

Microsoft Office Specialist - Excel Core

Microsoft skills

Book a 50 minute online test to show your fundamental understanding of the Excel environment and the ability to complete tasks independently.

You will be asked to create and edit a workbook with multiple sheets, and use a graphic element to represent data visually.

\$149.00 NZD (GST incl.)

Assessment

To buy the exam 'voucher' simply click on the Book Online Test button on your Account page. Once you've paid, we will be in touch to arrange a time for your 50 minute exam, and give you all the details of where to come.

If you live outside the Dunedin area your test voucher can be used in other locations - please search for a testing centre at www.xcerio.co.nz before buying a voucher to ensure there is a testing centre near you.

Learning Recommendations

Free online learning is available from

www.gcflearnfree.org/excel2016/

The Mosgiel Community Learning Centre offers one-on-one training in Microsoft

www.op.ac.nz/study/community-learning/

You can buy a 'bundle' which includes online learning and test fee. Please note that if you choose this option, you do not need to buy a test from this site. The cost of the test is part of the Xcerio 'bundle'.

www.xcerio.co.nz/store

Tasks

Prepare your answer

Prepare your answer to this EduBit by completing your proof of learning.

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