



3 Courses

Work Smarter with
Microsoft Word

Work Smarter with
Microsoft Excel

Work Smarter with
Microsoft PowerPoint



Sep 3, 2022

JACK HARBESON HAGLER

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

The online specialization named in this certificate may draw on material from courses taught on-campus, but the included courses are not equivalent to on-campus courses. Participation in this online specialization does not constitute enrollment at this university. This certificate does not confer a University grade, course credit or degree, and it does not verify the identity of the learner.

Verify this certificate at:

<https://coursera.org/verify/specialization/3CC75ZXGMLJQ>