

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.



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Microsoft Publisher Training Sessions

*Provided by
North Shore Innovations,
Ltd.*



Publisher Training Sessions



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

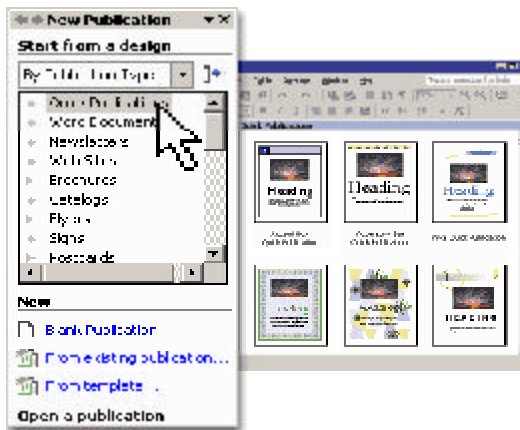
Each session is conveniently scheduled into 4 hour times, and the content of each session is focused on very specific tasks.

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!

Publisher #1: Creating Publications Session Length: 4

This Session is for Those Who...

Need to create brochures, flyers, newsletters or postcards.



Publisher #2: Creating Tables & Mail Merge Publications

This Session is for Those Who...

Need to create publications that have more advanced layouts such as tables or have information merged from a database

Publisher #3: Publication Design & Enhancement

This Session is for Those Who...

Need to enhance publications with graphics, photos, drawings, or need to customize color schemes. This session is also for those that need to send the publication to a professional printer for print.

Publisher #4: Sharing Publication Tips & Tricks

This Session is for Those Who...

This session is designed for those who have frequent experience working in Publisher 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

