

# Microsoft Office Core

## Target

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Participants who complete this course will have comprehensive knowledge of the core skills in Excel, Word and Outlook. This course is designed for people moving to, or already working in Office environments, that have been using Word, Excel and Outlook but who have not had systematic training and want to fill knowledge gaps.

## Goals

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*The goal upon completion of this course is to be confident and capable working in most office environments*

## Description

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*Participants who complete this course will have comprehensive knowledge of the core skills in Excel, Word and Outlook. This program will raise the skill level of all participants so that they are able to utilize these powerful tools to accomplish most skills required in day to day office work.*

## Prerequisite

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*Working knowledge and experience with Word, Excel and Outlook or have completed Office Basics.*

## Course Checklist

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- Microsoft Word Core Skills
- Microsoft Excel Core Skills
- Microsoft Outlook Core Skills

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