



**Stand Out and Be Seen**

## Microsoft Office Specialist Program

Provide your students with in-demand skills and credentials that help them get ahead



# Microsoft Office Specialist Program

The Microsoft Office Specialist (MOS) Program provides industry-leading assessments of skills and knowledge through our new project-based testing. These exams include multiple, small projects within Microsoft Office. Students and professionals will be tested on one project at a time. These small projects will test their skills as they would in the real world and validate their understanding of the Microsoft Office program functionality. This guarantees that every certified user has demonstrated the ability to operate the full features and gives students a commanding competitive edge in today's academic and professional environments.

## Microsoft 365 Apps and Office 2019

Microsoft 365 Apps and Office 2019 exams now include new Office features such as:

- 3D models
- Morph Animations
- Slide Zoom
- New Excel Functions
- Ink

Also, the Microsoft 365 Apps and Office 2019 exams have been mapped to one set of revised objective domains to reflect the skills required in today's modern workplace. So, students will be tested on the same exam no matter which Office application is being used.

The Microsoft 365 Apps and Office 2019 certifications that are available are Word Associate, Excel Associate, PowerPoint Associate, Outlook Associate, Access Expert, Word Expert & Excel Expert.

## MOS 2016

MOS 2016 incorporated feedback from expert advisors and teachers to improve the certification exams and make them stronger tools for assessment and student preparation:

- Revised instructions to avoid command and function names, requiring a deeper understanding of program functionality
- More objective domains incorporated across the different exam forms
- Real-world context for exam content
- Performance-based format for improved aptitude testing

The Microsoft Office Specialist 2016 certification exams that are available are Word, Excel, PowerPoint, Outlook, Access, Word Expert and Excel Expert.

