Microsoft Office Certificate (Beginner)

Required Courses Total Hours: 5.5-6

Choose Two: Duration

Performing Basic Tasks in Word 2013 1 hour

Editing and Formatting in Word 2013 1 hour

Structuring a Document in Word 2013 1 hour

Using Tables in Word 2013 30 minutes

Choose Two:

Creating Workbooks, Worksheets, and Data in Excel 2013 1 hour

Formatting Cells and Worksheets in Excel 2013 1 hour

Performing Calculations Using Functions in Excel 2013 1 hour

Presenting Data in Tables and Charts in Excel 2013 1 hour

Choose Two:

Creating Presentations in PowerPoint 2013 1 hour

Enhancing PowerPoint 2013 Presentations 1 hour

Animations and Media in PowerPoint 2013 1 hour

Finalizing a PowerPoint 2013 Presentation 1 hour

Microsoft Office Certificate (Advanced)

Required Courses Total Hours: 7.5

Choose Three: Duration

Advanced Formatting in Word 2013 1 hour

Customizing Document Layout in Word 2013 1 hour

Advanced Table Customization in Word 2013 1 hour

Inserting and Formatting Graphics in Word 2013 1 hour

Navigating and Reviewing Documents in Word 2013 1 hour

Reference Tools and Mail Merge in Word 2013 1 hour

Sharing and Collaboration in Word 2013 1 hour

Choose Two:

Creating and Customizing Visual Elements in Excel 2013 1 hour

Customizing Options and Views in Excel 2013 1 hour

Manipulating Data in Excel 2013 1 hour

Choose Two:

Advanced Slide Shows Tools in PowerPoint 2013 1 hour

Sharing, Printing, Protecting and Delivery Presentations 1.5 hours
In PowerPoint 2013