



**OKLAHOMA**  
**CareerTech**

## Badge Details

<b>Name</b>	0159 – MS Office Basic Computer Literacy
<b>Description</b>	Multi-choice test that measures the ability to use MS Word, MS Excel and MS PowerPoint to perform basic tasks on a computer.
<b>Criteria</b>	<p><b><i>Candidates receiving this certification will take an exam with the following criteria:</i></b></p> <p>The exam is composed of 15 questions.</p> <ul style="list-style-type: none"><li>• Basic of computer hardware and software</li><li>• Basics of MS Word</li><li>• Text and page formatting in MS Word</li><li>• Sorting information in MS Word</li><li>• Inserting hyperlinks and images in MS Word</li><li>• Spell and grammar check in MS Word</li><li>• Mail merge</li><li>• Basics of MS Excel</li><li>• Text and cell formatting in MS Excel</li><li>• Basic formulas in MS Excel</li><li>• Conditional formatting and data validation</li><li>• Basics of MS PowerPoint</li><li>• Text formatting in MS PowerPoint</li><li>• Slide layouts, views and slideshow</li><li>• Animations &amp; transitions</li></ul>