



Software Learning Centers
 1645 SE. Port St. Lucie Blvd
 Port St. Lucie, Florida 34952
 PHONE: 772.337.4005 FAX: 772.337.0870



A Division of Moore Solutions inc

**MOS: Microsoft Office Specialist
 PROFICIENCY LEVEL PATH**

WINDOWS INTRODUCTION
 Course length: 1 day
 Students will learn how to use the Windows environment to create and manage documents.

WORD 2003 LEVEL 1
 (1 day) (084360)
 Students learn to create, edit, and enhance standard business documents.

WORD 2003 LEVEL 2
 (1 day) (084361)
 Learn the Intermediate features of Word 2003. Students learn about tables, styles, templates, and macros; how to merge documents; multiple-columnar formats.

Students must take the MOS Word Core Exam.

EXCEL 2003 LEVEL 1
 (1 day) (084260)
 Students learn how use an electronic spreadsheet to create basic data reports.

EXCEL 2003 LEVEL 2
 (1 day) (084261)
 Students learn how to represent data graphically and maintain and manage lists.

Student must take the MOS Excel Core Exam.

OUTLOOK 2003 LEVEL 1
 (1 day) (084680)
 Students learn how to coordinate mail, appointments, events, meetings, tasks, and contacts.



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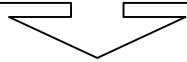


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**POWERPOINT 2003 LEVEL 1
(1 day) (084870)**

Students learn how to start the program, create and edit slides, incorporate clip art and charts and run a slide show.



MOS EXPERT PATH (OPTIONAL)

** Exam prices subject to vendor