

## MOS: Microsoft Office Specialist



### 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.

### Word 2010 Level 1

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

1 Day Course    Hands On Training    **Next Date** August 6th in **London**    **1 Scheduled Date** in **London**  
Course Code DWD10L1

Scheduled    Online    Onsite

### Word 2010 Level 2

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

1 Day Course    Hands On Training    **Next Date** July 16th in Attend From Anywhere and **London**  
**4 Scheduled Dates** in 2 Locations    Course Code DWD10L2

Scheduled    Online    Onsite

### 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.

1 Day Course    Hands On Training    **Next Date** July 23rd in Attend From Anywhere and **London**  
**2 Scheduled Dates** in 2 Locations    Course Code DWD10L3

Scheduled    Online    Onsite

### 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

1 Day Course    Hands On Training    Course Code DWD07L1

Scheduled    Online    Onsite

### 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

1 Day Course    Hands On Training    Course Code DWD07L3

Scheduled    Online    Onsite

### 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.

1 Day Course    Hands On Training    **Next Date** June 21st in Attend From Anywhere and **London**  
**15 Scheduled Dates** in 6 Locations    Course Code DEX10L1

Scheduled    Online    Onsite

### 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.

1 Day Course    Hands On Training    **Next Date** June 22nd in Attend From Anywhere and **London**  
**23 Scheduled Dates** in 6 Locations    Course Code DEX10L2

Scheduled    Online    Onsite

### 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.

1 Day Course    Hands On Training    **Next Date** June 22nd in Manchester (Oxford St)    **11 Scheduled Dates** in 6 Locations  
 Course Code DEX10L3

Scheduled    Online    Onsite

Scheduled Online Onsite

## 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

1 Day Course Hands On Training Course Code DEX07L1

Scheduled Online Onsite

## 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.

1 Day Course Hands On Training Course Code DEX07L2

Scheduled Online Onsite

## 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.

1 Day Course Hands On Training Course Code DEX07L3

Scheduled Online Onsite

## 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.

1 Day Course Hands On Training Course Code DOL10L1

Scheduled Online Onsite

## Outlook 2007 Level 1

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

1 Day Course Hands On Training Course Code DOL07L1

Scheduled Online Onsite

## Outlook 2007 Level 2

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

1 Day Course Hands On Training Course Code DOL07L2

Scheduled Online Onsite

## 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.

1 Day Course Hands On Training Course Code DOL07L3

Scheduled Online Onsite

## 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.

1 Day Course Hands On Training Course Code DAC10L1

Scheduled Online Onsite

## 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.

1 Day Course Hands On Training Course Code DAC10L2

Scheduled Online Onsite

## 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

1 Day Course Hands On Training Course Code DAC10L3

Scheduled Online Onsite

## 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

1 Day Course Hands On Training Course Code DAC07L1

Scheduled Online Onsite

## 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

Call +44 207 620 0033

1 Day Course	Hands On Training	Course Code DAC07L2
<a href="#">Scheduled</a> <a href="#">Online</a> <a href="#">Onsite</a>		

## PowerPoint 2010 Level 1

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

1 Day Course	Hands On Training	Next Date July 23rd in London	2 Scheduled Dates in London
Course Code DPP10L1			
<a href="#">Scheduled</a> <a href="#">Online</a> <a href="#">Onsite</a>			

## 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.

1 Day Course	Hands On Training	Next Date June 22nd in London	5 Scheduled Dates in 2 Locations
Course Code DPP10L2			
<a href="#">Scheduled</a> <a href="#">Online</a> <a href="#">Onsite</a>			

## 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

1 Day Course	Hands On Training	Course Code DPP07L1
<a href="#">Scheduled</a> <a href="#">Online</a> <a href="#">Onsite</a>		

## 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

1 Day Course	Hands On Training	Course Code DPP07L2
<a href="#">Scheduled</a> <a href="#">Online</a> <a href="#">Onsite</a>		

## Microsoft Excel 2007 Specialist

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

2 Day Course	Hands On Training	Official Curriculum	Course Code DEX07MOSS
<a href="#">Scheduled</a> <a href="#">Online</a> <a href="#">Onsite</a>			

## Microsoft Excel 2010 Specialist

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

2 Day Course    Hands On Training    Official Curriculum    Course Code DEX10MOSS

Scheduled

Online

Onsite

## Microsoft PowerPoint 2007 Specialist

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

2 Day Course    Hands On Training    Official Curriculum    Course Code DPP07MOSS

Scheduled

Online

Onsite

## Microsoft PowerPoint 2010 Specialist

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

2 Day Course    Hands On Training    Official Curriculum    Course Code DPP10MOSS

Scheduled

Online

Onsite

## Microsoft Outlook 2007 Specialist

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

2 Day Course    Hands On Training    Official Curriculum    Course Code DOL07MOSS

Scheduled

Online

Onsite

## Microsoft Outlook 2010 Specialist

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

2 Day Course    Hands On Training    Official Curriculum    Course Code DOL10MOSS

Scheduled

Online

Onsite

## Microsoft Access 2007 Specialist

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

2 Day Course    Hands On Training    Official Curriculum    Course Code DAC07MOSS

Scheduled

Online

Onsite

## Microsoft Access 2010 Specialist

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

Call +44 207 620 0033

2 Day Course	Hands On Training	Official Curriculum	Course Code DAC10MOSS	
		Scheduled	Online	Onsite

## Microsoft Word 2007 Specialist

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

2 Day Course	Hands On Training	Official Curriculum	Course Code DWD07MOSS	
		Scheduled	Online	Onsite

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