


**3 Courses**

- Work Smarter with Microsoft Word
- Work Smarter with Microsoft Excel
- Work Smarter with Microsoft PowerPoint



*Marni Baker-Stein*  
Marni Baker-Stein,  
Chief Content Officer

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.

The online specialization named in this certificate may draw on material from courses taught on-campus, but the included courses are not equivalent to on-campus courses. Participation in this online specialization does not constitute enrollment at this university. This certificate does not confer a University grade, course credit or degree, and it does not verify the identity of the learner.

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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

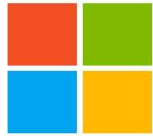
*Marni Baker-Stein*  
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# Microsoft

May 7, 2023

**Moola Suryaprakash Reddy**

has successfully completed

**Work Smarter with Microsoft Excel**

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Sep 29, 2022

**Moola Suryaprakash Reddy**

has successfully completed

**Work Smarter with Microsoft PowerPoint**

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*Betty Vandenbosch*

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