

Microsoft Office Suite

exam, the Certification Exam and 1 exam retake. CCM's Testing Center is located in the Learning Resource Center. MOS-312E.

Whether you are looking for a new job, pursuing advancement opportunities or want to gain skills to become more productive in your current job, knowledge of the Microsoft Office suite of applications and validation of proficiency is crucial in today's work environment. Your ability to utilize Microsoft applications will open doors and improve your ability to compete in the workforce.

CCM instructors utilize the Windows operating system to teach computer based courses and the Microsoft applications. Using a laptop or PC with the Windows operating system is recommended. Note that if you are using a non-Windows based laptop or other operating system, you will have slightly different functionality than how an application will function and appear on your instructor's computer.

Microsoft Excel proficiency is one of the most sought-after skills in today's job market. Demonstrate your knowledge of Excel by becoming MO-200 Microsoft Excel Certified. Work with Excel spreadsheets in simple to sophisticated ways. Create, modify and format worksheets, modify cells, columns and rows and print and manage workbooks. Formulas, inserting functions, conditional formatting and templates will be covered, as well as charts, pivot tables and many other Excel tools. These essential and advanced Excel skills will make you invaluable. Certification preparation includes live practice with the instructor. Earn the latest Excel certification, Microsoft Office Specialist: Excel Associate (Excel and Excel 2019) MO-200. Boost your resume even further with Special Topics in Excel!

This course includes textbooks and the exam voucher for the Microsoft Office Specialist: Excel Associate (Excel and Excel 2019), MO-200, at CCM's state-of-the art Testing Center. On the first day of class, receive your test access code, GMetrix self-study modules, GMetrix timed exam practice sessions, 1 practice exam, the Certification Exam and 1 exam retake. CCM's Testing Center is located in the Learning Resource Center. This certification does not expire.

| Course Code | Course Title | CEUs |
|-------------|--|------|
| MOS-312E | Microsoft Office Excel MO-200 Certification Prep | 2.4 |

For information on current course offerings and how to register, go to www.ccm.edu/workforce/ (<https://www.ccm.edu/workforce/>).

Courses

Microsoft Office Excel MO-200 Certification Prep

Microsoft Excel proficiency is one of the most sought-after skills in today's job market. Demonstrate your mastery of Excel by becoming MO-200 Microsoft Excel Certified. Work with Excel spreadsheets in simple to sophisticated ways and learn all skills necessary to pass the MOS Excel certification exam. Certification preparation includes live practice with the instructor with guidance in using the GMetrix learning management system. Course includes an exam voucher for the Microsoft Office Specialist: Excel Associate (Excel and Excel 2019), MO-200 exam, at CCM's state-of-the art Testing Center. On the first day of class, receive your test access code, GMetrix self-study modules, GMetrix timed exam practice sessions, 1 practice