

## **ADVANCED MICROSOFT OFFICE SPECIALIST CERTIFICATE PROGRAM**

This Program will provide our students with advanced MS Office skills MS Word, MS Excel, MS Outlook, MS PowerPoint and MS Access.

- Learn the ins and outs of creating newsletters, formatting research papers, and doing flyers. You will learn how to make tables and templates
- learn macros, pivot tables, data analysis, and work with tables
- Learn in-depth knowledge regarding formulas, functions, data tables, macros, pivot tables and charts
- Learn to communicate more efficiently with Outlook. This class teaches essential skills; working with email, organizing contacts, managing folders and calendars, and web/cloud/mobile-based integration

<b>PROGRAM</b>	<b>UNITS</b>	<b>ELEGIBILITY</b>	<b>DURATION</b>	<b>MODE OF STUDY</b>	<b>INTAKE</b>
<b>ADVANCED MICROSOFT OFFICE SPECIALIST</b>	Word Advanced Excel Advanced PowerPoint (Beg-Adv) Access (Beg-Adv) Outlook Keyboarding 40WPM Exams	High School Certificate	20Week Program	Online	Ongoing