

# Microsoft® Office Specialist

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**Microsoft** | Learning

CERTYPORT®

Learn. Practice. Certify. ✓

**EduSkill**™

Microsoft® Office Specialist



# Microsoft® Office Specialist

**Microsoft® Office Specialist** represents an exciting opportunity

- for learners to become more academically prepared and workforce ready
- for learning centers to strengthen their programs, curricula, relevance and stature
- for corporates to maximize employee productivity and efficiency

... by utilizing the powerful features and functionality of the Office Suite!

**Certified individuals agree:**

**Microsoft® Office Specialist certification makes a difference.**

SOURCE: Post Microsoft Office Certification Impact on the Job (Certiport Survey, 2007)



# Microsoft® Office Specialist

## Value Propositions/Benefits

### Learner

- Enhances the most essential digital skill-set required for a high powered executive career
- Enhances personal profile and applications to international graduate schools
- Improves quality of work and submissions as well as self expression ability
- Boosts self-confidence that comes with newly acquired knowledge

### Learning Center

- Provides relevant, state-of-the-art validation of course offerings
- Strengthens institution curriculum, programs, stature and relevance to workplace expectation
- Enhances institute's brand value by association with Microsoft and obtaining logo rights

### Corporate

- Acts as a validation tool for job candidates' skills
- Maximizes employee productivity and efficiency
- Validates employee development and training programs

**87%** of certified individuals feel that they are able to complete assignments **faster** than earlier



# Microsoft® Office Specialist

## Validate skills on the most popular Microsoft® Office programs

### Word

A comprehensive set of writing tools that help users create and share content.

### Excel®

A powerful tool for creating spreadsheets, and analyzing and sharing information.

### PowerPoint®

Powerful presentation tool that allows users to create professional-looking presentations.

### Outlook®

An integrated solution for managing time and information, connecting across boundaries.

### Access®

A database solution that allows users to effectively track, report and share information.

### Windows® Vista® for Business

An operating system designed to deliver a productive, high-performing desktop experience while making it easy to manage huge volumes of business documents.

**You don't know what you don't know!**

Find Out  
**Get Certified!**



# Microsoft® Office Specialist

## 1 Learn

Learn Word 2007, Excel® 2007 & PowerPoint® 2007 using self learning Training Kits for Microsoft® Office Specialist certification exam.



### What's included ?

- ◆ Application specific content
- ◆ Self-Learning Training Guide
- ◆ Personality Development/ Communication Skills book
- ◆ **Five** free Certiprep Test Simulation Sessions
- ◆ **One** Registration code per Training Kit for one Microsoft® Office Specialist certification exam with 6 months validity

(For information on more Training Kit options as well as co-branding, ask your sales representative)



# Microsoft® Office Specialist

## 2 Practice

Each self learning Training Kit comes with **five** free Certiprep Test Simulation sessions for Microsoft® Office Specialist certification. The learner can avail of these sessions at any Authorized Testing Centers (ATC) operated under EduSkill Approved Network.



### What is Certiprep?

Certiprep is the practice test solution for Microsoft® Office Specialist certification exams. Certiprep maps directly to exam objectives and employs the same “live applications” technology used in the real exam.

### User Benefits

- ◆ Fill the knowledge gaps with step-by-step help
  - ◆ Assess the level of difficulty of questions in the exam
  - ◆ Prepare with timed practice tests
  - ◆ Practice on the live exam environment
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# Microsoft® Office Specialist



Each Training Kit includes Registration Code(s). Each code entitles an individual to any one Microsoft® Specialist certification exam at an Authorized Testing Center (ATC) operated under EduSkill Approved Network. For validity and instructions, please see the Registration Code Coupon given in the Training Kit.

## The MOS Certificate

Upon Successful completion of the test, the Microsoft® Office Specialist certificate will be available online.







# Microsoft® Office Specialist

## Certification Levels



### Microsoft® Office Specialist (Core Certification)

Candidate must pass  
ANY ONE of these exams:

- Word 2007
- Excel® 2007
- PowerPoint® 2007
- Access® 2007
- Outlook® 2007
- Microsoft® Vista® for Business



### Microsoft® Office Expert

Candidate must pass EITHER  
ONE of these exams:

- Word 2007 Expert
- Excel® 2007 Expert



### Microsoft® Office Master

Candidate must pass ALL  
THREE required exams and  
ONE elective exam:

#### **Required**

- Word 2007 Expert
- Excel® 2007 Expert
- PowerPoint® 2007

#### **Elective**

- Access® 2007
- OR
- Outlook® 2007

[www.eduskill.in](http://www.eduskill.in)

