EXAM MO-100, EXCEL EXAM MO-200,
AND POWERPOINT EXAM MO-300**

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ERIC BUTOW

 **SYBEX®**
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MCA

Microsoft® Office Specialist Complete Study Guide (Office 365 and Office 2019)

**Word Exam MO-100, Excel Exam
MO-200, and PowerPoint Exam MO-300**



Eric Butow

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To my family and friends

Acknowledgments

I have many people to thank, starting with my literary agent, Matt Wagner. He connected me with Sybex to write this book and managed our relationship well. Next, I want to give a shout out to my excellent editing team: Gary Schwartz, Barath Kumar Rajasekaran, Christine O'Connor, and Senior Acquisitions Editor Kenyon Brown.

And, as always, I want to thank my family and friends for their everlasting support. I couldn't write this book without them.

—Eric Butow

About the Author

Eric Butow is the owner of Butow Communications Group (BCG) in Jackson, California. BCG offers website development, online marketing, and technical writing services. Eric is a native Californian who started working with his friend's Apple II Plus and Radio Shack TRS-80 Model III in 1980 when he lived in Fresno, California. He learned about programming, graphic design, and desktop publishing in the Fresno PC Users Group in his professional career, and when he started BCG in 1994.



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Kristen Merritt is an experienced technical editor who has reviewed books for several publishers, including Wiley and Microsoft Press. Kristen spent 12 years in technical sales, and she is currently employed as a digital marketer.

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Introduction

Welcome to this book about becoming a Microsoft Certified Office Specialist for the Microsoft 365 suite of productivity applications to which you can subscribe. You can also use this book with the one-time purchase version of Office, which Microsoft calls Office 2019.

Microsoft 365 allows you to use different versions on many platforms, including Windows, macOS, iOS, iPadOS, and Android. You can even use the free online version of Microsoft 365. This book, however, talks about using the most popular version of Microsoft 365 on the most popular operating system, which happens to be the Word, Excel, and PowerPoint applications in Microsoft 365 running on Windows 10.

You may already know about a lot of Word, Excel, and PowerPoint features by working with it, but no matter if you use Word, Excel, and PowerPoint for your regular documentation tasks, or if you're new to the application, you'll learn a lot about the power that Word, Excel, and PowerPoint gives you to create all kinds of documents.

Who Should Read This Book

If you want to prepare to take one or all the Microsoft Office Specialist exams, which will help you become a certified specialist in Word, Excel, and/or PowerPoint, and hopefully increase your stature, marketability, and income, then this is the book for you. Even if you're not going to take the exam, but you want to learn how to use Word, Excel, and PowerPoint more effectively, this book will show you how to get the most out of using Word, Excel, and PowerPoint based on features that Microsoft believes are important for you to know.

What You'll Learn from this Book

What you learn in this book hews to the topics in the Microsoft Office Specialist exams, because this book is designed to help you learn about the topics in the exam and pass it on the first try.

After you finish reading the book and complete all the exercises, you'll have an in-depth understanding of Word, Excel, and PowerPoint that you can use to become more productive at work and at home (or in your home office).

Hardware and Software Requirements

You should be running a computer with Windows 10 installed, and you should have Word, Excel, and PowerPoint for Microsoft 365 or Word, Excel, and PowerPoint 2019 installed and running too before you dive into this book. Either version of Word, Excel, and PowerPoint contains all of the features that are documented in this book so that you can pass the exam.

How to Use this Book

Start by taking the Assessment Test after this introduction to see how well you know Word, Excel, and PowerPoint already. Even if you've been using Word, Excel, and PowerPoint for a while, you may be surprised at how much you don't know about it.

Next, read each chapter and go through each of the exercises throughout the chapter to reinforce the concepts in each section. When you reach the end of the chapter, answer each of the 10 Review Questions to test what you learned. You can check your answers in the appendix at the back of the book.

If you're indeed taking the exam, then there are two other pedagogical tools that you can use: Flashcards and a Practice Exam. You may remember flashcards from when you were in school, and they're useful when you want to reinforce your knowledge. Use the Flashcards with a friend or relative if you like. (They might appreciate learning about Word, Excel, and PowerPoint, too.) The Practice Exam will help you further hone your ability to answer any question on the real exam with no worries.

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How this Book Is Organized

Part I: Word Exam MO-100

Chapter 1: Working with Documents This chapter introduces you to navigating within a document, how to format a document so that it looks the way you want, saving a document, sharing a document, and inspecting a document before you share it, so that all of your recipients can read it.

