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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 3 Days

Microsoft Office Specialist: Expert (Office 365 and Office 2019)



About this Course:

The Microsoft Office Specialist Program provides industry-leading assessments of skills and knowledge through our project-based testing, giving students and professionals real-world exercises to appraise their understanding of Microsoft Office.

This guarantees that every certified user can prove they have the ability to command the full features and functionality of Microsoft Office, preparing them for future academic or workforce opportunities.

Audience:

- For students, Microsoft Office Specialist boosts academic performance and preps them for college and career.
- For educators, Microsoft Office Specialist courses provide targeted training and support every step of the way.
- For Administrators, Microsoft Office Specialist improves institutional results.

Course Outline:

Microsoft Word (Word and Word 2019)

- Manage documents
- Insert and format text, paragraphs, and sections
- Manage tables and lists
- Create and manage references
- Insert and format graphic elements
- Manage document collaboration

Microsoft Excel (Excel and Excel 2019)

- Manage worksheets and workbooks
- Manage data cells and ranges
- Manage tables and table data
- Perform operations by using formulas and functions
- Manage charts

Microsoft Outlook (Outlook and Outlook 2019)

- Manage Outlook settings and processes
- Manage messages
- Manage schedules
- Manage contacts and tasks

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