

# Get Microsoft Certified at Madera Adult School!



## Choose Between

**Word:** Create and format professional business documents, including mail merges, Web pages, and interactive forms

**Excel:** Create and edit formulas, audit equations, and present information in charts and tables

**PowerPoint:** Create and modify slide presentations, including editing graphics, formatting text and text boxes, and animating objects and transitions

**Outlook:** Create and edit Outlook objects, such as e-mail, meetings, tasks, and contacts

**Access:** Create and Manage databases, including creating tables, forms, reports and strategies for archiving data with Action Queries

## Microsoft Office Specialist

In this program, you will learn the ins and outs of working within Microsoft Word, Excel, PowerPoint, Outlook, and Access 2016. Students are not required to learn all the software programs; students may pick and choose the ones they want (cost may vary). These are important skills to have in any professional workplace, whether you are preparing for an entry-level position or are an experienced professional. The material is presented in a step-by-step manner, which will provide students with a hands-on experience. The course also includes practice exams, so you can test your skills at regular intervals throughout the material. Upon completion of this program you will be prepared for the Microsoft Specialist Certification exams. These are industry-recognized certifications that effectively validates one's skills in Microsoft Office software.

### Cost:

\$200 each program or all five for \$800. (Discounts available for MUSD employees)

Word and Excel Expert courses are available for advance users and cost \$200 each.

Exams cost \$100 and there will be a \$35 proctor fee for each exam.

### Class times:

Tuesday and Thursday 1:00pm to 4:00pm.

### Online Course Options:

Requires the student to have access to the internet via a Windows desktop or laptop and Microsoft Office 2016 or 365 subscription.