Chapter 2: Inserting and Formatting Text This chapter follows up by showing you how to add text into a document, how to format text and paragraphs in your document using Word tools, including Format Painter and styles, as well as how to create and format sections within a document.

Chapter 3: Managing Tables and Lists This chapter shows you how to use the built-in table tools to create tables of information, convert the table to text (and vice versa), as well as modify the table to look the way that you want. You'll also learn how to create bulleted and numbered lists in your text.

Chapter 4: Building References This chapter tells you about how to add and format reference elements in a document including footnotes, endnotes, bibliographies, citations in those bibliographies, as well as a table of contents.

Chapter 5: Adding and Formatting Graphic Elements This chapter covers all of the ins and outs of adding various types of graphic elements in a document. Word comes with plenty of stock shapes, pictures, 3D models, and Microsoft's own SmartArt graphics. What's more, you'll learn how to add text boxes that sit outside of the main text in the document, such as for a sidebar.

Chapter 6: Working with Other Users on Your Documents This chapter wraps up the book with a discussion about how to use the built-in Comments and Track Changes features when you share a document with others. The Comments feature allows you to add comments outside of the main text for easy reading, and the Track Changes feature shows you which one of your reviewers made changes and when.

Part II: Excel Exam MO-200

Chapter 7: Managing Worksheets and Workbooks This chapter introduces you to importing data into workbooks, navigating within a workbook, how to format worksheets and workbooks so that they look the way you want, customizing Excel options and views, saving a workbook, sharing a workbook, and inspecting a workbook before you share it, so that all of your recipients can read it.

Chapter 8: Using Data Cells and Ranges This chapter follows up by showing you how to manipulate your data in a worksheet to show the data that you want to see, how to format cells and ranges in a worksheet using Excel tools, including Format Painter and styles, define and reference cell ranges, as well as how to summarize your data with Sparklines and conditional formatting.

Chapter 9: Working with Tables and Table Data This chapter shows you how to use the built-in table tools to create tables of information, convert the table to a cell range (and vice versa), as well as modify the table to look the way that you want. You'll also learn how to sort and filter text in a table.

Chapter 10: Performing Operations by Using Formulas and Functions This chapter tells you how to insert references into a cell formula, perform calculations, count cells, execute conditional operations, as well as format text using a variety of built-in Excel functions.

Chapter 11: Managing Charts This chapter covers how to create charts within a worksheet and on a separate worksheet, how to modify a chart to show the data you want, how to format a chart with layouts, styles, and add alternative text to a chart so that everyone who sees the chart will know what it's about.

Part III: PowerPoint Exam MO-300

Chapter 12: Creating Presentations This chapter introduces you to managing presentations including how to modify slide masters, handout masters, and note masters, change presentation options and views, configure print settings for your presentation, configure and present slideshows, and prepare presentations for collaboration with others.

Chapter 13: Managing Slides This chapter follows up by showing you how to insert slides including from Word and other presentations, insert Summary Zoom slides, modify slides including inserting slide headers and footers, as well as how to order and group slides.

Chapter 14: Inserting and Formatting Text, Shapes, and Images This chapter shows you how to format and apply styles to text in a slideshow, insert links, insert and format images, insert and format graphic elements including shapes and text boxes, as well as order and group objects on slides.

Chapter 15: Inserting Tables, Charts, SmartArt, 3D Models, and Media This chapter tells you how to insert and format tables, charts, SmartArt graphics, 3D models, audio and video clips, and screen recordings into a slideshow.

Chapter 16: Applying Transitions and Animations This chapter covers how to apply and configure transitions between slides, animate content within a slide, and set timing for slide transitions.

Interactive Online Learning Environment and TestBank

Learning the material in the *MCA Microsoft® Office Specialist Complete Study Guide (Office 365 and Office 2019)* is an important part of preparing for the Microsoft Office Specialist exams, but we also provide additional tools to help you prepare. The online TestBank will help you understand the types of questions that will appear on the certification exam.

The Sample Tests in the TestBank include all the questions in each chapter as well as the questions from the Assessment Test. In addition, there is a Practice Exam containing 150 questions. You can use this test to evaluate your understanding and identify areas that may require additional study.

The Flashcards in the TestBank will push the limits of what you should know for the certification exam. The Flashcards contain 300 questions provided in digital format. Each flashcard has one question and one correct answer.

The online Glossary is a searchable list of key terms introduced in this Study Guide that you should know for the Microsoft Office Specialist exams.



To start using the test bank to study for the Microsoft Office Specialist exams, go to www.wiley.com/go/sybextestprep and register your book to receive your unique PIN. Once you have the PIN, return to www.wiley.com/go/sybextestprep, find your book, and click register, or login and follow the link to register a new account or add this book to an existing account.



