

OFFICE  
365



**MICROSOFT**  
CERTIFICATION



**EXCEL**

**MAX**

MAX TECHNICAL TRAINING  MAX SOLUTIONS

SHARE  
POINT  
**M**

**BUSINESS SPECIALIST** | Modern Office

● MICROSOFT EXCEL

● MICROSOFT OUTLOOK

● MICROSOFT TEAMS

● MICROSOFT OFFICE 365

● MICROSOFT SHAREPOINT

**WF**  
WORKFORCE

The Microsoft Office Certificate program entails 58.5 hours of instructor-led and computer-based training. This program will provide students with training in the most popular software packages used in corporate America. Students successfully completing the Microsoft Office Certificate program will be proficient in basic computer skills as well as software used in a career-related field of their choice.

98'



**MAXTRAIN.COM**  
Global Training Network

4900 Parkway Drive  
Suite 160  
Mason, Ohio 45040

**513 | 322 | 8888**

## PROGRAM CERTIFICATION

Microsoft Office Specilaist (MOS)

### MICROSOFT EXCEL ONE - FOUNDATIONS

In this course you will learn how to create spreadsheets and workbooks that you can use to store, manipulate, and share your data.

### MICROSOFT EXCEL ONE - ANALYZING AND PRESENTING DATA

In this course you will get hands on experience with guided labs on how to organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects.

### MICROSOFT® OFFICE 365™ ONLINE PRODUCTIVITY APPS

This course builds on the foundational knowledge of the Microsoft® Office 365® online apps and takes a deeper look at the specific apps beyond Microsoft Word, Excel®, and PowerPoint®.

### MICROSOFT® OFFICE 365™ ONLINE WITH TEAMS FOR THE DESKTOP

This course is an introduction to Microsoft® Office 365™ with Teams™ in a cloud-based environment. It can be used as an orientation to the full suite of Office 365 cloud-based tools, or the Teams lessons can be presented separately in a seminar-length presentation with the remaining material available for later student reference.

### MICROSOFT ONENOTE

In our fast-paced digital world, the need to capture ideas, meeting notes, and to-do items is ever present. Microsoft® Office OneNote® provides a way for you to efficiently create and collect your notes in an electronic notebook. This course will introduce you to using OneNote notebooks to store a wide variety of content in an organized structure, access the content from anywhere, and also share it with others. Additionally, learning how OneNote and the other applications in the suite are integrated increases your productivity with Microsoft Office.

### MICROSOFT WORD ONE

In this course you will learn how navigate SharePoint sites, manage content in lists and libraries, create and edit alerts, collaboration, document management and social features of Microsoft SharePoint.

## **MICROSOFT OUTLOOK ONE**

In this course you will learn how to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents. In this training course for beginners, you will get hands on with guided labs.



## **SHAREPOINT FOR THE END-USER**

In this course you will learn how to navigate SharePoint sites, manage content in lists and libraries, create and edit alerts, collaboration, document management and social features of Microsoft SharePoint.

## **EMOTIONAL INTELLIGENCE WORKSHOP**

In this class the student will learn:

- The difference between IQ, EQ and personality.
- The tangible, hard, financial benefits of having high Emotional Intelligence (EQ).
- How brain function and chemistry impacts your EQ skills.
- Real world, practical, day to day, applications of Emotional Intelligence.

## **STRENGTHS FINDERS WORKSHOP**

Once strengths are discovered, explained and validated by interactive exercises attendees will know how to leverage their natural strengths to contribute to the success of the organization's team.

## **POTENTIAL JOB TITLES**

- Administrative Assistant
- Office Assistant
- Front Desk Receptionist
- Administrative Assistant / Bookkeeper
- Accountant
- Accounting Assistant
- Financial Advisor/Administrator