



Microsoft Office Specialist Word 2016



CENIT
GROUP
study learn grow

SOLAS
learning works

ecollege

MOS Microsoft Word - eCollege Course

Enrolment and Course Access.....	1
eCollege Login	1
eCollege Password	1
Course Start Date	1
Course Length	1
eCollege Course Structure	1
Getting Started Topic.....	1
Course Resources Topic	2
Course Content Topics	2
Test Preparation Topic.....	2
Exam Booking Topic	2
Course Information and Syllabus	2
Prerequisites	2
Course Information	2
QQI/FETAC	3
Certification.....	3
Examination	3
Exam Costs	3
Exam Format	3
Register for the Examination	3
Where Can I Complete My Examination?	3
Refund of Public Travel Expenses	4
Exam Support.....	4
Course Content	4
Live Classes.....	4
Interactive Tutorials	4
eBooks.....	4
How to approach the course	4

MOS Microsoft Word - eCollege Course

How to approach the first topic.....	6
eCollege Support.....	7
eTutor.....	7
Administration and Helpdesk	7
Technical Requirements.....	7
Pop Ups	7
eLearning General Information.....	8

Enrolment and Course Access

eCollege Login

Once you have activated the course, you will always log in to eCollege here: www.ecollege.ie.

eCollege Password

If you forget your password, you can use the password reset option on eCollege:

https://ecollege.etbonline.ie/login/forgot_password.php

Course Start Date

The course starts once you have logged into eCollege. We run this course on a continuous intake basis. You may see other start dates on Fetch Courses; these are incorrect.

Course Length

We allow **16** weeks to complete the course, and we suggest you will need to study about 10 hours a week. Based on previous statistics, many learners complete this course in less than 16 weeks.

There are several contact hours within the interactive tutorials, and you may have to go back over specific topics. There is also a portion of self-directed learning involved.

eCollege Course Structure

We have laid out the course structure with these topics:

- Getting Started
- Course Resources
- Course Content (multiple topics)
- Test Preparation
- Exam Booking

Getting Started Topic

The Getting Started topic includes:

- Induction Module
 - Online Learning
 - eCollege Policies and Procedures
 - Workstation Safety
- Getting Started Questionnaire
 - Provides you with valuable course information. We also ask some questions concerning your employment and education status.

Course Resources Topic

The Course Resources topic includes software details, exam information, recommended reading, and a learning plan. You can use these resources as you progress through the course.

Course Content Topics

All course work is included in the following **11** Course Content topics:

1. Work with Interface and Perform Basic Tasks
2. Formatting Text
3. Customise Options and Use Document Views
4. Create and Format Tables
5. Headers, Footers, Page Numbering and Layout
6. Use Navigation Pane and Create Lists
7. Use Illustrations, Styles and Themes
8. Design and Format Illustrations
9. Advanced Table Customisation
10. Maintain Protect and Review Documents
11. References, Proofing, Mail Merge and Forms

Test Preparation Topic

The Test Preparation topic helps ensure you are ready for your examination. You will complete activities that prepare you for the examination. You must achieve a certain percentage in these activities before moving on to the Exam Booking stage.

Please allow **three weeks** to complete this topic.

Exam Booking Topic

In the Exam Booking topic, you will complete the Course Questionnaire and Exam Booking Form to help guide you through the exam booking process.

Course Information and Syllabus

Prerequisites

There are no prerequisites required to begin this course. Although we do recommend the International Computer Driving Licence (ICDL) course is completed first

Course Information

Microsoft Word is one of the most widely recognised computer programs in history, with over 1.2 billion current users worldwide. However, Word's ubiquity means its deeper functionality is often

overlooked. This online course will help you to progress beyond the simple tasks of typing and saving documents, and unlock Word's editing and graphical functionality. A command of the industry standard graphical word processor is the most fundamental technical proficiency demanded of office workers worldwide.

You can review the course syllabus [here](#).

QQI/FETAC

There is no QQI/FETAC qualification associated with this course.

Certification

Upon successful completion of the Microsoft Office Specialist Word Specialist 77-725 examination, you will be awarded an industry qualification from Microsoft. See more information [here](#).

Examination

Exam Costs

SOLAS will cover the cost of your exam.

Exam Format

- The MOS 2016 exam format incorporates multiple projects.
- 35 questions
- Duration: 50 minutes
- Passing Score: 700/1000

Register for the Examination

You will be able to register for the exam once you have completed all the topics, including the Test Preparation topic. After these are all successfully completed, the Exam Booking topic will be available to you.

At this point, eCollege administration staff will work with you to purchase the exam from Certiport. This process will require you to create a Certiport account and complete a registration form for them.

Where Can I Complete My Examination?

You can choose a Test Centre that is convenient for you on the Exam Booking Form (if applicable). Once the Exam Booking Form is submitted, eCollege will send you an exam voucher and you will be able to book your exam with Certiport.

Please review the test centre list [here](#) for this Microsoft Office Specialist (MOS) exam.

There is currently a system in place whereby you can complete the exam at home if you have the technical setup to do so. [Click here](#) for more information.

