

Microsoft Office Power User Certificates

Microsoft Office is the most widely used computer software in the world. Office personnel, managers, and end users can significantly increase their productivity by using Microsoft Office applications. Microsoft Office Professional includes the following applications: Word, Excel, Access, PowerPoint, and Outlook. The University of Arizona is now offering a Certificate course in the Microsoft Office programs.

Microsoft Office Power User Certification

UA Code	Hours	Course Title	Tuition
WORD701	6	Microsoft Word Level 1	\$225
WORD702	6	Microsoft Word Level 2	\$225
WORD703	6	Microsoft Word Level 3	\$225
EXCEL701	6	Microsoft Excel Level 1	\$225
EXCEL702	6	Microsoft Excel Level 2	\$225
EXCEL703	6	Microsoft Excel Level 3	\$225
ACCES701	6	Microsoft Access Level 1	\$225
ACCES702	6	Microsoft Access Level 2	\$225
ACCES703	12	Microsoft Access Level 3	\$450
POWERP71	6	Microsoft PowerPoint Level 1	\$225
POWERP72	6	Microsoft PowerPoint Level 2	\$225
OUTLOOK7	6	Microsoft Outlook	\$225
	78	Total Tuition:	\$2,925
		*One-Rate Tuition:	\$2,486
Approximate length of time to complete Certificate Course is 2 months			

Individual Microsoft Office Certifications

UA Code	Hrs	Course Title	Tuition	One-Rate
WORD	18	Microsoft Word Level 1, 2, and 3	\$675	\$574
EXCEL	18	Microsoft Excel Level 1, 2, and 3	\$675	\$574
ACCESS	24	Microsoft Access Level 1, 2, and 3	\$900	\$765
POWERPOINT	12	Microsoft PowerPoint Level 1 and 2	\$450	\$383

**One-Rate Tuition Discount*, 15% off the total tuition cost. Students must pay the full One-Rate Tuition when they sign up for the track. This offer may not be combined with any other discounts.

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Microsoft Word Level 1: Teaches the basic functions and features of Word. Students will learn how to create and edit documents, move and copy text, format characters and paragraphs, create and manage tables, control page layout, and use proofing tools.

Microsoft Word Level 2: Word Intermediate is designed to give proficiency in using more advanced Word features and functions, such as creating columns and sections, formatting tables, importing table data, applying styles, using the drawing canvas, and creating templates.

Microsoft Word Level 3: Covers advanced-level functions and features of Word. Students will learn how to perform a mail merge, create and modify forms, work with large documents, and create macros. They'll also learn how to customize menus and toolbars, and work with Master Documents, Tables of Contents, Indexes, etc.

Excel Level 1: Teaches the basic functions and features of Excel. Students will learn how to enter and edit data, labels, and formulas, work with functions, format cells, print worksheets, create charts, and save a workbook as a Web page. This course is designed for students with little or no Excel experience.

Excel Level 2: Teaches intermediate-level features and functions of Excel. Students will learn how to work with large worksheets, use 3-D formulas, customize Excel's toolbars and menus, apply special cell formatting, sort and filter lists, create combination charts and trendlines, use Excel's auditing features, and work with templates.

Excel Level 3: Covers advanced-level features and functions of Excel. Students will learn how to create nested functions, apply conditional formatting, export/import data, perform what-if analyses, use the Goal Seek and Solver utilities, and record and run macros.

Access Level 1: Provides fundamental skills in creating databases and tables, working with table data and field properties, working with related tables, and using filters and queries. Guided, step-by-step labs provide opportunities to practice new skills.

Access Level 2: Intermediate Microsoft Access provides competency in creating and using forms, creating and using reports, using data access pages, exporting data, and managing databases. Participants are guided with step-by-step labs, which provide opportunities to practice new skills.

Access Level 3: Access Level 3 is designed for experienced Access users who want to increase database development proficiency by creating complex queries, creating advanced forms and reports, creating and using macros, and creating and using data access pages with Microsoft Access and Visual Basic for Applications.

PowerPoint Level 1: Teaches the basic functions and features of PowerPoint. Students will learn how to create presentations, rearrange and delete slides, use the Formatting toolbar, set tabs, and align text. Other features covered are working with objects, AutoShapes, text boxes, fill colors, WordArt, and other types of images.

PowerPoint Level 2: Students will learn how to create and modify templates, build a custom slide master, and insert multimedia elements. They'll also learn advanced techniques for working with charts, tables, clip art, and drawing tools. Students will add and modify action buttons, use advanced delivery techniques, customize and create toolbars, and create macros.

Outlook: Teaches students how to read, create, and send email messages, as well as work with file attachments, organize email messages and folders, set up Contacts, create and assign Tasks, create and request appointments in the Calendar, and create and manage Notes.

Register online or call 520.621.7724