

COTSAKOS
COLLEGE OF BUSINESS

WILLIAM PATERSON
UNIVERSITY

Microsoft
Office Specialist

EXCEL

ASSOCIATE



Microsoft Excel Certification MO-210

What skills do candidates demonstrate by earning the Microsoft Excel certification?

Earning the Microsoft Excel certification demonstrates a solid foundation in spreadsheet skills, including creating and managing workbooks, formatting data, building formulas and functions, creating charts, and analyzing data with PivotTables. These competencies prepare candidates for professional tasks such as financial reporting, budgeting, and data analysis, with additional exposure to AI tools for identifying errors and inconsistencies.

What are the Steps to Complete the Exam?

1. **Training** –Training will be available via in-person workshops or online by our Blackboard course shell.
2. **Pass a simulated** practice exam.
3. **Schedule a time with GBFI** to take the official exam.

Estimated total time: 15 hours

(FREE FOR ALL WPU STUDENTS)

About the Exam

Demonstrate your skills through a **hands-on, project-based certification exam** completed in a realistic simulated environment. Students perform practical tasks based on real-world scenarios to show their ability to apply key tools and concepts.

Those who pass receive an **industry-recognized digital certificate** that can be shared on **LinkedIn** through **Credly** to showcase their achievement to employers.



For more about the certification:

<https://www.wpunj.edu/ccob/gbfi/>

Phone: 973-720-3765

A POWERHOUSE OF PERSONAL PROGRESS



Round 1

Chapters

- Chapter 2: Managing workbooks
- Chapter 3: Named Ranges and Formatting
- Chapter 4: Tables
- Chapter 5: Formulas
- Chapter 6: Charting
- Chapter 7: Capstone
- Setting up the practice exam

Hands-on Workshops

GBFI technology consultants will review the components of the program including the training requirements, the practice exam and taking the official **MO-210 Excel Associate exam**. They will walkthrough all chapters required in the training portion of the program, while students follow along on their own working stations

To complete the training portion of this program, **students must attend both the Tuesday and Thursday sessions** in full. Attendance is offered on a first-come, first-served basis, so students are encouraged to arrive early to secure their spot.

Please note that registration is not accepted for this workshop.

Session 1

Tuesday, October 27, 2026
12:30 PM – 1:45 PM
GBFI Financial Center
1600 Valley Rd, 2014
Wayne NJ 07470

Session 2

Thursday, October 29, 2026
12:30 PM – 1:45 PM
GBFI Financial Center
1600 Valley Rd, 2014
Wayne NJ 07470



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Session 1

Tuesday, November 10, 2026

12:30 PM – 1:45 PM
GBFI Financial Center
1600 Valley Rd, 2014
Wayne NJ 07470

Session 2

Thursday, November 12, 2026

12:30 PM – 1:45 PM
GBFI Financial Center
1600 Valley Rd, 2014
Wayne NJ 07470



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