

# Statement of Achievement

*Dean Meyer*

*has successfully achieved student level credential for completing the Create Digital Content, Communicate, and Collaborate Online course, provided by Cisco Networking Academy in collaboration with OpenEDG.*

*The graduate is able to proficiently:*

- *Create, edit and manage your own digital document.*
- *Describe digital content types: audio, image, text, video, applications and their formats.*
- *Perform word processing tasks: text editing, formatting, layout tools and inserting elements.*
- *Understand email etiquette including when and how to use CC, BCC, and Reply All.*
- *Use video-conferencing and project management tools.*
- *Use digital tools for effective hybrid working.*



Scan to Verify

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*Lynn Bloomer*

Lynn Bloomer  
Director, Cisco Networking Academy