



CERTIFICATE

Magdalena Harezlak

Has successfully completed test requirements of
The European Information Technologies Certification Programme

EITC/BI/MSOPP Multimedia presentation software fundamentals (Microsoft Office)

Certification Programme examination result:



Certification Programme description:

Introduction: main window, slide, notes, fields on a slide; Creating a presentation: title slide, creating and editing a slide (types of slide layouts), themes (theme editing), slide show; Objects on a slide: inserting and editing objects, usage examples (formatting, many shapes insertion, shape connectors), objects overlapping, editing objects (shapes, SmartArts, images, tables); Object animation and transitions between slides: animation definition, animation modification (custom animation, auto-preview, animation effects, animation parameters, timing, triggers), adding and editing transitions between slides (single transition, transition parameters); Spell checking in MS Office (error corrections, dictionary); Slide Sorter view (slide operations: move, duplicate, copy, paste, delete); Printing (print types); Help in Microsoft Office (search for help topics, online and offline mode)

Certificate Programme version/revision: EITC/BI/MSOPPv1r1

Earned ECTS credits: 2



CERTIFICATE ID: EITC/BI/MSOPP/NRH/13005026

To validate authenticity of this certificate or review its
programme and test results scan/click QR code or visit:
www.eitci.org/validate



DATE OF ISSUE:
February 2014
Brussels, Belgium
European Union