

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 Word Training Sessions

*Provided by
North Shore Innovations,
Ltd.*



Word 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!

Word #1 Document Essential Skills

This Session is for Those Who...

Need to create documents such as letters, memos, and reports and need to learn how to enter, delete, format and print the documents.

Word #2 Paragraph & Page Formatting

Session Length: 4

This Session is for Those Who...

Need to create documents that have bulleted or numbered lists, tabs, and page headers or footers.

Word #3 Document Tools

Session Length: 4

This Session is for Those Who...

Need to use tools in Word that spell check, autocorrect and automatically inserting blocks of text. This is also for those who need to add pictures, or logos into documents.

Word #4 Tables & Columns

Session Length: 4

This Session is for Those Who...

Need to create newspaper columns or documents that have information organized into a grid/table.

Word #5: Long Documents & Revisions

Session Length: 4

This Session is for Those Who...

Need to create documents that include tables of contents, indexes, footnotes, endnotes, or tables of figures/authorities.

Word #6: Mail Merge & Forms

Session Length: 4

This Session is for Those Who...

Need to create documents that combine text and information from a database – such as form letters. This session is also for those who need to create forms that can be used on-line.

Word #7: Power Tools & Customization

Session Length: 4

This Session is for Those Who...

Need to integrate information from other applications into Word – such as charts from Excel. This session is also those who need to customize Word, and create macros

Word #8: Sharing Tips & Tricks

Session Length: 4

This Session is for Those Who...

Have very specific questions or projects that need to be completed, and are interested in benefiting from group participation. The role of the instructor is to help facilitate specific project solutions. Bring examples of your

