

TECHNOLOGY SKILLS CERTIFICATE REQUIREMENTS

Microsoft Excel

- Excel 2010: Analyzing Data
- Excel 2010: Getting Started with Excel
- Excel 2010: Importing and Exporting Data
- Excel 2010: Inserting Graphic Objects
- Excel 2010: Modifying a Worksheet
- Excel 2010: Modifying the Appearance of a Worksheet
- Excel 2010: Organizing Worksheet and Table Data
- Excel 2010: Performing Calculations in an Excel Worksheet
- Excel 2010: Presenting Data Using Charts

Microsoft PowerPoint

- PowerPoint 2010: Adding Graphical Objects to a Presentation
- PowerPoint 2010: Adding SmartArt Graphics to a Presentation
- PowerPoint 2010: Adding Special Effects to a Presentation
- PowerPoint 2010: Collaborating on a Presentation
- PowerPoint 2010: Customizing a Slide Show
- PowerPoint 2010: Creating a Basic Presentation
- PowerPoint 2010: Formatting Text on Slides
- PowerPoint 2010: Getting Started with PowerPoint 2010
- PowerPoint 2010: Modifying Graphical Objects in a Presentation

- PowerPoint 2010: Preparing to Deliver a Presentation
- PowerPoint 2010: Working with Tables and Charts
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Microsoft Word

- Word 2010: Automating the Mail Merge
- Word 2010: Controlling Text Flow
- Word 2010: Controlling the Appearance of Pages in a Word Document
- Word 2010: Creating Customized Formats with Styles and Themes
- Word 2010: Customizing Tables and Charts
- Word 2010: Editing Text in a Word Document
- Word 2010: Getting Started with Word 2010
- Word 2010: Managing Document Versions
- Word 2010: Managing Lists
- Word 2010: Modifying Pictures
- Word 2010: Modifying the Appearance of Text in a Word Document
- Word 2010: Securing a Document
- Word 2010: Organizing Data in Tables

If you have met these requirements, please contact the National Church Residences University to receive your certificate of completion.

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