



**Microsoft Office Specialist (MOS) Certification
CORRELATION OF STANDARDS WITH
Goodheart-Willcox Publisher
Certification Prep Microsoft Office 2019 ©2021
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STANDARD		G-W CORRELATING PAGES	
Microsoft Office Specialist: Word Associate 2019			
Manage Documents			
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2.1.2 Designate recipients by using courtesy copy (CC) and blind courtesy copy (BCC)	Outlook Lesson 4 Creating Messages
2.1.3 Use @mention to get someone's attention	Outlook Lesson 4 Using @mention and Attaching Items
2.1.4 Forward and reply to messages	Outlook Lesson 4 Managing the Inbox
2.1.5 Flag outgoing messages for follow up	Outlook Lesson 4 Setting Message Importance, Sensitivity, and Flag Status
2.1.6 Set the importance and sensitivity of outgoing messages	Outlook Lesson 4 Setting Message Importance, Sensitivity, and Flag Status Outlook Lesson 4 Managing the File and Folder Tree
2.2 Insert message content	
2.2.1 Insert hyperlinks	Outlook Lesson 4 Adding Hyperlinks
2.2.2 Insert images	Outlook Lesson 4 Inserting Images and Attaching Files
2.2.3 Add signatures to individual messages	Outlook Lesson 4 Adding a Signature
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2.3.1 Sort messages	Outlook Lesson 4 Setting Message Importance, Sensitivity, and Flag Status
2.3.2 Create folders	Outlook Lesson 3 Organizing Contacts Outlook Lesson 4 Managing the File and Folder Tree
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3.3.4 Respond to invitations	Outlook Lesson 8 Responding to Invitations
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