



FREDERICK UNIVERSITY

COURSE: Mechanical Engineering / Automotive Engineering
SUBJECT: AMEM 100 Freshman ME / AUTO 100 Freshman AE
Lecturer: Charalambos Athanasiou

Instructions

Starting a new document.

- 1. Open Ms Word application and create a new blank document.**
- 2. Type in the text below:**

What is Mous Certification?

Microsoft brought the Microsoft Office Use Specialist (Mous) program into existence in the summer of 1997, and assigned the management of the program to a company called NIVO.

Since that time Mous program has set a standard in the Industry for Desktop Operations and it is the only Microsoft approved program designed to measure a candidates skills in the Microsoft Office products.

As the workforce becomes more and more computer oriented, it is demanding that its workers have technical competency. An average of only 20% of people use the Microsoft office applications to their full potential, and Mous certification will provide you with the knowledge of the true power and functionality possible with Microsoft Office.

Mous certification has provided thousands of people with proof of their superior skills in the Microsoft Office Products, and the fact that they are able to fully utilize the desktop applications.

- 3. Spell checks your document. Save your document with the name **Instructions in Removable Disc (E)**:**
- 4. Format the Title “What is Mous Certification” as follows: apply the Style **Heading 1**. Highlight it using **Green colour**.**
- 5. Place the Title “What is Mous Certification” in the **Center** of the page.**
- 6. Change font to **Tahoma** and **Font Size to 11**. Justify the document.**

7. Now, we are going to type one more paragraph.

Becoming Word 2010 is Easy...If you study!

8. Set the page margins as top 3cm, bottom 3cm, left 3cm and right 3cm.
9. Find and Replace the word Mous with the word MOUS in capital letters.
10. Using the Find command search for the word “desktop” and delete it.
11. Copy the paragraph at the end of your document “Becoming Word 2010 is Easy...If you study!” and paste it on top of Heading “What is Mous Certification?”
12. Use once the Undo command and then the Redo command.
13. Go to the end of the last paragraph and insert a page break. Save your work.
14. Insert header and write in your name, surname and registration number at the right side with times new roman fonts size 12pt and red.
15. Insert footer and place in the left side the date, and the page number in the middle.
16. Under the last paragraph write the following text in the center of the page “MOUS certification options in Microsoft Office 2010”
17. Create the following table under the text you just typed

Core	Expert
Strong skills in a specific Microsoft Office 2010 application. You will receive a certificate for every exam	Strong skills in a specific Microsoft Office 2010 application. You will receive a certificate for every exam

18. Insert the following column at the right side of your table

Master
Strong understanding of Microsoft Office 2010 application. You will receive a certificate when you complete all three exams.

19. Save your work and Close the document.