

MICROSOFT OFFICE 2016

Industry Facts



I couldn't be happier with the program. The course material was so thorough, and it was presented in a way that was really easy to understand on your own.

- Taylor, Career Step Learner

Why train with Career Step?

Microsoft Office 2016 is used in business, academic, and home settings worldwide, and being able to use the software is an important life skill. Career Step's Microsoft Office 2016 bundle gives you many benefits:

- In-depth training on five core Microsoft Office applications
- Over 130 hours of comprehensive curriculum
- A full year of 24/7 online access to the curriculum
- Ten textbooks and five quick reference cards as additional resources
- Live student support from certified professionals
- Preparation for the Microsoft Office Specialist (MOS) Master credential

Prepare for a better job with comprehensive curriculum.

The Microsoft Office 2016 training bundle includes training in five core Microsoft Office applications. You'll have over 130 hours of training covering beginning, intermediate, and advanced topics. Upon completion of the course, you will be prepared to earn the MOS Master credential, with skills in the following applications:

- Microsoft Access 2016
- Microsoft Excel 2016
- Microsoft Outlook 2016
- Microsoft Powerpoint 2016
- Microsoft Word 2016

Prepare for MOS certification.

The Microsoft Office Specialist (MOS) Master credential proves your Microsoft skills to employers, making you more marketable by enhancing your resume. The Career Step Microsoft Office 2016 training bundle was specifically developed to prepare you to earn this credential and includes comprehensive curriculum and interactive exercise files that allow you to practice the skills you'll need.

Train online.

Instead of blocking out large chunks of time or even days to attend Microsoft training, you can gain the skills you need around your schedule and at a pace that fits your life. Career Step's Microsoft Office 2016 training bundle provides you with everything you need:

- **Long-term curriculum access** - You'll have a full year of 24/7, online access to learn at your own pace.
- **Hands-on practice** - The interactive, clickable format provides a hands-on experience designed to help you learn by doing.
- **Reference materials** - A quick reference card for each Microsoft application will help you study and give you a reference after you've completed the program.
- **Live student support** - You'll be able to get your questions answered by a certified professional by phone, email, and chat.



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Program Details

What will I be learning?

The Microsoft Office 2016 training bundle includes beginning and advanced training in five core Microsoft Office applications. With 130 hours of comprehensive training, you'll develop all of the skills you need to earn the MOS Master credential after completion.

Microsoft Access 2016

- Creating and working with databases
- Finding, filtering, and formatting data
- Working with tables and fields
- Working with queries, forms, and reports

Microsoft Powerpoint 2016

- Inserting, editing, and formatting text
- Formatting and viewing a presentation
- Finalizing and delivering a presentation
- Working with objects, tables, charts, and SmartArt
- Working with effects and multimedia

Microsoft Excel 2016

- Editing and formatting worksheets
- Creating and working with charts
- Managing workbooks
- Working with page layout and printing
- Using functions and formulas
- Working with tables and PivotTables
- Analyzing and organizing data

Microsoft Outlook 2016

- Creating, sending, and receiving email
- Working with contacts and tasks
- Using the calendar
- Organizing and finding information
- Managing Outlook data

Microsoft Word 2016

- Working with and editing text
- Formatting characters, paragraphs, and pages
- Working with themes, styles, and tables
- Working with shapes, pictures, WordArt, SmartArt, and charts
- Using document collaboration tools
- Working with mailings, long documents, and references
- Working with templates, forms, and tables of contents