

Microsoft Master Diploma

Invest in yourself - gain one of the most important Office Certifications from Microsoft - the Office 2003 Master Certificate

The Maegis Microsoft Master Diploma includes all the training to achieve Microsoft Office Master Certification, as well as further optional courses to complete the suite and accredit your Keyboard Skills.

Each course is individually certificated by Microsoft when you pass the exam. Microsoft will also award you their internationally recognised Office 2003 Master Certificate when you have passed the four exams for Word 2003 Expert, Excel 2003 Expert, PowerPoint 2003, and one other application.

There is no need to come into a Training Centre - use our Distance Learning and free MS Office Professional 2003 Software. You can study in one of our Training Centres or at your home or work. Each and every course includes a free full version of Microsoft Office 2003 Professional which will run for six months, so you can install the latest software on your own machine while you are training.

Interactive Internet Tutorials

If you are studying away from one of our centres, then we will provide live interactive tutorials over the internet at times arranged with your personal schedule. During the tutorials you and your tutor will share a virtual desktop, and can talk freely to each other, so it is about as good as being in the same room. Tutorials are always 1:1 so you have the full attention of your tutor.

Maegis is an Authorised Examination Centre and our training and practice systems support you throughout the learning. If you cannot reach us for your Microsoft exams then we will arrange for you to sit them at a centre close to your home - there are centres all over the UK and Europe.

Maegis Diploma

Our core Diploma course covers the requirements of the Master Certificate - Word Expert, Excel Expert and PowerPoint are mandatory, with a choice of Outlook or Access 2003 Specialist Certificate to complete the Microsoft Master Certificate requirement of four applications. If you wish, you can add the fifth application or Keyboard Skills to further enhance your skills.

Invest in yourself

Acquiring these vital business skills - and your Diploma and Certificates to prove it - will repay the cost in improved employment opportunities and job satisfaction. What better investment in your own future? The sooner you start, the sooner you will benefit.

Costs

The Diploma core of four courses costs £750.00 including all training materials, tutorials and examination fees (for four exams). Adding Outlook or Access as an elective costs an additional £180.00, while Keyboard Skills adds £30.00. All prices include VAT.

Call us to talk over options - Local Call 0845 370 7577

The Maegis Microsoft Master Diploma includes Office 2003 software, manuals, training and four exam entry fees.

Core Subjects:

Word 2003 Expert
Excel 2003 Expert
PowerPoint Specialist

Elective Subjects – choose one:

Access Specialist
Outlook 2003

Optional additional Modules:

Keyboard Skills.
The elective that you did not select

**Maegis Ltd - Training and Support in the North East.
Telephone 0845 370 7577**

Microsoft Office Specialist Objectives: Word 2003 Expert

Microsoft Office Specialist Exam Skill Standards

Exam skill standards are categories of examination tasks, identified by subject-matter experts, that certify an ability to productively use Microsoft Office programs. These categories are organized into skill sets representing the more basic functions of each Office program.

Exam skill standards for the Microsoft Word 2003 Exam are provided below to assist in your exam preparation.

Skill Sets	Exam Skill Standards
Formatting Content	- Create custom styles for text, tables and lists - Control pagination - Format, position and resize graphics using advanced layout features - Insert and modify objects - Create and modify diagrams and charts using data from other sources
Organizing Content	- Sort content in lists and tables - Perform calculations in tables - Modify table formats - Summarize document content using automated tools - Use automated tools for document navigation - Merge letters with other data sources - Merge labels with other data sources - Structure documents using XML
Formatting Documents	- Create and modify forms - Create and modify document background - Create and modify document indexes and tables - Insert and modify endnotes, footnotes, captions, and cross-references - Create and manage master documents and subdocuments
Collaborating	- Modify track changes options - Publish and edit Web documents - Manage document versions - Protect and restrict forms and documents - Attach digital signatures to documents - Customize document properties
Customizing Word	- Create, edit, and run macros - Customize menus and toolbars - Modify Word default settings

Microsoft Office Specialist Objectives: Excel 2003 Expert

Microsoft Office Specialist Exam Skill Standards

Exam skill standards are categories of examination tasks, identified by subject-matter experts, that certify an ability to productively use Microsoft Office programs. These categories are organized into skill sets representing the more basic functions of each Office program.

