

MICROSOFT OFFICE SUITE

SIEVEMK promotes entry level IT Certifications using Microsoft Office Suite syllabus. These certifications are cross-functional across all business environments.

Microsoft Office Specialist Word Certification

Certified students will establish their ability to perform several Word tasks, such as creating and managing documents, formatting text, paragraphs and sections, creating tables and lists, applying references and inserting and formatting objects.

The straightforward Word evaluation challenges students to complete a comprehensive project that depicts real-world functionality with project and standards-based outcome testing.

Microsoft Office Specialist Excel Certification

The cutting-edge Excel certification program gives testing students practical, performance-based scenarios to gauge their real-world capabilities with project and standards-based outcome testing.

Certification candidates will demonstrate the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects.

Microsoft Office Specialist PowerPoint Certification

The interactive PowerPoint certification program provides students with performance-based scenarios to measure their ability to manage essential, day-to-day tasks.

Certification requires individuals to demonstrate their ability to create and manage presentations, insert and format shapes and slides, create slide content, apply transitions and animations and manage multiple presentations.

The unique benefit for candidates taking the new PowerPoint exam is the comprehensive, project-based testing format. This requires individuals to complete a project that depicts real-world functionality with project and standards-based outcome testing.

Microsoft Office Specialist Access Certification

The new Access certification exam uses practical, performance-based scenarios to evaluate their real-world capabilities with project and standards-based outcome testing.

Certified candidates will demonstrate their ability to use principle Access features to independently create custom, browser-based database applications. Tasks will include creating and managing a database, building tables, creating queries, creating forms and reports.

The exam is more relevant than past exams, featuring comprehensive, project-based testing. This means candidates are responsible for demonstrating the ability to complete a realistic Microsoft Office Specialist Access project.

Microsoft Office Specialist Outlook Certification

Candidates will expand and prove technical skills by demonstrating how to customize the Outlook user interface format message content, create or insert graphic elements, and send and respond to emails and meeting requests. They can also manage and share multiple calendars, schedule meetings and appointments, create contact records and tasks, and set up contact groups to facilitate.