



CERTIFICATE

OF TRAINING

This certificate is awarded to

Carneiro Faria
Rui

For successfully completing training "Microsoft 365 desktop applications: Advanced use-cases and features" as part of the DigiPass Europe training campaign 2021.

Skills acquired



New Excel functions - calculation, analysis and visualization of data



File security with Microsoft Information Protection



Advanced Microsoft Outlook features for workplace productivity



Creating dynamic & engaging presentations



OneNote: Creation of a knowledge data base and meeting organization with Outlook integration

Total amount of hours: 1.5h per topic