Exam skill standards for the Microsoft Excel 2003 Expert Exam are provided below to assist in your exam preparation.

Skill Sets	Exam Skill Standards
Organizing and Analyzing Data	- Use subtotals - Define and apply advanced filters - Group and outline data - Use data validation - Create and modify list ranges - Add, show, close, edit, merge and summarize scenarios - Perform data analysis using automated tools - Create PivotTable and PivotChart reports - Use Lookup and Reference functions - Use Database functions - Trace formula precedents, dependents and errors - Locate invalid data and formulas - Watch and evaluate formulas - Define, modify and use named ranges - Structure workbooks using XML
Formatting Data and Content	- Create and modify custom data formats - Use conditional formatting - Format and resize graphics - Format charts and diagrams
Collaborating	- Protect cells, worksheets, and workbooks - Apply workbook security settings - Share workbooks - Merge workbooks - Track, accept, and reject changes to workbooks
Managing Data and Workbooks	- Import data to Excel - Export data from Excel - Publish and edit Web worksheets and workbooks - Create and edit templates - Consolidate data - Define and modify workbook properties
Customizing Excel	- Customize toolbars and menus - Create, edit, and run macros - Modify Excel default settings

Microsoft Office Specialist Objectives: PowerPoint 2003

Microsoft Office Specialist Exam Skill Standards

Exam skill standards are categories of examination tasks, identified by subject-matter experts, that certify an ability to productively use Microsoft Office programs. These categories are organized into skill sets representing the more basic functions of each Office program.

Exam skill standards for the Microsoft PowerPoint 2003 Exam are provided below to assist in your exam preparation.

Skill Sets	Exam Skill Standards
Creating Content	Create new presentations from templates Insert and edit text-based content Insert tables, charts and diagrams Insert pictures, shapes and graphics Insert objects
Formatting Content	Format text-based content Format pictures, shapes and graphics Format slides Apply animation schemes Apply slide transitions Customize slide templates Work with masters
Collaborating	Track, accept and reject changes in a presentation Add, edit and delete comments in a presentation Compare and merge presentations
Managing and Delivering Presentations	Organize a presentation Set up slide shows for delivery Rehearse timing Deliver presentations Prepare presentations for remote delivery Save and publish presentations Print slides, outlines, handouts, and speaker notes Export a presentation to another Microsoft Office program

Microsoft Office Specialist Objectives: Access 2003

Microsoft Office Specialist Exam Skill Standards

Exam skill standards are categories of examination tasks, identified by subject-matter experts, that certify an ability to productively use Microsoft Office programs. These categories are organized into skill sets representing the more basic functions of each Office program.

Exam skill standards for the Microsoft Access 2003 Exam are provided below to assist in your exam preparation.

Skill Sets	Exam Skill Standards
Structuring Databases	- Create Access databases - Create and modify tables - Define and modify field types - Modify field properties - Create and modify one-to-many relationships - Enforce referential integrity - Create and modify queries - Create forms - Add and modify form controls and properties - Create reports - Add and modify report control properties - Create a data access page
Entering Data	- Enter, edit and delete records - Find and move among records - Import data to Access
Organizing Data	- Create and modify calculated fields and aggregate functions - Modify form layout - Modify report layout and page setup - Format datasheets - Sort records - Filter records
Managing Databases	- Identify object dependencies - View objects and object data in other views - Print database objects and data - Export data from Access - Back up a database - Compact and repair databases

Microsoft Office Specialist Objectives: Outlook 2003

Microsoft Office Specialist Exam Skill Standards

Exam skill standards are categories of examination tasks, identified by subject-matter experts, that certify an ability to productively use Microsoft Office programs. These categories are organized into skill sets representing the more basic functions of each Office program.

Exam skill standards for the Microsoft Outlook 2003 Exam are provided below to assist in your exam preparation.

Skill Sets	Exam Skill Standards
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Messaging	Organizing Attach files to items Create and modify a personal signature for messages Modify e-mail message settings and delivery options Create and edit contacts Accept, decline, and delegate tasks
Scheduling	Create and modify appointments, meetings, and events Update, cancel, and respond to meeting requests Customize Calendar settings Create, modify, and assign tasks
Organizing	Create and modify distribution lists Link contacts to other items Create and modify notes Organize items Organize items using folders Search for items Save items in different file formats Assign items to categories Preview and print items