

## What is Microsoft Office Specialist Certification?

Microsoft<sup>®</sup> Office Specialist certification is the globally recognized standard for demonstrating desktop skills with the Microsoft<sup>®</sup> 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<sup>®</sup> Office suite of desktop productivity applications (Microsoft Word<sup>®</sup>, Microsoft Excel<sup>®</sup>, Microsoft PowerPoint<sup>®</sup>, Microsoft Access<sup>®</sup> and Microsoft Outlook<sup>®</sup>).

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



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## Microsoft Outlook Training Sessions

*Provided by  
North Shore Innovations,  
Ltd.*



# Outlook Training Sessions



*These sessions are designed to provide you the information you will need to test for Outlook 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.

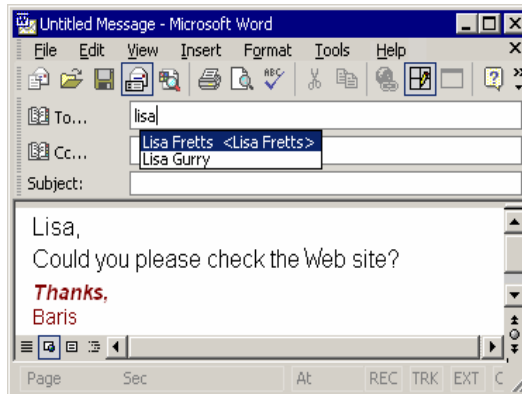
Each session is conveniently scheduled into 4 hour times, and the content of each session is focused on very specific tasks.

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!

## Outlook #1 Email Basic Tools Session Length: 4

### This Session is for Those Who...

Need to use Outlook for email and need to create, send and manage messages



## Outlook #2 Email Management Tools Session Length: 4

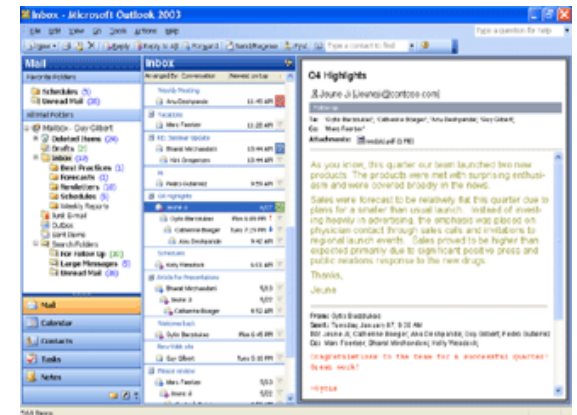
### This Session is for Those Who...

Need to create special rules for handling mail – such as junk mail or mail from/to specific people. Also for anyone who needs to customize their Outlook views.

## Outlook #3 Calendaring & Contact Management

### This Session is for Those Who...

Need to use Outlook for personal and organizational scheduling. Also for those who need to keep track of contact information, and tasks associated with those contacts.



## Outlook #4 Information Collaboration & Customization

### This Session is for Those Who...

Need to work with custom forms, address books and integrating with the internet.