EUROPEAN INFORMATION TECHNOLOGIES CERTIFICATION INSTITUTE, ASBL.

Brussels, Belgium, European Union

CERTIFICATE

Katarzyna Malinowska

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

EITC/TC/OST Office software for telework

Certification Programme examination result: 86.67%

Certification Programme description:

Office software for telework/telecommuting: desktop sharing in operating systems, network distributed applications; Introduction to basic office software tools: word processing software - MS Word as an example (basic content, text formatting, exemplary functionalities, tracking changes in document), spreadsheet software - MS Excel as an example (basic data content, exemplary functionalities, work with datasets, charts, pivot tables), multimedia presentation creation software - MS PowerPoint (basic presentation creation, exemplary functionalities); Theoretical introduction to databases: database application, database structure; IT infrastructure for telework/telecommuting: ERP, BI, HRM, CRM; vTiger as CRM example: installation, configuration, basic functionalities; Workgroups management: Google Apps as exemplary environment for workgroup coordination (available applications)

Certificate Programme version/revision: EITC/TC/OSTv1r1

CERTIFICATE ID: **EITC/TC/OST/FMP/14004554**

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