



## Get Microsoft Certified at Madera Adult School



Madera Adult School • 2037 W. Cleveland Ave. • Madera, CA 93637 • (559) 675-4425  
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In this program, you will learn the ins and outs of working within Microsoft Word, Excel, PowerPoint, Outlook, and Access 2016. Students are not required to learn all the software programs; students may pick and choose the ones they want (cost may vary). These are important skills to have in any professional workplace, whether you are preparing for an entry-level position or are an experienced professional. The material is presented in a step-by-step manner, which will provide students with a hands-on experience. The course also includes practice exams, so you can test your skills at regular intervals throughout the material. Upon completion of this program you will be prepared for the Microsoft Specialist Certification exams. These are industry-recognized certifications that effectively validates one's skills in Microsoft Office software.

### Choose Between:

**Word:** Create and format professional business documents, including mail merges, Web pages, and interactive forms

**Excel:** Create and edit formulas, audit equations, and present information in charts and tables

**PowerPoint:** Create and modify slide presentations, including editing graphics, formatting text and text boxes, and animating objects and transitions

**Outlook:** Create and edit Outlook objects, such as e-mail, meetings, tasks, and contacts

**Access:** Create and Manage databases, including creating tables, forms, reports and strategies for archiving data with Action Queries

- ❖ Course is free
- ❖ Certification Test Fee to be paid by student

**All information on this page is subject to change**

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*Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. California Relay Service Dial 711.*