



**NCMOS.725 | Durasi: 3 (Tiga) Hari**

## Deskripsi

- Exam Track: **MOS 77-725**
- 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
- Print and Save Documents
- 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 and Manage Reference Markers
- Create and Manage Simple References
- Insert Graphic Elements
- Format Graphic Elements
- Insert and Format Smartart Graphics