APSSDC Imparting MS-Office Training:

What Is the Course Covers?

Microsoft office is a suite of desktop applications and services such as Microsoft Word, Excel, Access, PowerPoint, One Drive and Outlook, designed for Microsoft Windows and Mac OS X operating systems. A certification in Microsoft Office will demonstrate your expertise in a specific Microsoft technology. This expertise can be used to gain all kinds of work-related or personal benefits. Also, the skills acquired will help you make your work much easier and streamlined.

Training Hours –30

Mode of Training: Online

Time:

Target Audience:

Any Comp Science from UG/PG

MS-Office Career Opportunities

Microsoft Office Specialists, those with MOS certification from Microsoft, typically have a wide variety of job duties. The MOS certification validates a candidate's proficiency in Microsoft software for office productivity, including Word, Excel and PowerPoint. This word processing, spreadsheet and presentation programs are tools used most commonly by those who work in offices.