Why Microsoft Office Specialist Certifications ?

Microsoft Office is used by 90% of Companies Worldwide. They use it for business accounting, office administration, project administration, sales, and communications.

A must for job applicants – For anyone with an office-based job, Microsoft Office is a global tool. Employers assume, all job applicants have the working knowledge of MS-Office.

Audience Profile :

- Students who have little or no familiarity with Microsoft Word.

Prerequisites:

- No Prerequisites. Employers assume, all job applicants have the working knowledge of MS-Office.

Course Overview:

- Presentations, word files, excel sheets, working with databases – are all a part of daily tasks for most of us.
- MS Office is the most widely used tool for professional exchange/presentation of information in offices across the globe.
- Using MS-PowerPoint, Word, Excel you can create a rich presentation to present to any type of audience.
- With Office 365 cloud-based services , one can save files online and conveniently access them from anywhere and collaborate with work colleagues.
- Integration with Email – The integration of Microsoft Office with Microsoft Outlook is a big plus point. This means one can send open documents directly through MS Outlook without bothering to open the application.
- This MOS Microsoft Office Office 365 / Office 2019 Training demonstrates that you have the skills needed to get the most out of Office.
- Learn with Cls Learning Solution – Microsoft certified Learning partner and get International Training Quality
- Learn with Microsoft Certified Experts MCTs and Get Microsoft Official Office Material.
- With the Microsoft Office certification program, you can take your career to the next level.

In this Learning path

1. **Microsoft Word Core & Intermediate**
2. **Microsoft Windows and Internet**
3. **Microsoft Excel Core & Intermediate**
4. **Microsoft PowerPoint**
5. **Microsoft Outlook**

Microsoft Word Core & Intermediate Outline:

- Creating a Microsoft Word Document
- The Ribbon
- The Backstage View
- The Quick Access Toolbar
- Formatting Microsoft Word Documents
- Finalizing Microsoft Word Documents
- Advanced Formatting
- Working with Tables
- Working with Images
- Page Layout
- Working with Illustrations
- Viewing Your Documents

Microsoft Windows and Internet Outline:

- Accessing windows 10
- Navigate the Windows 10 Desktop
- Manage the Start Menu
- Navigate the Cortana Virtual Assistant App
- Working with files and folders
- Manage Files and Folders with File Explorer
- Store and Share Files with OneDrive
- Customize Microsoft Edge
- Customizing the windows 10 environment
- Customize the Desktop
- Installing and removing devices
- Manage Peripheral Devices
- Using windows 10 security features
- Manage Passwords and Privacy Levels
- Use Windows Defender
- Accessing the internet using microsoft edge
- Use Microsoft Edge
- Customize Microsoft Edge

Microsoft Excel Core & Intermediate Outline:

- Module 1: Creating a Microsoft Excel Workbook
- Module 2: The Ribbon
- Module 3: The Backstage View (The File Menu)
- Module 4: The Quick Access Toolbar
- Module 5: Entering Data in Microsoft Excel Worksheets
- Module 6: Formatting Microsoft Excel Worksheets
- Module 7: Using Formulas in Microsoft Excel
- Module 8: Working with Rows and Columns
- Module 9: Editing Worksheets
- Module 10: Finalizing Microsoft Excel Worksheets
- Module 11: Advanced Formulas
- Module 12: Working with Lists
- Module 13: Working with Illustrations
- Module 14: Visualizing Your Data
- Module 15: Working with Tables
- Module 16: Advanced Formatting

Microsoft PowerPoint Outline:

- Module 1: Creating a PowerPoint PresentationWorking with UI and Workspaces
- Module 2: The Ribbon
- Module 3: The Quick Access Toolbar
- Module 4: The Backstage View (The File Menu)
- Module 5: Formatting Microsoft PowerPoint Presentations
- Module 6: Working with Images
- Module 7: Working with Tables and Charts
- Module 8: Finalizing Microsoft PowerPoint Presentations

Microsoft Outlook Outline:

- Module 1: The Outlook 2019 Interface
- Module 2: Performing Popular Tasks in Outlook 2019
- Module 3: Working with Messages
- Module 4: Working with the Calendar
- Module 5: Organzing Contacts
- Module 6: Working with Tasks and Notes
- Module 7: Using Signature and Themes
- Module 8: Managing Your Inbox
- Module 9: Working with Multiple Email Accounts