MOS: Microsoft Office Specialist

Vendor:	Microsoft

Overview:

You can earn a Microsoft Office Specialist (MOS) certification on Microsoft Office programs and Windows operating systems. This certification features Web-based pretests, program-specific certification exams, and a series of Microsoft Press step-by-step books that help you demonstrate expertise in accomplishing essential job tasks across multiple programs. After earning an MOS certification, you receive access to a member Web site where you can print transcripts to demonstrate proof of certification and receive a certificate that verifies your successful completion of the exam. Additionally, professionals who earn this certification gain access to a certification logo that they can display on their resumes and other business materials.

Why get certified?

Earning a Microsoft Office Specialist certification can help you differentiate yourself in today's competitive job market, broaden your employment opportunities by displaying your advanced skills, and result in higher earning potential. Microsoft Office Specialist certification can also lead to increased job satisfaction. Research indicates that certified individuals have increased competence, productivity, and credibility with their employers, co-workers, and clients.

For employers, the certification provides skill-verification tools that not only help assess a person's skills in using Microsoft Office programs but also the ability to quickly complete on-the-job tasks across multiple programs in the Microsoft Office system.

Please note that these certifications used to be known as MCAS, but from June 2010 have changed to MOS. MCAS certificates are still valid and recertification is not required.

MOS certification is available for Word, Excel, PowerPoint, Access and Outlook on both 2007 and 2010 versions.

僇 Word 2010 Level 1

Theis 1-day Word 2010 Level 1 training course provides the basic concepts required to create, edit, and enhance standard business documents.

course code **DWD10L1** | 錄 2 Classroom dates | 倩 1 location

僇 Word 2010 Level 2

This 1-day World 2010 level 2 course provides the skills required to create or modify complex business documents as well as customised Word efficiency tools.

course code **DWD10L2** | 錄 4 Classroom dates | 倩 1 location

僇 Word 2010 Level 3

Use Word to create, manage, revise, and distribute long documents and forms, and secure documents with the one-day training course Word 2010 Level 3.

course code **DWD10L3** | 錄 2 Classroom dates | 倩 1 location

僇 Word 2007 Level 1

The one-day Word 2007 Level 1 training course provides the basic concepts required to create, edit, and enhance standard business documents

course code **DWD07L1** | 凾 Onsite available

僇 Word 2007 Level 3

Use Word to create, manage, revise, and distribute long documents and forms, and secure documents with the one-day training course Word 2007 Level 3

course code **DWD07L3** | 凾 Onsite available

僇 Excel 2010 Level 1

Gain the skills necessary to create, edit, format, and print basic Microsoft Office Excel 2010 worksheets on this 1-day training course.

course code **DEX10L1** | 錄 25 Classroom dates | 倩 9 locations

僇 Excel 2010 Level 2

Take the Excel 2010 Level 2 training course to learn how to streamline repetitive tasks and display spreadsheet data in more visually effective ways.

course code **DEX10L2** | 錄 35 Classroom dates | 倩 9 locations

僇 Excel 2010 Level 3

Extend your knowledge into some of the more specialized and advanced capabilities of Excel with the 1-day training course Excel 2010 Level 3.

course code **DEX10L3** | 錄 23 Classroom dates | 倩 10 locations

僇 Excel 2007 Level 1

Gain the skills necessary to create, edit, format, and print basic Microsoft Office Excel 2007 worksheets with the training course Excel 2007 Level 1

course code **DEX07L1** | 錄 11 Classroom dates | 倩 6 locations

僇 Excel 2007 Level 2

Take the Excel 2007 Level 2 training course to learn how to streamline repetitive tasks and display spreadsheet data in more visually effective ways.

course code **DEX07L2** | 錄 21 Classroom dates | 倩 9 locations

僇 Excel 2007 Level 3

Extend your knowledge into some of the more specialized and advanced capabilities of Excel with the 1-day training course Excel 2007 Level 3.

course code **DEX07L3** | 錄 15 Classroom dates | 倩 6 locations

僇 Outlook 2010 Level 1

Learn to compose and send email, schedule appointments and meetings, manage contact information and tasks, on this 1-day Outlook 2010 Level 1 training course.

course code **DOL10L1** | 凌 Onsite available

僇 Outlook 2007 Level 1

Compose & send emails, schedule appointments & meetings, manage contact information & tasks, and use notes with training course Outlook 2007 Level 1

course code **DOL07L1** | 凌 Onsite available

僇 Outlook 2007 Level 2

Aquire the skills to customise your Outlook environment, Calendar, mail, and folders with the training course Outlook 2007 Level 2

course code **DOL07L2** | 凌 Onsite available

僇 Outlook 2007 Level 3

The one-day training course Outlook 2007 Level 3 provides you with the skills needed to work with the advanced features of Outlook.

