



University College Cayman Islands



Microsoft Business Certification

The Microsoft Business Certification program recognizes the skills needed to use the full features and functionality of Microsoft Office programs and the Windows Vista operating system. Whether you want to stand out in the job market, are an employer looking to improve and simplify your organization's hiring processes, or empower yourself to enter the workforce, Microsoft Business Certifications demonstrate proven expertise that businesses will depend on.



Office Word 2007
Office Excel 2007
Office Outlook 2007
Office PowerPoint 2007
Office Access 2007
Windows Vista

An IDC study shows that 75% of all administrative employees are required to have either moderate or advanced Microsoft Office skills — make sure that you are qualified for your next job role. ([IDC, 2007](#))

UCCI is currently offering the MCAS Track in **Microsoft Office 2007 - WORD**.

This course consists of the following topics:

Chapter 1. Word Essentials
Chapter 2. Document Basics
Chapter 3. Character Formatting
Chapter 4. Paragraph Formatting
Chapter 5. Document Formatting
Chapter 6. Working with Templates
Chapter 7. Managing Text Flow
Chapter 8. Editing Basics
Chapter 9. Creating Tables and Lists
Chapter 10. Adding Pictures and Shapes to a Document
Chapter 11. Making Text Graphically Interesting
Chapter 12. Adding Navigation Tools to a Document
Chapter 13. Creating a Table of Contents and Index
Chapter 14. Working with Captions
Chapter 15. Adding Citations and a Bibliography
Chapter 16. Performing Mail Merges
Chapter 17. Securing and Sharing Documents
Chapter 18. Customizing Word

Course dates and times:

Tuesdays & Thursdays
6:00 PM - 9:00 PM
NOV 3, 2009 - DEC 17, 2009



Course costs and information:

Cost: CI	\$275.00 ✓ Includes all materials ✓ Certification Exam Fees NOT Included
Location:	UCCI Computer Lab 3
Maximum Class Size:	12
Minimum Class Size:	4

The Microsoft Certified Application Specialist (MCAS) credential is a globally recognized standard that validates skills with using the 2007 Microsoft Office system and Windows Vista. The MCAS credential meets the demand for the most up-to-date skills on the latest technologies from Microsoft. The MCAS credential validates the skills that individuals and organizations depend on.

Candidates who successfully complete the program by passing certification exams in each subject prove that they meet globally recognized performance standards and are able to work productively and efficiently.

Seats are available on a first come first serve basis so register soon.

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