

Document Generated: 11/03/2025 Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 3 Days

# Microsoft Office Specialist: Expert (Office 365 and Office 2019)



### **About this Course:**

The Microsoft Office Specialist Program provides industry-leading assessments of skills and knowledge through our project-based testing, giving students and professionals real-world exercises to appraise their understanding of Microsoft

#### Office.

This guarantees that every certified user can prove they have the ability to command the full features and functionality of Microsoft Office, preparing them for future academic or workforce opportunities.

### Audience:

- For students, Microsoft Office Specialist boosts academic performance and preps them for college and career.
- For educators, Microsoft Office Specialist courses provide targeted training and support every step of the way.
- For Administrators, Microsoft Office Specialist improves institutional results.

### **Course Outline:**

## Microsoft Word (Word and Word 2019)

- Manage documents
- Insert and format text, paragraphs, and sections
- Manage tables and lists
- Create and manage references
- Insert and format graphic elements
- Manage document collaboration

## Microsoft Excel (Excel and Excel 2019)

- Manage worksheets and workbooks
- Manage data cells and ranges
- · Manage tables and table data
- Perform operations by using formulas and functions
- Manage charts

## Microsoft Outlook (Outlook and Outlook 2019)

- Manage Outlook settings and processes
- Manage messages
- Manage schedules
- Manage contacts and tasks

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