



6 Courses

**Office Productivity Software and Windows Fundamentals**

**Get Started with Mail and Calendar Applications: Outlook**

**Get Started with Word Processing Applications: Word**

**Get Started with Presentation Applications: PowerPoint**

**Get Started with Spreadsheet Applications: Excel**

**Get Started with Messaging & Collaboration Apps: Teams/Zoom**



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**Hamza Shafiq**

has successfully completed the online, non-credit Specialization

# Office Productivity Software

Learners possessing this Specialization certificate have showcased their mastery in:

- Describing commonly used office productivity software
- Navigating the Windows desktop, managing files and folders, and installing apps
- Leveraging mail and calendar software to send, receive, sort, search, filter, and schedule meetings
- Working with word processing software to create and format business docs
- Using presentation software to create useful and engaging slideshows
- Utilizing spreadsheet software to enter data, use functions, and create charts
- Use messaging and collaboration software to communicate and work online with colleagues

Learners also have also completed numerous hands-on labs and projects to gain practical experience with commonly used office productivity software.

JPS Kohli  
CEO  
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