Online Microsoft Office Training Courses and Examinations by Elissa Joyce

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There are many Microsoft Office courses that one can take if they want to be proficient in them. You can either decide to attend physical classes or take the courses online. The courses come in different levels including basic, moderate and advanced levels and for many people, they would rather train in the basic levels online. Should you decide to go that route, then you can either purchase online Microsoft Office training programs or decide to just download free tutorials, guides and videos on the same.

The MS Office Courses

Ideally, there are courses for each of the MS office programs, including MS Access, Excel, InfoPath, Outlook, PowerPoint, Publisher, SharePoint, OneNote and Word. But under each, there are different sub courses that cover the specific and finer details of the training. For instance, a basic level online MS PowerPoint training covers the following sub courses:

â€¢ The basics of slide shows

â€¢ Picture basics

â€¢ Working with tables, diagrams and charts

â€¢ Adding Narration/sound to a presentation

â€¢ Inserting Movies into a presentation

â€¢ Using animation

â€¢ Changing the slide design

â€¢ The SharePoint library

â€¢ Creating of presentations

Microsoft Office courses are also offered in categories of the program version. The most commonly used versions are MS 2003, 2007 and 2010. However, some organizations still rely on the older versions and it might help to learn them as well.

Examinations

While some people can learn the courses just to have the knowledge required in working with the programs, there are also others who prefer to take respective exams and get Microsoft certification. However, online Microsoft office training usually comes with self tests that you can use to gauge your understanding of the material that you have covered.

If you want to get certification, then it is advisable to take online training courses provided on the official Microsoft website. But you have to remember that certification exams will cost you money, so be prepared for that. Should you pass the exams, then you get a Microsoft Office Specialist certification, or simply known as MOS certification.The certification is divided into three main levels namely: the specialist level, the expert level and the master level. Each of the three has its own

exams that determine the pass mark.

Why Take Microsoft Office Training

The job market of today is purely a survival for the fittest. Employers are always looking for people with skills and abilities to deliver solutions accurately and quickly. Taking the MS office training courses equips you with these skills that can assist you perform your assigned tasks faster and accurately by integrating multiple program skills.

Other than that, getting certified after training improves your chances of getting a better paying job. However, you will also have to combine this with other Microsoft certifications as well if at all you want to stand a better chance for such lucrative jobs.

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Generally, online Microsoft Office training is an easy and faster way to learn how to work with Microsoft office programs. A course in one program, for instance a online PowerPoint training can take you as a short timeframe as two days to complete.

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online Microsoft office training, online MS Office training, online PowerPoint training

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