

3 Courses

Work Smarter with Microsoft Word

Work Smarter with Microsoft PowerPoint

Microsoft

Nov 19, 2023

Moola Suryaprakash Reddy

has successfully completed the online, non-credit Specialization

Microsoft 365 **Fundamentals**

This Specialization is intended to help all novice computer users get up to speed with Microsoft 365. It covers various features of the interface, shows you how to perform basic tasks, and introduces you to the most important tools in Word, PowerPoint, and Excel. This program will help you to become familiar with the apps and services included in a Microsoft 365 subscription. You will improve your word processing, spreadsheet, and presentations skills to take your productivity to the next level. You will learn how to work smarter and more collaboratively with the latest intelligent features of Office 365. By the end of this program of courses, you will be ready to take and sign-up for the MO-100: Microsoft Word, MO-200: Microsoft Excel and MO-300: Microsoft PowerPoint.

Marni Baker-Stein. Chief Content Officer

Verify this certificate at: https://coursera.org/verify/specializat ion/TANYXR838VD7



Nov 16, 2023

Moola Suryaprakash Reddy

has successfully completed

Work Smarter with Microsoft Word

an online non-credit course authorized by Microsoft and offered through Coursera

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Coursera has confirmed the identity of this individual and their participation in the course