Refund of Public Travel Expenses

You may have to travel to a test centre; we can refund the cost of any public transport used. Please keep your receipts.

Exam Support

If you require accommodation (support for any documented learning difficulties), you need to apply for this in advance. Any request for additional support **will require documented evidence** from a medical professional.

We cannot request additional support on your behalf due to data protection. There is no requirement to start this process now. You will be able to do this once you have reached the Exam Booking topic.

Course Content

Live Classes

There are no live classes. The course content is laid out for you in interactive tutorials that can be accessed anytime once you are logged into eCollege.

Interactive Tutorials

Course content is created and designed by a company called SkillSoft. SkillSoft supply eCollege with interactive tutorials aligned to the course syllabus. These interactive tutorials are found within each topic. They cannot be viewed offline.

eBook

There is a recommended optional eBook and additional reference materials available in the Course Resources topic.

How to approach the course

Once you have completed all the activities in the Getting Started topic, Course Resources and Course Content material will be unlocked and available to you.

You will progress through each course topic in order. Course Content topics focus around the course material supplied by SkillSoft.

Microsoft Office Specialist

Word 2016

77-725

[Course Discussion Forums \(Click Here\)](#)

[Information on Exams](#) 

Getting Started - Click Here 	Course Resources 	Topic 1 of 11 
Topic 2 of 11 	Topic 3 of 11 	Topic 4 of 11 
Topic 5 of 11 	Topic 6 of 11 	Topic 7 of 11 
Topic 8 of 11 	Topic 9 of 11 	Topic 10 of 11 
Topic 11 of 11 	Test Preparation 	Exam Booking 

How to approach the first topic

1

Topic Objectives.

Click the Topic Objectives icon to review the topic objectives, which is a list of what you are going to learn in the topic.

2

Watch Video Lesson.

Click the Video Lesson icon to begin. Then click the Video Lesson button to launch the video.

Video Lesson

3

Complete Topic Quiz. Click the Topic Quiz icon to begin. Then click the Attempt Quiz button to launch the video.

Attempt quiz now

The Quiz must be completed achieving a score of 90% or more in order to proceed to the next topic.

4

Practice Exercise:

Click the Practice Exercise icon to begin. Complete the practical exercises for the topic. You can compare your worked exercises with the answers provided.

Questions

Files

Answers

Topic 1 of 11



All 4 steps must be completed in order to open the next topic.



Topic - Incomplete ✖

To successfully complete each topic, you need to:

1. Review the topic objectives
2. Play the instructional interactive video, complete all assessments/tests, and achieve an overall score of 80% or higher
3. Complete the topic quiz (a score of 90% is required)
4. Once you have the required grades in the video and the quiz, Topic 2 will open for you.

Review the forums, ask a question of your fellow participants if you wish to transfer knowledge.

Once you complete all steps for the topic, you can move to Topic 2 and repeat the process.

GMetrix – Test Preparation Topic

Please allow three weeks to complete the Test Preparation Topic. Learners need to complete and pass at least three GMetrix (Practice Tests) Projects. The projects must be completed in TESTING Mode, and a grade of 90% or more should be achieved before you will be put forward for the examination. Please contact your eTutor if you are unsure, as there may be exceptions to this rule. (Note: GMetrix tells you that you have passed with a grade of 700 or 70%, this is not sufficient to sit your exams with eCollege, we require 90%)

eCollege Support

We have a reliable support system in place, and you can contact us via email for any questions or concerns. You can request a phone call if you wish to speak to eCollege.

eTutor

There is an eTutor assigned to your course who is available via email if you have any subject matter related queries. Your eTutor will email you to welcome you to the course. You can also see their contact information on the course homepage.

Administration and Helpdesk

We have a team of administrators who can help with general course questions and technical support.

Technical Requirements

Most eCollege courses will require you to have a Windows PC, especially any Microsoft courses. Other courses may allow the use of an Apple device.

We recommend:

- Dual-core processor
- 4GB of RAM or higher
- The latest up-to-date operating system
- Chrome or Firefox web browser
- Minimum screen resolution of 1024 X 768
- High-speed broadband – we do not recommend the use of mobile dongles

A printer is not required.

Pop-Ups

You must enable popups to allow the interactive course material to run. Please add the following URL as an authorised site for popups: <https://ecollege.etbonline.ie/>. Do not turn off popup blockers completely.

How to do this per browser:

- [Chrome](#)
- [Firefox](#)
- [Internet Explorer](#)
- [Edge](#)

eLearning General Information

We are aware that eLearning has its challenges that can prevent you from absorbing the content and the critical aspects of the course.

We are also aware that you may be on-the-go and don't have a lot of time to devote to the eLearning experience.

You can overcome this by engaging your course in bite-sized chunks when you are ready to learn. You should also avoid lengthy study sessions; by doing this, you give yourself the chance to acquire and retain information more effectively.

We also offer the opportunity for peer collaboration through the various discussion forums within the course, where learners can collaborate on the subject matter. If you have a specific issue with the course, we advise you to contact the eCollege team.