

# Microsoft Office 2019

## INDUSTRY FACTS



### Why train with CareerStep?

Microsoft Office 2019 is used in business, academic, and home settings worldwide, and being

able to use the software is an important life skill. CareerStep's Microsoft Office 2019 bundle gives you many benefits:

- In-depth training on the four core Microsoft Office applications
- Over 100 hours of comprehensive coursework
- Six months of 24/7 online access
- Online simulated environment (no texts necessary!)
- Live student support from certified professionals
- Preparation for the Microsoft Office Specialist: Associate credential for Office 365 and Office 2019

### Prepare for a better job with comprehensive curriculum.

The Microsoft Office 2019 training bundle includes training in four core Microsoft Office applications, covering beginning, intermediate, and advanced topics. Upon completion of the course, you will be prepared to earn the MOS Associate credential, with skills in the following applications:

- Microsoft Excel 2019
- Microsoft Outlook 2019
- Microsoft Powerpoint 2019
- Microsoft Word 2019



### Prepare for MOS certification.

The Microsoft Office Specialist (MOS) Associate credential proves your Microsoft skills to employers. This bundle will fully prepare you for all three exams required to earn the credential (Word, Excel, and PowerPoint) 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. CareerStep's Microsoft Office 2019 training bundle provides you with everything you need:

- **Long-term access** - You'll have a full six months 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.
- **Live student support** - You'll be able to get your questions answered by a certified professional by phone, email, and chat.

"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, CAREERSTEP LEARNER  
JUNE, 2020

# Microsoft Office 2019

## PROGRAM DETAILS

### What will I be learning?

The Microsoft Office 2019 training bundle includes beginning and advanced training in four core Microsoft Office applications. With 101 hours of comprehensive training, you'll develop all of the skills you need to earn the MOS Associate credential after completion.

### Microsoft Powerpoint 2019

- 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 2019

- 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 2019

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

### Microsoft Word 2019

- 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

### Program Modules and Approximate Completion Hours

Module	Hours
Microsoft Office Training Orientation	1
Word 2019: Beginner	10
Word 2019: Intermediate	10
Word 2019: Advanced	8
Excel 2019: Beginner	12
Excel 2019: Intermediate	8
Excel 2019: Advanced	10
Powerpoint 2019: Beginner	10
Powerpoint 2019: Intermediate	12
Outlook 2019: Beginner	12
Outlook 2019: Intermediate	8
<b>TOTAL</b>	<b>101</b>