Human Resource Professional & Excel Expert  
(Includes Windows 8.1)

Overview

The Senior Professional in Human Resources (SPHR®) certification is recognized as a professionally relevant credential for those who have mastered the strategic and policy-making aspects of HR management in the United States. It is designed for the HR professional who plans, rather than implements, HR policy, focuses on the “big picture,” has ultimate accountability in the HR department, has breadth and depth of knowledge in all HR disciplines and understands the business beyond the HR function and influences the overall organization.

Senior Professional in Human Resource:

- Skills, Concepts, and Tools
- Functions and Activities
- The HR Function and Business Environment
- HR and the Strategic Planning Process
- HR Functions and Roles
- Employment Legislation
- Recruitment Strategies
- Sourcing and Selecting Candidates
- Orientation, Onboarding, and Exit Strategies
- Regulations and Organizational Development
- Employee Training
- Performance Appraisal and Talent Management
- Regulations, Strategies, and Needs Assessment
- Managing Policies, Programs, and Activities
- Organizational Responsibilities
- Employment Regulations and Organizational Programs
- Behavioral and Disciplinary Issues and Resolution
- Unions and Collective Bargaining
- Organizational Risk and safety and Health Legislation
- Workplace Safety, Security, and Privacy
Excel Expert

Overview

Expert-level candidates for the Excel 2013 exam should have an advanced understanding of the Excel environment and the ability to guide others in the proper use of features in Excel 2013 of Office Professional Plus. They should know and be able to demonstrate the use of advanced and specialized features within the application.

Candidates should be able to create, manage, and distribute professional spreadsheets for a variety of specialized purposes and situations, and they should know how to customize their Excel environment to meet needs and enhance productivity. Workbook examples include custom business templates, multiple axis financial charts, amortization tables, and inventory schedules. Candidate roles might include accountants, financial analysts, data analysts, commercial bankers, and others.

Microsoft Office 2013: Beginning Excel

- Creating Workbooks, Worksheets, and Data in Excel 2013
- Saving and Printing Data in Excel 2013
- Formatting Cells and Worksheets in Excel 2013
- Formatting Data in Excel 2013
- Presenting Data Using Conditional formatting and Spark-lines in Excel 2013
- Performing Calculations Using functions in Excel 2013
- Presenting Data in Tables and Charts in Excel 2013
- Creating and Customizing Visual Elements in Excel 2013
- Customizing Options and Views in Excel 2013
- Manipulation Data in Excel 2013
- Data Search, Data Validation, and Macros in Excel 2013
- Sharing and Linking Data, and Adding Office Apps to Excel 2013
- Reviewing and Protecting Content in Excel 2013
- Advanced Formats and Layouts in Excel 2013
- Advanced Formulas and Functions in Excel 2013
- Using Financial Functions and what-if Analysis in Excel 2013
- Using PivotTables, PivotCharts, and Advanced Charts in Excel 2013
Microsoft Windows 8.1

Overview

Microsoft Windows 8.1 is, by any objective measure, a major release. It includes the historic changes that were introduced in Windows 8 and adds a very long list of improvements, refinements, and new features, big and small. This faster update cycle isn’t a one-time event it’s the new normal for Windows, a reflection of the modern, fast pace of change in the technologies that define our lives. There’s no guarantee that future versions of Windows will arrive at the same annual pace, but it’s certain that the every-three-years cycle of upgrades is history.

Microsoft Windows 8.1

- Managing and Maintaining: Cloud Applications and Settings
- Managing and Maintaining: Installation and Applications
- Managing and Maintaining: Networking and Remote Access
- Managing and Maintaining: Data Storage and Security
- Managing and Maintaining: Hardware and Mobile devices
- Managing and Maintaining: Recovery and Endpoint Security
- Managing and Maintaining: Windows Intune
- Managing and Maintaining: Using MDOP
- Supporting Windows 8.1: Installation and Applications
- Supporting Windows 8.1: Cloud Applications and Settings
- Supporting Windows 8.1: Networking and Remote Access
- Supporting Windows 8.1: Data Storage and Security
- Supporting Windows 8.1: Hardware and Mobile Devices
- Supporting Windows 8.1: Recovery and Endpoint Security
- Supporting Windows 8.1: Intune and Public Cloud Service
- Supporting Windows 8.1: using MDOP

Mentoring 70-688 Supporting Windows 8.1
TestPrep 70-688 Supporting Windows 8.1

Course #: CAL 377 B