Microsoft Office Certificate (Beginner)

Required Courses Total Hours: 4.7-7.5

Choose Two: Duration

Using Word 2016 with Office 365 *(Windows)* 1 hour 1 min

Using Word 2016 for Mac with Office 265 *(Mac)* 18 minutes

Opening & Setting Up *(Windows)* 33 minutes

Opening & Setting Up *(Mac)* 24 minutes

Word 2016: Formatting Documents *(Windows)* 1 hour 39 min

Word 2016: Formatting Documents *(Mac)* 1 hour 23 min

Word 2016: Editing Documents *(Windows)*  1 hour 14 min

Word 2016: Editing Documents *(Mac)* 54 minutes

Word 2016: Shaping & Structuring Documents *(Windows)*  1 hour 19 min

Word 2016: Shaping & Structuring Documents *(Mac)* 1 hour 10 min

Word 2016: Using Table Tools *(Windows)* 41 minutes

Word 2016: Using Table Tools *(Mac)*  37 minutes

Choose Two:

Excel 2016: Creating, Saving & Sharing Workbooks (Windows) 1 hour 14 min

Excel 2016: Creating, Saving & Sharing Workbooks (Mac) 1 hour 8 min

Excel 2016: Formatting Data (Windows) 52 minutes

Excel 2016: Formatting Data (Mac) 53 minutes

Excel 2016: Custom & Conditional Formatting (Windows) 32 minutes

Excel 2016: Custom & Conditional Formatting (Mac) 26 minutes

Excel 2016: Basic Formulas (Windows) 48 minutes

Excel 2016: Basic Formulas (Mac) 55 minutes

Excel 2016: Creating Charts & Graphics (Windows) 1 hour 7 min

Excel 2016: Charts & Graphics (Mac) 58 minutes

Choose Two:

PowerPoint 2016: Creating Presentations 46 minutes

PowerPoint 2016: Formatting Presentations 56 minutes

PowerPoint 2016: Illustrating Presentations 1 hour 5 min

PowerPoint 2016: Adding Animations 42 minutes

PowerPoint 2016: Saving & Sharing Presentations 1 hour 2 min

Microsoft Office Certificate (Advanced)

Required Courses Total Hours: 3.6-6.75

Choose Three: Duration

Word 2016: Shaping & Structuring Documents 1 hour 20 min

Creating and Formatting Tables in Word 2016 30 minutes

Advanced Table Customization in Word 2016 44 minutes

Word 2016: Using Table Tools 41 minutes

Designing and Formatting Illustrations in Word 2016 56 minutes

Word 2016: Illustrating Documents 53 minutes

Word 2016: Creating Graphics & Diagrams 55 minutes

Maintaining, Protecting, and Reviewing Documents in Word 2016 53 minutes

References, Proofing, Mail Merges, and Forms in Word 2016 1 hour 10 min

Word 2016: Using Research Tools 41 minutes

Sharing and Collaborating on Documents in Word 2016 1 hour 2 min

Choose Two:

Microsoft Office 2016 Intermediate Excel: Creating Custom Visual Effects 55 minutes

Excel 2016: Configuring Options & Settings 29 minutes

Excel 2016: Using the Power View Add-in 1 hour 7 min

Excel 2016: Referencing Data 48 minutes

Microsoft Office 2016 Intermediate Excel: Working with Data: 1 hour 5 min

Microsoft Excel 2016 Advanced: Accessibility, Transforming Data

And Errors 1 hour 3 min

Choose Two:

PowerPoint 2016: Adding Animations 30 minutes

PowerPoint 2016: Illustrating Presentations 1 hour 5 min

Working with Graphic, Audio, and Video Content in PowerPoint 2016 58 minutes

PowerPoint 2016: Preparing & Delivering Slideshows 43 minutes

Sharing and Protecting Presentations in PowerPoint 2016 49 minutes