



CERTIFICATE

Magdalena Harezlak

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

EITC/BI/MSOW Word processing software fundamentals (Microsoft Office)

Certification Programme examination result:



Certification Programme description:

Introduction: main window, ribbon, Microsoft Office Button, Quick Access toolbar, printable and nonprintable characters, ruler, paragraph, indentation, margins, navigation, keyboard shortcuts; Document creation and edition: simple editing (copy, paste, cut), text formatting (font type, style, size), text alignment, line spacing, bullets and numbering (multilevel lists), auto-formatting (styles, table of contents, footnotes); Tables: creation methods, selection in tables, automatic formatting, table properties, text in a cell, AutoFit, cell size adjustment, graphical formatting; Objects in document: images (inserting and formatting), shapes (shape selection menu, categories of shapes, shape formatting, text in shapes), footer and header, SmartArts (inserting, categories, editing and formatting)

Certificate Programme version/revision: EITC/BI/MSOWv1r1

Earned ECTS credits: 2



CERTIFICATE ID: EITC/BI/MSOW/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