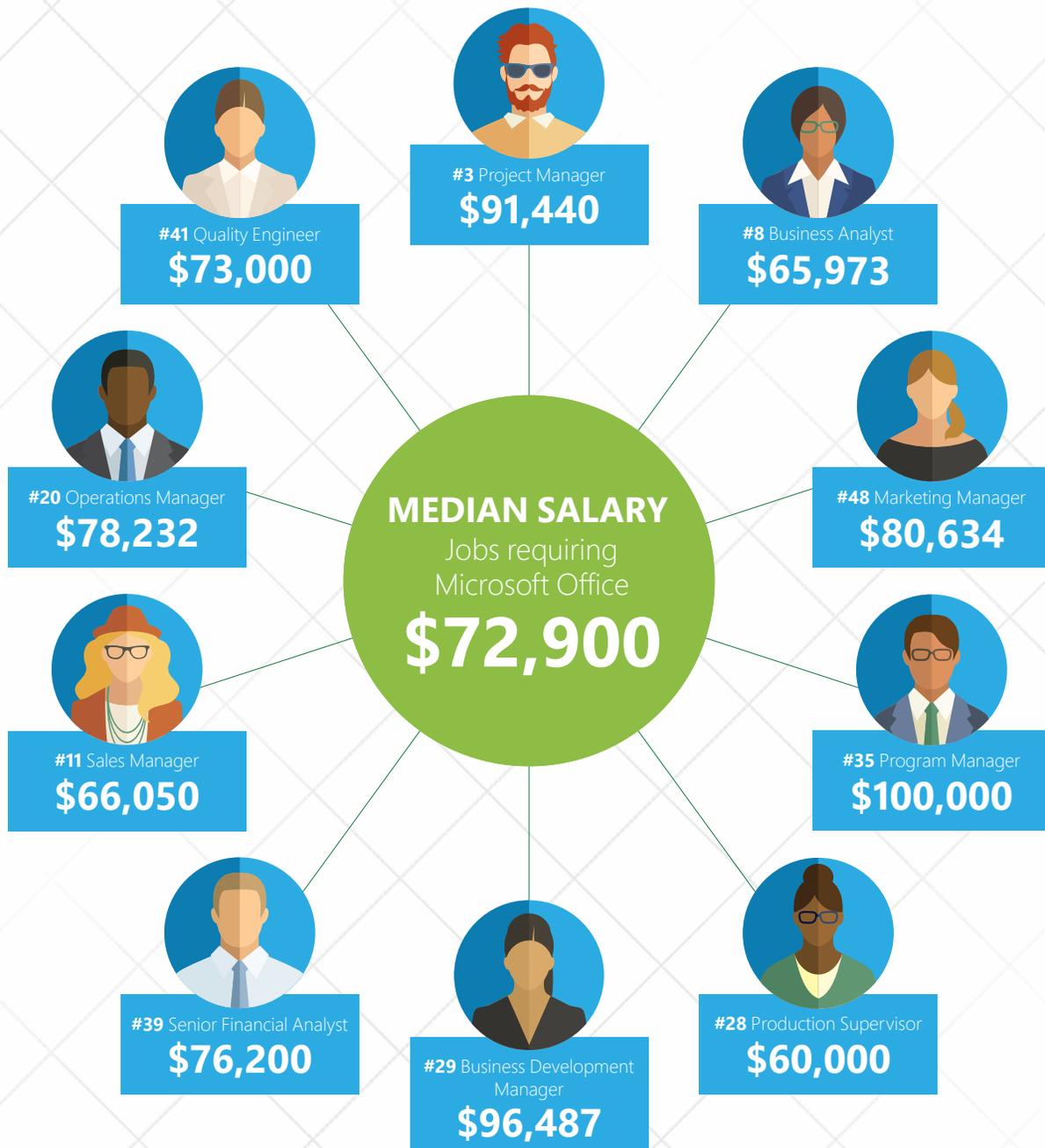
## MOS 2013

MOS 2013 provides industry-leading assessments of skills and knowledge, giving students and professionals real-world exercises to appraise their understanding of Microsoft Office.

The Microsoft Office Specialist 2013 certification exams that are available are Word, Excel, PowerPoint, Outlook, SharePoint, OneNote, Access, Word Expert (Part 1 & 2) and Excel Expert (Part 1 & 2).

# Value of Microsoft Certification

Microsoft Office Specialist certification gives students and workforce candidates the power to chart their own course, fulfill their ambition, and realize their potential. See the salary range chart below for jobs requesting Microsoft Office expertise:



# Microsoft Office Specialist Program Pathway

The Microsoft Office Specialist Program for Microsoft 365 Apps and Office 2019 now has multiple levels: Associate and Expert

## ASSOCIATE

Microsoft Office Specialist:  
Associate  
(Any 3)



Excel Associate

Word Associate

Outlook Associate

PowerPoint Associate

## EXPERT

Microsoft Office Specialist:  
Expert  
(Any 2)

Access Expert

Word Expert

Excel Expert



Microsoft Office Specialist:  
Associate

Students still earn a certification for each exam they pass, however if a student earns any three of the four available associate certifications they will become a Microsoft Office Specialist - Associate and earn an additional certification for their accomplishment.

If students would like to advance even further and earn their Associate Certification and any two of the three available expert certifications they will become a Microsoft Office Specialist - Expert and achieve the highest certification within the Microsoft Office Specialist Program.\*

\* For 2016 and 2013 Master Pathways, please visit [www.certipoint.com/mos](http://www.certipoint.com/mos).

## Microsoft Office Specialist Impact

Why are Microsoft Office Specialist certifications so valuable for students, teachers, and school systems?

For students, teachers, and administrators, it's about going the extra mile. It's about effort, achievement, and transformation. That's where Microsoft Office Specialist comes in:

- For students, Microsoft Office Specialist certifications boost academic performance, prepare them for the demands of college, and open doors to career opportunities.
- For educators who teach Microsoft Office Specialist courses, they enjoy a more engaged student body and courses provide targeted training and support every step of the way.
- For administrators who invest in the Microsoft Office Specialist program, they see lower numbers of dropouts and disciplinary cases, more diplomas & degrees, and higher GPAs.

