
Certifying Business Students in Microsoft Office Specialist Certification Excel Core Exam: Lessons Learned

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Abstract: Data analytical skills are essential to compete in today's competitive economy. The ability to understand, use, codify, and manipulate data to make business decisions is an essential factor of information competence. One way to ensure that students are well-prepared in terms of their technological literacy is through the use of certifications into course offerings. This paper details the process of providing the Microsoft Office Specialist Excel Core Certification Exam to students in our Computer Information Systems program. We discuss how we integrated the certificate program into our curriculum, the necessary pedagogical changes, and technologies used. We also review our successes, pitfalls, and results.

Keywords: Certification, Microsoft Excel, analytical skills, Pedagogy, GMetrix SMS

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fees or exam charges. CPD Accredited certification on successful completion. Full Tutor support on weekdays (Monday – Friday). Efficient exam system, assessment and instant results. Download Printable PDF certificate immediately after completion. Who is this Course for? Certified Diploma in Microsoft Excel is CPD certified and IAO accredited. This makes it perfect for anyone trying to learn potential professional skills. The Microsoft Excel Certification test is an interactive test. You'll be given 26-35 questions from several different domains which need to be completed in 50 minutes. The test is administered in a computer lab at an authorized Certiport testing center. Results of the test are available immediately following completion of the test. Having a Microsoft Office Specialist certification makes you a more qualified job candidate than those who lack certification. It will help your resume stand out, especially if you are looking for an entry level position and have limited experience. 5. Question. Calculate in cells E2:I2 the average number of students in each faculty across all universities. What is the average number of Arts students? A. 610.

Microsoft Office is the most widely used business productivity suite. Knowing how to use its products, including Word, Excel, and PowerPoint, is valuable in any professional setting. Earning your Microsoft Office Specialist (MOS) certification demonstrates your knowledge of the Office and proves that you're ready to make an immediate impact at your organization. This course prepares you for the Microsoft Office Specialist (MOS) 2019 certification exams for Word, Excel, PowerPoint, Access, and Outlook. You will build your expertise in these programs through hands-on exercises, in-depth cou Microsoft Office Certification proves that you have core to advanced skills in Microsoft Office applications. Certification is helpful for those new to the workforce or transitioning to a more analytical role, since it proves you can perform tasks at a higher level. The Microsoft Office Specialist: Excel Associate Certification demonstrates competency in the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects. The exam covers the ability to create and edit a workbook with multiple sheets, and use a graphic element to represent data visually. Hear What Our Excel Students Are Saying. "The Excel training class went very well. We have packed Certified Diploma in Microsoft Excel into 39 modules for teaching you everything you need to become successful in this profession. To provide you ease of access, this course is designed for both part-time and full-time students. You can become accredited in just 1 day, 9 hours hours and it is also possible to study at your own pace. No hidden fees or exam charges. CPD Accredited certification on successful completion. Full Tutor support on weekdays (Monday – Friday). Efficient exam system, assessment and instant results. Download Printable PDF certificate immediately after completion. Who is this Course for? Certified Diploma in Microsoft Excel is CPD certified and IAO accredited. This makes it perfect for anyone trying to learn potential professional skills. The Microsoft Excel Certification test is an interactive test. You'll be given 26-35 questions from several different domains which need to be completed in 50 minutes. The test is administered in a computer lab at an authorized Certiport testing center. Results of the test are available immediately following completion of the test. Having a Microsoft Office Specialist certification makes you a more qualified job candidate than those who lack certification. It will help your resume stand out, especially if you are looking for an entry level position and have limited experience. 5. Question. Calculate in cells E2:I2 the average number of students in each faculty across all universities. What is the average number of Arts students? A. 610.