



Cisco
Networking Academy
Mind Wide Open



Certificate of Completion

IT Essentials | Word Processing

ABNA16

The student has successfully completed the Cisco Networking Academy® training on the above stated course and was able to proficiently:

- Select the appropriate computer components to build, repair, or upgrade personal computers.
- Explain how to correctly use tools and safely work in a lab.
- Explain how to perform preventive maintenance and troubleshooting on personal computers.
- Understand Word processing basic commands, tabs and ribbons.
- Perform font formatting, editing and clipboard commands.
- Manage paragraphing options for proper text indentation, bulleting, numbering and listing.
- Use Insert commands in Microsoft Word to handle insertion of pictures, clipart, WordArts, Charts and special symbols.
- Utilize Page Layout commands to manage page margins, orientation and sizes for document printing.
- Explain how to insert tables and calendars.
- Customize page backgrounds using Watermark and Page Color.
- Explain how to design page borders.
- Explain the roles and responsibilities of the IT professional.

NWAFOR ARINZECHUKWU CHIDERA

Student

Federal Polytechnic Oke
Academy

Nigeria
Location

26th October, 2018.
Date

Manager's Signature