



3 Courses

Work Smarter with  
Microsoft Word

Work Smarter with  
Microsoft Excel

Work Smarter with  
Microsoft PowerPoint



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**Rizwan Niazi**

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*

Marni Baker-Stein,  
Chief Content Officer

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