



6 Courses

**Office Productivity Software
and Windows
Fundamentals**

**Get Started with Mail and
Calendar Applications:
Outlook**

**Get Started with Word
Processing Applications:
Word**

**Get Started with
Presentation Applications:
PowerPoint**

**Get Started with
Spreadsheet Applications:
Excel**

**Get Started with Messaging
& Collaboration Apps:
Teams/Zoom**



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IRFAN ULLAH KHAN

has successfully completed the online, non-credit Specialization

Office Productivity Software

Learners possessing this Specialization certificate have showcased their mastery in:

- Describing commonly used office productivity software
- Navigating the Windows desktop, managing files and folders, and installing apps
- Leveraging mail and calendar software to send, receive, sort, search, filter, and schedule meetings
- Working with word processing software to create and format business docs
- Using presentation software to create useful and engaging slideshows
- Utilizing spreadsheet software to enter data, use functions, and create charts
- Use messaging and collaboration software to communicate and work online with colleagues

Learners also have also completed numerous hands-on labs and projects to gain practical experience with commonly used office productivity software.

JPS Kohli
CEO
Skill-Up EdTech

Steve Ryan
Instructional Designer &
Content Developer
Skill-Up Technologies

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