



**ENHANCE YOUR
PROFESSIONAL
VERSATILITY WITH A**

COMPUTER SKILLS CERTIFICATE

WHY EARN A CERTIFICATE IN COMPUTER SKILLS FOR THE OFFICE?

Many organizations across nearly every industry require knowledge of Microsoft Office applications. Listing these skills on your resume will not only help you stand out, but also help you streamline your tasks so that you can save time and increase your productivity. These courses will provide you with the confidence and adaptability required to thrive in any work environment.

WHAT WILL I LEARN?

Completing our online certificate in computer skills for the office prepares you to:

- Identify the interface components of a Word document
- Choose appropriate customization options for the Ribbon and the Quick Access Toolbar
- Identify and understand the different components of the Excel interface
- Modify the worksheet view with various display tools
- Understand and apply data organization tools and functions
- Employ built-in cell style templates, or produce a custom one, to streamline the data entry process
- Extract data from a data set based on complex criteria using the Advanced Filter tool
- Design slides that present data clearly and implement the principles of consistency and contrast
- Differentiate between effective and ineffective PowerPoint slides

For more information and a complete list of courses, visit:

CAREER PATHS

The U.S. Bureau of Labor Statistics (BLS) expects that overall employment for positions that would likely require knowledge of Office products, such as an office manager, is projected to grow faster than the average for all occupations from 2023 to 2033. About 1.2 million openings are projected each year, on average, over the decade.

Common career paths that require computer skills include:

Office Manager

Office managers oversee the day-to-day activities of the office. Responsibilities often include managing staff, implementing procedures, maintaining administrative systems, producing communications, and organizing schedules. Office managers also work closely with other departments such as human resources or legal counsel.

Executive Assistant

Executive assistants are important to the success of the executive and, as a result, the company. An executive assistant helps the executive with tasks such as scheduling appointments; reviewing, prioritizing and responding to emails; organizing documents; maintaining records; and often representing the executive in meetings.

Project Coordinator

Project coordinators manage and organize the resources and tasks of a project to ensure its success. They work closely with the project manager to help keep the project on track and may perform a variety of tasks, including scheduling, communication, organization, reporting, planning and tracking status of the project.

The Certificate in Computer Skills for the Office is available 100% online.

The courses included in this certificate carry:

PMI PDU's | IACET CEUs | ATD CI Credits | SHRM PDCs

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