

What is Microsoft Office Specialist Certification?

Microsoft® Office Specialist certification is the globally recognized standard for demonstrating desktop skills with the Microsoft® Office suite of business productivity applications.

The Microsoft Office Specialist program is the ONLY Microsoft approved certification program designed to measure and validate users' skills with the Microsoft® Office suite of desktop productivity applications (Microsoft Word®, Microsoft Excel®, Microsoft PowerPoint®, Microsoft Access® and Microsoft Outlook®).

Microsoft Office Specialist certification has provided thousands of people with the proof that they are able to more fully utilize the functionality of Microsoft® Office applications and increase their productivity.



North Shore Innovations, Ltd.
505 N. Reynolds Road
Toledo, Ohio 43615
Phone (419) 534-6554
Fax (419) 534-6553
Email nicole@nsinnovations.com



Microsoft Excel Training Sessions

*Provided by
North Shore Innovations,
Ltd.*



Excel Training Sessions



These sessions are designed to provide you the information you will need to test for Excel Microsoft Office Specialist certifications!

Have you ever wanted to take training that was focused on just the specific tasks that you need and scheduled when you need it? And, scheduled in a way that didn't take you away from the office for an entire day?

North Shore Innovations, Ltd. function-focused training sessions are designed with your hectic schedule in mind.

Each session is conveniently scheduled into 4 hour times, and the content of each session is focused on very specific tasks.

Finally, training on what you need, when you need it, in smaller amounts so that you can take the new knowledge back and immediately apply it to your projects!

Excel #1: Essential Workbook Skills

This Session is for Those Who...

This session is for those who need to create an electronic and easy way to maintain & update numerical information such as budgets or quality tracking information.

Excel #2: Workbook Formatting Skills

Session Length: 4

This Session is for Those Who...

Need to format cells, columns and rows in a worksheet

Excel #3: Diagrams & Drawn Objects

Session Length: 4

This Session is for Those Who...

Need to present numerical information, such as budgets or trends in a graphical format.

Excel #4: Workbook Collaboration

Session Length: 4

This Session is for Those Who...

Need to share workbooks, and be able to track any changes made by another user. This session also covers creating worksheet and workbook password protection

Excel #5: Data Analysis Tools

Session Length: 4

This Session is for Those Who...

Need the Excel database functions for analyzing lists of data. Specific tools used include sorting, automatic subtotals, filtering, data validation and PivotTables.

Excel #6: Financial Analysis Tools

Session Length: 4

This Session is for Those Who...

Need to utilize Excel's financial analysis tools, including What-If scenarios, Goal Seek, Problem Solver, and conditional formatting. Advanced financial functions are also used.

Excel #7: Power Tools

Session Length: 4

This Session is for Those Who...

Need to automate Excel utilizing macros, Visual Basic for Applications, and customize toolbars and menus.

Excel #8: Sharing Tips & Tricks

Session Length: 4

This Session is for Those Who...

This session is designed for those who have frequent experience working in Excel and need to pick up on tips & tricks. This session is designed as a Q & A, and participants are encouraged to bring examples of their own work with them for advice and help.

