TestOut Office Pro

Be confident in using your computer’s OS and Microsoft Office applications. Designed as a complete training and certification solution, TestOut Office Pro will have you ready for academic and career success.

**Ditch the Text Book**

**Videos and Interactive Script**
Why carry around a heavy book?
You’ll learn AND remember office topics easily in short interactive videos by our engaging and expert presenters. Want to follow them in the videos? Open up the interactive script! Click through to review the concepts with the presenters or on your own.

**Labs**
Work in the real world, virtually.
In each section, you will complete three unique labs designed to build speed, memory, and proficiency. Start by practicing skills taught in the videos using hints and instant feedback. The second lab will improve your speed and memory and the third lab lets you prove your skills in real world scenarios.

**Fact Sheets**
Need a quick reminder?
Use the Fact Sheets to remember, reinforce and expand your office knowledge.

**No Installation of Microsoft Office Needed! Simply Log In and Start Learning!**

**OTHER COURSES OFFERED**

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**TestOut Office Pro Certification**

Don’t rely on a multiple-choice test. Multiple-choice tests do not validate skills. An industry first, the TestOut Office Pro Certification uses a single, 100% performance-based exam to measure your basic Office ability in Word, Excel, PowerPoint and Access.

**What’s Included:**

Course covers:
- Intro to Computers
- Microsoft Office 2013
  - o Word
  - o Excel
  - o PowerPoint
  - o Access
- Videos: 112
- Lab Simulations: 148
- Fact and Tip sheets: 90
- Chapter Tests: 4
- Certification: 1

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