



MICROSOFT OFFICE SPECIALIST

150 HOURS
DIPLOMA PROGRAM
EVENING CLASS



**MICROSOFT OFFICE SPECIALIST - EVENING
150 HOURS**

Courses	Hours
Advanced Microsoft Word - <ul style="list-style-type: none">• Review of Word toolbars and functions• Formatting text• Setting margins, indents, and tabs• Creating columns• Working with graphics• Formatting tables• Mail Merge	30
Advanced Excel for Windows - <ul style="list-style-type: none">• Review of Excel toolbars and functions• Changing the appearance of a worksheet• Organizing the worksheet• Worksheet formulas• Sorting and filtering data• Worksheet charts	30
Computerized Accounting using QuickBooks - <ul style="list-style-type: none">• Intro to QuickBooks• Entering customer information• Accounts Receivable• Accounts Payable• Preparing reports	30
PowerPoint Presentation Graphics - <ul style="list-style-type: none">• PowerPoint Basics – Toolbars and functions• Creating a preliminary presentation• Inserting tables and charts• Adding background effects• Enhancing a presentation – motion effects• Enhancing a presentation – sound effects• Using the Slide Master and templates• Preparing a final professional presentation	30
The Internet for Business - <ul style="list-style-type: none">• Understanding the Internet• Setting up e-mail accounts• Internet applications and research• Microsoft Outlook• Career Development – resume preparation, job search	30