

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®, Microsoft Project® 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.



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Microsoft Project Training Sessions

*Provided by
North Shore Innovations,
Ltd.*



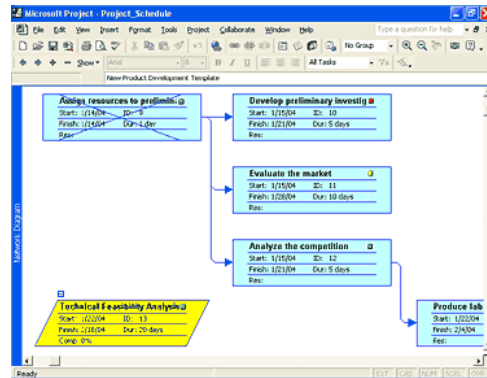
Microsoft Project Training Sessions



Total Training Hours: 24

(4) 4 hour classes

- Project: Project Basics
- Project: Managing Resources
- Project: Project Tracking & Evaluation
- Project: Working with Multiple Projects



Project: Project Basics

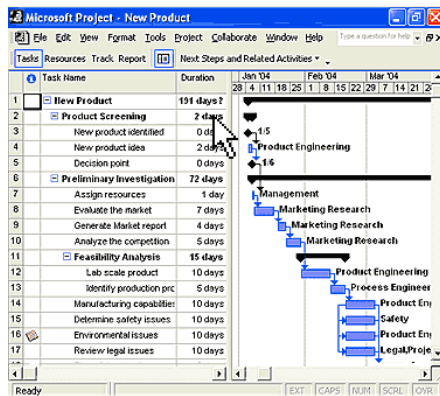
Hours: 4

Participants will learn project basics, work with tasks, make adjustments to tasks, outline tasks, and work with views.

Project: Managing Resources

Hours: 4

Participants will work with resources, work with calendars, adjust resources, and assign costs.



Project: Project Tracking & Evaluation

Hours: 4

Participants will work with critical path, work with baselines, track their progress, finalize a project, evaluate and distribute data, customize project information.

Project: Working with Multiple Projects

Hours: 4

Participants will filter, sort and group information, work with multiple projects, work with resource pools, import and export data, and work with graphics and web pages.