Scan to see how the Microsoft Office Specialist Program can help open doors:



## Microsoft Office Specialist Exams Details

- Available for Microsoft 365 Apps and Office 2019, Office 2016 and Office 2013
- Number of Questions: Between 25 and 46 Total (depending on exam)
- Question Types: Project-based testing
- Duration: Each exam is 50 minutes



# Microsoft Office Specialist Exams



**Word Associate** – Transform ideas into professional documents



**Excel Associate** – Reveal trends and gain insights with powerful analysis tools



**PowerPoint Associate** – Enhance your ability to communicate with your audience



**Outlook Associate** – Facilitate the flow of connectivity with email and calendar tools



**Access Expert** – Track and report assets and information



**Word Expert** – Cultivate your Word skills, and go deeper into the program's capabilities



**Excel Expert** – Expand your Excel proficiency by unlocking Excel's full power

## Digital Badging

Students can digitally broadcast their accomplishments with Microsoft Office Specialist online badges. These digital badges contain verifiable data that tell employers and admission committees what the student did and why it matters. In other words, digital badges give instant credibility.

## Learn, Practice, Certify

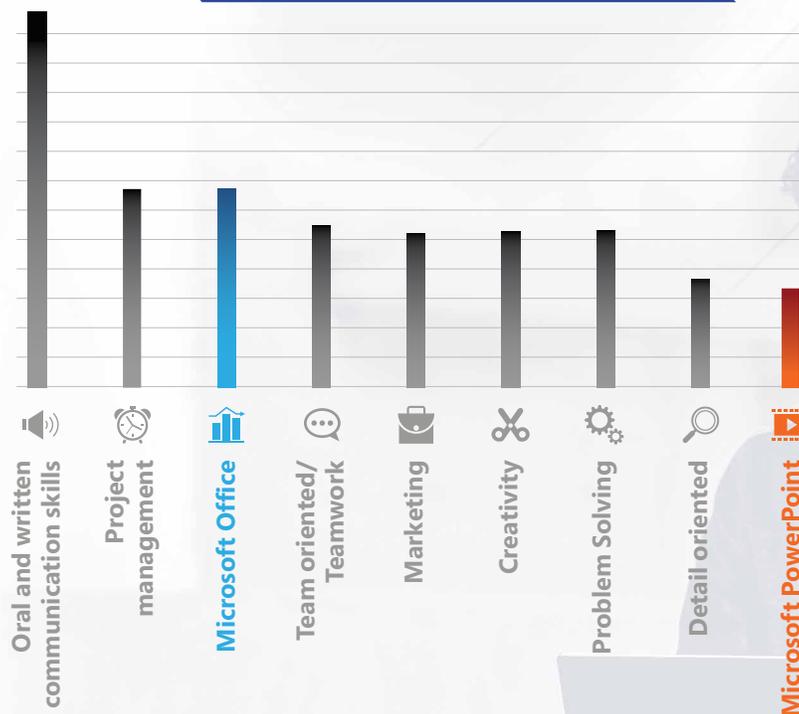
Preparing your students for certification is a big responsibility. Through Certiport's full pathway solution you can prepare your students for the Microsoft Office Specialist certification with tailored learning materials, practice tests, and a performance-based certification exam officially endorsed by Microsoft. Adding these materials into your curriculum is easy and seamless.



# Certification Makes a Resume Stand Out

Microsoft Office Specialist certification is a global phenomenon. All around the world, in dozens of countries, millions of people are getting certified through Certiport. No matter which career path you are pursuing Microsoft Office proficiency is a valuable skill. In fact, Microsoft Office was the leading software package called out within the top 20 skills across representative occupations in seven countries, coming in at number 3 on the IDC research list. Help your students stand out in a crowd of applicants and put them on a path to a brighter future with Microsoft Office Specialist certification.

## SKILLS REQUIREMENT FOR TOMORROW'S BEST JOBS



Source: IDC, Keys to the Future: Worldwide Readiness Skills to Ensure Student Success, May 2016.

## Get Certified

Microsoft Office Specialist exams were developed with the intent to demonstrate proficiency as a capstone to courseware or training. The exams can be easily administered on-site, at a local Certiport® Authorized Testing Center (CATC) through Compass. Compass is a simple web-based solution, powered by Microsoft Azure. Taking a Microsoft Office Specialist certification exam has never been easier!

If you are interested in purchasing learning, practice or certification materials for the Microsoft Office Specialist Program call the Certiport team at 1.888.999.9830

Becoming a testing center is easy and free.

**CERTIPOINT**  
A PEARSON VUE BUSINESS

[www.certiport.com/mos](http://www.certiport.com/mos)