

Microsoft Office 2016 Generalist Certificate Program

This online learning program was developed by the NYS & CSEA Partnership for Education and Training for CSEA-represented NYS employees who use the Microsoft Office 2016 suite of applications. The Microsoft Office Generalist provides an opportunity for employees to acquire a basic understanding of the Microsoft Word, Excel, PowerPoint, Outlook, and Access applications. Participants are required to successfully complete the following courses, and achieve a passing grade of 70% or higher in each course.

Working with the Interface and Performing Basic Tasks in Word 2016 **1 Hour**

Microsoft Word 2016 makes it easy to create, manipulate, and work with documents. In this course, you'll learn how to get started with Word 2016. The course provides an overview of the Word 2016 interface and its new features, and demonstrates how to use Word 2016 to create, proofread, save, and print documents.

Headers, Footers, Page Numbering, and Layout in Word 2016 **.7 Hours**

Headers and footers, as well as appropriate page layout, play an important role in making documents look professional. In this course, you'll learn about all the options for creating headers and footers, adding page numbering and the date and time, and creating custom page layouts for documents in Word 2016.

Microsoft Excel 2016 Essentials: Formatting Data **.9 Hours**

Making your data look good is easy in Microsoft Excel 2016. You can format numbers and text and apply styles to make your data stand out. In this course, you will learn how to create custom formatting and styles, and copy formatting from cell to cell. In addition to formatting and styling data in Excel 2016, you will learn how to position the data in your spreadsheet

Microsoft Excel 2016 Essentials: Formulas and Functions **1.1 Hours**

Microsoft Excel 2016 allows you to perform complex calculations on your workbook data. In this course, you will learn about the basic concepts and terminology associated with formulas and functions. You will learn about the various ways of referring to cells and cell ranges, and how to use basic functions including logical and IF-type functions.

Using Slide Show Presentation Tools in PowerPoint 2016 **.8 Hours**

Microsoft PowerPoint 2016 provides options for controlling all aspects of a slide show. In this course, you'll learn how to set up and manage slide shows, including controlling slide timing and the playback of audio narration. The course also covers the use of master slides to help ensure consistency throughout a presentation, and options for hiding or showing specific slides when you're delivering a presentation.

Designing Effective PowerPoint Presentations **.8 Hours**

To be effective, a presentation must capture your audience's attention and deliver a compelling message. In this course, you'll learn design principles for creating engaging presentations in PowerPoint 2016. You'll also learn how to ensure your message is clear and persuasive, and how to use sound, images, color, and styles to optimize the visual impact that a presentation has on your audience.

Getting to Know Outlook 2016 **.5 Hours**

Outlook 2016 is the latest release of Microsoft's primary messaging client. It provides the tools necessary for managing e-mail, scheduling tasks, and communication. In this course, you will learn about the basic features and functionalities of Outlook 2016 including a look at how to navigate in Outlook 2016 and view, reply to, and forward e-mail messages. The course also addresses how to create and send new e-mail messages.

Managing Conversations and Email in Outlook 2016**.9 Hours**

Microsoft Outlook 2016 allows you to effectively manage and organize your email messages. In this course, you will learn how to arrange and view messages by conversation; use the People Pane to access, sort and filter email; apply color categories; apply flags; and delete and restore messages. The course also covers ways to personalize your Outlook 2016 such as changing message preview settings and adjusting the reading pane and people pane.

Introduction to the Access 2016 Interface, Database Management, and Tables**1.1 Hours**

Microsoft Access 2016 makes it easy to create professional databases for home, and business use. In this course, you'll learn about the new interface and key new features introduced in Access 2016. In addition, you will learn how to structure and construct a database design for a purpose. Included in this course is a section on adding and modifying tables and table fields using different methods and views.

Creating Relationships, Queries, Forms, and Reports in Access 2016**1 Hour**

Queries allows searching and extraction of information from tables for analysis. In this course, you'll learn how to set primary keys, forming relationships between objects in a database. In addition, this course demonstrates how to design forms and reports for data input, and how to present information in a neat and organized format. In addition, you will learn various methods of exporting and importing data using Access 2016.

Foundational Competencies

Workplace development competencies are job-based skills employees need in order to succeed across a wide variety of occupations. Having completed this certificate, you have enhanced your skills in one or more competency areas. You can learn more about these competencies by visiting the [Workforce Development Competencies](#) page. This certificate assisted you in developing the following competency:



Computer Skills and Technology