

# **MOS (Microsoft Office Specialist)**

## **Word**

1. Working with Clipboard
2. Text formatting
3. Finding & Replacing
4. To apply different types of pages
5. Inserting tables, lists
6. Illustrations(Pictures, Shapes, SmartArt etc.)
7. Adding Header & Footer
8. Applying WordArt
9. Creating Objects
10. Applying Themes & Editing
11. Background & Watermark
12. Setting up of Pages
13. Paragraph Styling
14. Arrangement of Objects
15. Translation, Comments, Track Changes
16. Macros

## **Excel**

1. Working with Clipboard
2. Text formatting
3. Finding & Replacing
4. Conditional Formatting
5. Pivot Tables & charts
6. Applying Themes & Editing
7. Background
8. Setting up of Pages
9. Paragraph Styling
10. Formulas
11. Panes
12. Macros

## **PowerPoint**

1. Working with Clipboard
2. Text formatting
3. Finding & Replacing
4. Layout Of Slides
5. Inserting tables, lists
6. Illustrations (Pictures, Shapes, SmartArt etc.)
7. Adding Header & Footer
8. Applying WordArt
9. Applying Themes & Editing
10. Background
11. Setting up of Pages
12. Paragraph Styling
13. Transitions & Animations
14. Slideshow & Narrations
15. Translation & Comments
16. Presentation Views & Macros