



Unleash.

Microsoft Office certification
helps organizations achieve more.



Microsoft Office Specialist certification enables organizations to maximize the benefits of new technology by empowering the workforce with vital desktop computing skills.

Proficient employees drive increased efficiency and productivity to meet performance objectives.

Organizations with certified staff are rewarded by reducing the reliance and cost of technical support, lowering expensive turnover rates and decreasing downtime lost to on-the-job-learning.

Employees who complete the Microsoft Office Specialist Certification will acquire in-demand skills, increased personal confidence and heightened job satisfaction.

89% of supervisors say that
certified employees
are more proficient
users of Microsoft Office programs.*

* "Microsoft Office Specialist: Improving the Workplace," Credentio, 2001.



"MOS certification motivates and stimulates our employees, and gives us a third party measure to verify their computing skills."

Sun-Han Kwon, Assistant Manager, Hanjin Heavy Industries and Construction, Yeongdo-gu, Busan, Korea

Microsoft
Office Specialist

Advance.



Microsoft Office is a powerful service designed to unleash the best ideas, get things done and stay connected on the go.

With three certification levels, the Microsoft Office Specialist credential allows individuals to validate their skills and progress toward their career goals.

Microsoft Office Specialist	Microsoft Office Specialist Expert	Microsoft Office Specialist Master
Validates core skills with the Microsoft Office products	Validates advanced skills with key Microsoft Office products	Designates mastery across a range of Microsoft Office products
Available for:	Available for:	Complete all:
Word	Word Expert	Word Expert
Excel	Excel Expert	Excel Expert
PowerPoint		PowerPoint
Access		and choose one elective:
Outlook		Access
SharePoint		Outlook
OneNote		SharePoint
Office 365		OneNote
		Office 365



Word

Transform ideas into professional documents



Excel

Achieve valuable insights with powerful analysis tools



PowerPoint

Turn your ideas into impactful presentations



Access

Track and report important information with ease



Outlook

Stay connected with up-to-date email and calendar tools



SharePoint

Stay productive with the freedom to take shared content with you while on the go



OneNote

Capture, store and share information in digital notebooks



Office 365

Secure, anywhere access to email, calendars, Office Web Apps, instant messaging, conferencing, and file sharing

Validates Skills

"Just about every business is using Microsoft Office. If you have documented computer skills, you will be seen as more qualified to do the job. Employers recognize the importance of those skills."

Cindy Lennon, Director of CareerLink, Able-Disabled Advocacy

Employee Proof

"Everybody says they are proficient in Microsoft Office. But one person's 'proficient' is another person's 'basic.' Having the MOS certification is evidence of a well-rounded set of skills."

Brianna Burkman, Manager of Fundraising, Opportunity Junction

Builds Careers

"The feedback we've received from human resources and employees is that in addition to improving their skills and productivity, it also helps to build their career with the company."

Yang Jaesik, Section Chief, Hanjin Construction

Microsoft

Office Specialist