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Microsoft Office Specialist Excel 2016

Microsoft Excel 2016 Certification exam earners have a fundamental understanding of Excel 2016 and the ability to complete tasks independently. Earners have proven they can create and edit a workbook with multiple sheets, and use graphic elements to represent data visually including professional-looking budgets, financial statements, performance charts, and data-entry logs. Excel earners include students, business professionals, clerical workers, bookkeepers, educators, and others.

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Microsoft
Office Specialist

ISSUED TO
Betsy McCall

ISSUED ON
10 Jan 2017

SKILLS

Cell Formatting

Cell References

Charts

Data

Excel 2016

Formulas

Graphical Data

Spreadsheet

Workbooks

Worksheets

WHAT IT TAKES TO EARN THIS BADGE



Excel 2016 Microsoft Office Specialist Exam



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Microsoft Office Specialist Outlook 2016

Microsoft Outlook 2016 Certification exam earners have an understanding of the Outlook environment and demonstrate the correct application of the principal features. Earners create professional-grade e-mail messages, maintain calendars across time zones, and schedule tasks. Application proficiency includes: coordinating resources, sending marketing campaigns, staff meetings, and assigning action items. Earners may include business professionals, executive assistants, and sales managers.

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SKILLS

Appointments

Calendars

Campaigns

E-mail

Email

Meetings

Outlook

Outlook 2016

Scheduling

Tasks

WHAT IT TAKES TO EARN THIS BADGE



Outlook 2016 Microsoft Office Specialist Exam



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Microsoft Office Specialist Word 2016

Microsoft Word 2016 Certification exam earners have a fundamental understanding of the Word environment and the ability to complete tasks independently. Earners demonstrated the principal features of Word 2016 by creating and editing a large project which can include professional-looking reports, multi-column newsletters, résumés, and business correspondence. Earners may include students, business information workers, clerical workers, educators, and others.

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09 Jan 2017

SKILLS

Document Templates

Documents

Formatting Documents

Lists

Microsoft Word

Object Insertion

Styles

Tables

Themes

Word 2016

WHAT IT TAKES TO EARN THIS BADGE



Word 2016 Microsoft Office Specialist Exam



Microsoft Office Specialist PowerPoint 2016

Microsoft PowerPoint 2016 Certification exam earners have a fundamental understanding of the PowerPoint environment and demonstrate the correct application of PowerPoint 2016. Earners are able to create, edit, and enhance PowerPoint presentations, including those for professional grade sales presentations, employee training, instructional materials, and kiosk slideshows. PowerPoint earners may include business professionals, students, public speakers, sales, marketing staff, and educators.

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Microsoft Office Specialist

ISSUED TO

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ISSUED ON

31 Jan 2017

SKILLS

Animation

Media

Microsoft Office

PowerPoint

PowerPoint 2016

Presentation

Slide Master

Slides

Transitions

WHAT IT TAKES TO EARN THIS BADGE



PowerPoint 2016 Microsoft Office Specialist Exam