course code **DOL07L3** | 凌 Onsite available

僇 Access 2010 Level 1

Examine the basic database concepts, and create and modify databases and their various objects with this 1-day Access 2010 Level 1 training course.

course code **DAC10L1** | 錾 11 Classroom dates | 倩 5 locations

僇 Access 2010 Level 2

Maintain data consistency, customise database components, and share Access data with other applications on the Access 2010 Level 2 training course.

course code **DAC10L2** | 錾 5 Classroom dates | 倩 2 locations

僇 Access 2010 Level 3

This 1-day Access 2010 Level 3 training course provides delegates with the skills to create complex Access databases and perform database maintenance

course code **DAC10L3** | 錾 4 Classroom dates | 倩 2 locations

僇 Access 2007 Level 1

Examine the basic database concepts, and create and modify databases and their various objects with the Access 2007 Level 1 training course

course code **DAC07L1** | 錾 4 Classroom dates | 倩 2 locations

僇 Access 2007 Level 2

Maintain data consistency, customise database components, and share Access data with other applications on the Access 2007 Level 2 training course

course code **DAC07L2** | 錾 2 Classroom dates | 倩 1 location

僇 PowerPoint 2010 Level 1

Thsi 1-day course provides the skills needed to create and modify basic presentations with PowerPoint 2010.

course code **DPP10L1** | 錾 8 Classroom dates | 倩 4 locations

僇 PowerPoint 2010 Level 2

The PowerPoint 2010 Level 1 training course is for those interested in learning the fundamentals needed to create and modify basic presentations.

course code **DPP10L2** | 錾 11 Classroom dates | 倩 6 locations

僇 PowerPoint 2007 Level 1

The PowerPoint 2007 Level 1 training course is for those interested in learning the fundamentals needed to create and modify basic presentations

course code **DPP07L1** | 錄 4 Classroom dates | 倩 2 locations

僇 PowerPoint 2007 Level 2

Learn to enhance and transform basic presentations into those with a powerful means of communication on the Powerpoint 2007 Level 2 training course

course code **DPP07L2** | 錄 3 Classroom dates | 倩 2 locations

僇 Microsoft Excel 2007 Specialist

2 Day Course on Excel 2007 - Preperation Course for students to achieve Microsoft Office Specialist (MOS) Accreditation.

course code **DEX07MOSS** | 凌 Onsite available

僇 Microsoft Excel 2010 Specialist

2 Day Course on Excel 2010 which prepares students to achieve Microsoft Office Specialist (MOS) Excel 2010 Accrediation.

course code **DEX10MOSS** | 凌 Onsite available

僇 Microsoft PowerPoint 2007 Specialist

2 Day Powerpoint 2007 Course which prepares students to achieve Microsoft Office Specialist (MOS) Accreditation.

course code **DPP07MOSS** | 凌 Onsite available

僇 Microsoft PowerPoint 2010 Specialist

2 Day PowerPoint 2010 Course which prepares students to achieve Microsoft Office Specialist (MOS) PowerPoint 2010 Accreditation.

course code **DPP10MOSS** | 凌 Onsite available

僇 Microsoft Outlook 2007 Specialist

2 Day Course on Outlook 2007 which prepares students to achieve Microsoft Office Specialist (MOS) Outlook 2007 Accrediation.

course code **DOL07MOSS** | 凌 Onsite available

僇 Microsoft Outlook 2010 Specialist

2 Day Course on Outlook 2010 which prepares students to achieve Microsoft Office Specialist (MOS) Outlook 2010 Accrediation.

course code **DOL10MOSS** | 凌 Onsite available

僇 Microsoft Access 2007 Specialist

2 Day Access 2007 Course which prepares students to achieve Microsoft Office Specialist (MOS) Accreditation.

course code **DAC07MOSS** 浼 Onsite available

僇 Microsoft Access 2010 Specialist

2 Day Access 2010 Course which prepares students to achieve Microsoft Office Specialist (MOS) Access 2010 Accreditation.

course code **DAC10MOSS** 浼 Onsite available

僇 Microsoft Word 2007 Specialist

2 Day Course on Word 2007 which prepares students to achieve Microsoft Office Specialist (MOS) Word 2007 Accrediation.

course code **DWD07MOSS** 浼 Onsite available

Microsoft Exam 77-883: PowerPoint 2010

Microsoft Exam 77-881: Word 2010

Microsoft Exam 77-882: Excel 2010

Microsoft Exam 77-884: Outlook 2010

Microsoft Exam 77-885: Access 2010

Microsoft Exam: 77-601 Word 2007

Microsoft Exam: 77-602 Excel 2007

Microsoft Exam: 77-604 Outlook 2007

Microsoft Exam: 77-605 Access 2007

Microsoft Exam: 77-603 PowerPoint 2007