



**NCMOS.418 | Durasi: 3 (Tiga) Hari**

## Deskripsi

- Exam Track: **MOS 77-418**
- Biaya Training: **6.600.000 IDR**  
(Sudah termasuk biaya Exam)

## Outline Materi

- Create a Document
- Navigate through a Document
- Format a Document
- Customize Options and Views for Documents
- Configure Documents to Print or Save
- Insert Text and Paragraphs
- Format Text and Paragraphs
- Order and Group Text and Paragraphs
- Create a Table
- Modify a Table
- Create and Modify a List

# Training Syllabus

- Create Endnotes, Footnotes, and Citations
- Create Captions
- Insert and Format Building Blocks
- Insert and Format Shapes and SmartArt
- Insert and Format Images