



Microsoft Office 2007 Essentials Certificate

Continuing Education

Non-credit
Online (60 hours)

Contact:

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Program Description

This extensive Microsoft Office course teaches you how to effectively use the Office 2007 Suite through comprehensive lessons and engaging quizzes, allowing the user to choose which lesson to learn. New users will be guided through the fundamentals of the new office interface, while experienced users will be brought up to speed on the new navigation and functionality of this 2007 edition. These courses will train you how to best meet your needs through the use of Word, Outlook, Excel, PowerPoint, and/or Access. Students have 1 year access to the course but may complete it sooner based on their own accelerated learning.

Admission Requirements

Basic computer skills
Access to a computer with Internet access
Self discipline to complete the program

Curriculum

Modules include Beginner, Intermediate and Advanced levels of:

- Access 2007 (includes Expert level)
- Excel 2007
- Outlook 2007
- Power Point 2007
- Word 2007

Navigate through the new easy-to-use interface, ribbon, office button, contextual tabs, and galleries.

Learn to:

Create and share documents through the new, easy-to-use interface.

Create presentations with pictures, shapes, animation, and advanced delivery options.

Prepare professional charts and share data with coworkers, customers, and business partners.

Follow basic and advanced functions of e-mail, planning/scheduling features, and customizing the interface.

Track and report information with ease, modify pre-built applications, and share database information.

Program Fees

Tuition & Fees	\$559
Books	none
Other fees	<u>none</u>
Total	\$559

Career Potential

The Office 2007 Suite is very important to many different careers. It is one of the most important skills for any position in the secretarial area. Little or no change in employment is expected for secretaries, except legal, medical, or executive, who account for about 46 percent of all secretaries and administrative assistants. Salaries vary according to the type of business. Data from www.bls.gov