

# COMPUTER TRAINING



**Microsoft**

IT Academy  
Program Member



## MICROSOFT OFFICE SPECIALIST CERTIFICATIONS

**TRENTON & PAMELA JACKSON  
R-CENTER ATTAIN LAB**

**To learn more  
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Self-paced computer-based instructional courseware for Students and Professionals; Intermediate to Advanced Users:

### Pre-requisite

#### Microsoft Digital Literacy

- Working with Computers and Devices
- Accessing Information Online
- Creating Digital Content
- Participating Safely and Responsibly Online
- Collaborating & Managing Content Digitally
- Communicating online

### Microsoft Office Certifications

- Word/Word Expert
- PowerPoint
- Excel/Excel Expert
- Outlook
- Access