Exam objectives are subject to change at any time without prior notice and at Microsoft's sole discretion. Please visit the Microsoft Certifications website (<https://docs.microsoft.com/en-us/learn/certifications/>) for the most current listing of exam objectives.

Objective Map

Objective	Chapter
Word for Office 365 or Office 2019	
Section 1: Manage documents	
1.1 Navigate within documents	1
1.2 Format documents	1,2
1.3 Save and share documents	1
1.4 Inspect documents for issues	1
Section 2: Insert and format text, paragraphs, and sections	
2.1 Insert text and paragraphs	2,5
2.2 Format text and paragraphs	2,3,4,5
2.3 Create and configure document sections	2
Section 3: Manage tables and lists	
3.1 Create tables	3
3.2 Modify tables	3
3.3 Create and modify lists	3
Section 4: Create and manage references	
4.1 Create and manage reference elements	4
4.2 Create and manage reference tables	4
Section 5: Insert and format graphic elements	
5.1 Insert illustrations and text boxes	5
5.2 Format illustrations and text boxes	5
5.3 Add text to graphic elements	5
5.4 Modify graphic elements	5
Section 6: Manage document collaboration	
6.1 Add and manage comments	6
6.2 Manage change tracking	6
Excel for Office 365 or Office 2019	

Objective	Chapter
Section 1: Manage worksheets and workbooks	
1.1 Import data into workbooks	7
1.2 Navigate within workbooks	7
1.3 Format worksheets and workbooks	7,8,9,10,11
1.4 Customize options and views	7
1.5 Configure content for collaboration	7
Section 2: Manage data cells and ranges	
2.1 Manipulate data in worksheets	8
2.2 Format cells and ranges	7,8
2.3 Define and reference named changes	8
2.4 Summarize data visually	8
Section 3: Manage tables and table data	
3.1 Create and format tables	9
3.2 Modify tables	7,8,9
3.3 Filter and sort table data	9
Section 4: Perform operations by using formulas and functions	
4.1 Insert references	10
4.2 Calculate and transform datas	10
4.3 Format and modify text	7,8,10
Section 5: Manage charts	
5.1 Create charts	11
5.2 Modify charts	11
5.3 Format charts	11
PowerPoint for Office 365 or Office 2019	
Section 1: Manage presentations	
1.1 Modify slide masters, handout masters, and note masters	12
1.2 Change presentation options and views	12

Objective	Chapter
1.3 Configure print settings for presentations	12
1.4 Configure and present slide shows	12
1.5 Prepare presentations for collaboration	12
Section 2: Manage slides	
2.1 Insert slides	13
2.2 Modify slides	13
2.3 Order and group slides	13
Section 3: Insert and format text, shapes, and images	
3.1 Format text	14
3.2 Insert links	14
3.3 Insert and format images	14
3.4 Insert and format graphic elements	14
3.5 Order and group objects on slides	14
Section 4: Insert tables, charts, SmartArt, 3D models, and media	
4.1 Insert and format tables	15
4.2 Insert and modify charts	15
4.3 Insert and format SmartArt graphics	15
4.4 Insert and modify 3D models	15
4.5 Insert and manage media	15
Section 5: Apply transitions and animations	
5.1 Apply and configure slide transitions	16
5.2 Animate slide content	16
5.3 Set timing for transitions	16

Assessment Test

1. How big of a table can you create using the Table grid in the Insert menu ribbon?
 - A. 12 columns and 10 rows
 - B. 10 columns and 8 rows
 - C. 10 columns and 10 rows
 - D. 12 columns and 12 rows
2. What search option do you use to find all words in a document that start with the same three letters?
 - A. Match Suffix
 - B. Match Prefix
 - C. Use Wildcards
 - D. Sounds Like (English)
3. What menu option do you click to create a new comment in a document?
 - A. Insert
 - B. References
 - C. Review
 - D. Home
4. What are the three reference elements that you can add to a document?
 - A. Citation, source, and bibliography
 - B. Caption, table of figures, cross-reference
 - C. Footnote, endnote, citation
 - D. Table of contents, table of figures, table of authorities
5. You need to have a link on page 30 of your document that goes back to page 1. What menu option do you click on to get there?
 - A. Home
 - B. References
 - C. View
 - D. Insert
6. Where can you find pictures to add into a Word document? (Choose all that apply.)
 - A. On a drive connected to your computer
 - B. On the Internet
 - C. Stock images
 - D. Office.com