

# Microsoft Office Specialist

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MOS 77-418	Microsoft Office Word 2013
MOS 77-420	Microsoft Office Excel 2013
MOS 77-422	Microsoft Office PowerPoint 2013
MOS 77-725	Microsoft Office Word 2016 Core
MOS 77-727	Microsoft Office Excel 2016 Core
MOS 77-729	Microsoft Office PowerPoint 2016

## Microsoft Office Word 2013

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MOS Exam Track 77-418

### Deskripsi

- Durasi Training: **3 (Tiga) Hari**
- Biaya Training: **6.600.000 (IDR)**  
(sudah termasuk biaya Exam / Ujian)

### Outline Materi

- Create and Manage Documents
  - Create a Document
  - Navigate through a Document
  - Format a Document
  - Customize Options and Views for Documents
  - Configure Documents to Print or Save
- Format Text, Paragraphs, and Sections
  - Insert Text and Paragraphs
  - Format Text and Paragraphs
  - Order and Group Text and Paragraphs
- Create Tables and Lists
  - Create a Table
  - Modify a Table
  - Create and Modify a List
- Apply References
  - Create Endnotes, Footnotes, and Citations
  - Create Captions
- Insert and Format Objects
  - Insert and Format Building Blocks
  - Insert and Format Shapes and SmartArt
  - Insert and Format Images

## Microsoft Office Excel 2013

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MOS Exam Track 77-420

### Deskripsi

- Durasi Training: **3 (Tiga) Hari**
- Biaya Training: **6.600.000 (IDR)**  
(sudah termasuk biaya Exam / Ujian)

### Outline Materi

- Create and Manage Worksheets and Workbooks
  - Create Worksheets and Workbooks
  - Navigate through Worksheets and Workbooks
  - Format Worksheets and Workbooks
  - Customize Options and Views for Worksheets and Workbooks
  - Configure Worksheets and Workbooks to Print or Save
- Create Cells and Ranges
  - Insert Data in Cells and Ranges
  - Format Cells and Ranges
  - Order and Group Cells and Ranges
- Create Tables
  - Create a Table
  - Modify a Table
  - Filter and Sort a Table
- Apply Formulas and Functions
  - Utilize Cell Ranges and References in Formulas and Functions
  - Summarize Data with Functions
  - Utilize Conditional Logic in Functions
  - Format and Modify Text with Functions
- Create Charts and Objects
  - Create a Chart
  - Format a Chart
  - Insert and Format an Object

## Microsoft Office PowerPoint 2013

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MOS Exam Track 77-422

### Deskripsi

- Durasi Training: **3 (Tiga) Hari**
- Biaya Training: **6.600.000 (IDR)**  
(sudah termasuk biaya Exam / Ujian)

### Outline Materi

- Create and Manage Presentations
  - Create a Presentation
  - Format a Presentation Using Slide Masters
  - Customize Presentation Options and Views
  - Configure Presentations to Print or Save
  - Configure and Present Slideshows
- Insert and Format Shapes and Slides
  - Insert and Format Slides
  - Insert and Format Shapes
  - Order and Group Shapes and Slides
- Create Slide Content
  - Insert and Format Text
  - Insert and Format Tables
  - Insert and Format Charts
  - Insert and Format SmartArt
  - Insert and Format Images
  - Insert and Format Media
- Apply Transitions and Animations
  - Apply Transitions between Slides
  - Animate Slide Content
  - Set Timing for Transitions and Animations
- Manage Multiple Presentations
  - Merge Content from Multiple Presentations
  - Review Changes
  - Protect and Share Presentations

## Microsoft Office Word 2016 Core

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MOS Exam Track 77-725

### Deskripsi

- Durasi Training: **3 (Tiga) Hari**
- Biaya Training: **6.600.000 (IDR)**  
(sudah termasuk biaya Exam / Ujian)

### Outline Materi

- Create and Manage Documents
  - Create a Document
  - Navigate Through a Document
  - Format a Document
  - Customize Options and Views for Documents
  - Print and Save Documents
- Format Text, Paragraphs, and Sections
  - Insert Text and Paragraphs
  - Format Text and Paragraphs
  - Order and Group Text and Paragraphs
- Create Tables and Lists
  - Create a Table
  - Modify a Table
  - Create and Modify A List
- Create and Manage References
  - Create and Manage Reference Markers
  - Create and Manage Simple References
- Insert and Format Graphic Elements
  - Insert Graphic Elements
  - Format Graphic Elements
  - Insert and Format Smartart Graphics

## Microsoft Office Excel 2016 Core

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MOS Exam Track 77-727

### Deskripsi

- Durasi Training: **3 (Tiga) Hari**
- Biaya Training: **6.600.000 (IDR)**  
(sudah termasuk biaya Exam / Ujian)

### Outline Materi

- Create and Manage Worksheets and Workbooks
  - Create Worksheets and Workbooks
  - Navigate in Worksheets and Workbooks
  - Format Worksheets and Workbooks
  - Customize Options and Views for Worksheets and Workbooks
  - Configure Worksheets and Workbooks for Distribution
- Manage Data Cells and Ranges
  - Insert Data in Cells and Ranges
  - Format Cells and Ranges
  - Summarize and Organize Data
- Create Tables
  - Create and Manage Tables
  - Manage Table Styles and Options
  - Filter and Sort a Table
- Perform Operations with Formulas and Functions
  - Summarize Data by Using Functions
  - Perform Conditional Operations by Using Functions
  - Format and Modify Text by Using Functions
- Create Charts and Objects
  - Create Charts
  - Format Graphic Elements
  - Insert and Format Objects

## Microsoft Office PowerPoint 2016

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MOS Exam Track 77-729

### Deskripsi

- Durasi Training: **3 (Tiga) Hari**
- Biaya Training: **6.600.000 (IDR)**  
(sudah termasuk biaya Exam / Ujian)

### Outline Materi

- Create and Manage Presentations
  - Create a Presentation
  - Insert and Format Slides
  - Modify Slides, Handouts, and Notes
  - Order and Group Slides
  - Change Presentation Options and Views
  - Configure a Presentation for Print
  - Configure and Present a Slide Show
- Insert and Format Text, Shapes, and Images
  - Insert and Format Text
  - Insert and Format Shapes and Text Boxes
  - Insert and Format Images
  - Order and Group Objects
- Insert Tables, Charts, Smartart, and Media
  - Insert and Format Tables
  - Insert and Format Charts
  - Insert and Format Smartart Graphics
  - Insert and Manage Media
- Apply Transitions and Animations
  - Apply Slide Transitions
  - Animate Slide Content
  - Set Timing for Transitions and Animations
- Manage Multiple Presentations
  - Merge Content from Multiple Presentations
  - Finalize Presentations