

Preparing for Certification - Microsoft Office Specialist (MOS)

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Guest Speaker

Intl. Assoc. of Admin. Professionals (IAAP)

Source:

www.microsoft.com/learning/en/us/certification/mos.aspx

Membership Privileges

- Certificate
- Member Website
 - (i.e., Print transcript of your exam scores)
- Certification Logo
 - (i.e. resume, businss cards, etc.)

Advantages of Certifications

- Increased Competence, Job Productivity, Credibility
- Compete in Job Market
 - Some colleges require MOS for its instructors
 - Job descriptions preferring MOS for job candidates
- Higher Earning Potential

MOS Certification Exams

- Web-based, Timed Tests
- Exam is scored immediately
- Production exam
 - Not multiple choice
- Program-specific
 - Word, Excel, PowerPoint, Access, etc.
- Various Levels
 - Intermediate
 - Expert
 - Master Certifications

Master Certifications

- MOS – Office 2010
 - Word – Expert
 - Excel – Expert
 - PowerPoint
 - Outlook or Access or Onenote or SharePoint
- MOS – Office 2007
 - Expert (Word & Excel)
 - PowerPoint
 - Outlook or Access

Testing Locations

- Throughout the U.S. and other Countries
- Memphis, TN
 - Southwest Community College, Testing Center
 - New Horizons – Training Center
 - Cost – approx. \$100 per exam

E-Community

□ <http://social.microsoft.com/forums>

□ Advice about training & certifications

□ Connect with peers

□ MCP newsgroup

■ (Microsoft Certified Professionals)

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- FAQs
- Training
- Skills Measured
 - Study guides
- Online Community
 - Forums, Blogs
- Online Practice Tests
 - www.measureup.com
 - www.selftestsoftware.com

Online Practice Tests

□ www.selftestsoftware.com

□ Bundle of All programs

- MS Office (Word, Excel, etc.)
- 480 practice questions
- Cost \$160 (will vary)

□ Individual program

- 90 practice questions
- Cost \$70 (will vary)

Microsoft E-Learning

- www.microsoftlearning.com
- Buy Subscription to Practice Tests for 18 months
- Approximately for \$35 per program
 - (i.e. Word...Beginner, Intermediate, and Advanced questions)
 - Approx. \$35 for ALL three levels of training (costs will vary)

Word - Basic/Intermediate

- Insert & Format Illustrations & Graphics into Documents
 - Pictures, shapes, wordart, smart art, clip art, etc.
- Share & Maintain Documents
 - Views, Protection, Versions, Sharing, locate Templates on the web, etc.
- Page Layout (themes, page backgrounds, headers/footers, etc.)
- Formatting (navigate/search thru a document, spacing, tables, fonts, styles, format painter, etc.).....and More.....

Word - Expert

- ❑ Tables (applying formulas or calculations on a table, inserting tables using Excel data, etc.)
 - ❑ Mail Merge (using other data sources, labels, forms, etc.)
 - ❑ Macros & Forms
 - ❑ Reference (creating indexes in a document, reference pages, etc.)
-and More.....

Excel - Basic/Intermediate

- ❑ Cell Data (Autofill, hyperlinks, etc.)
- ❑ Formatting Cells (merge or split cells, row & column titles, hide/unhide rows & columns, cell styles, etc.)
- ❑ Managing Worksheets & Workbooks
- ❑ Formulas & Functions (named ranges, enforce precedence, etc.)
- ❑ Charts, Illustrations, Sparklines
- ❑ Filter & Sort data, Conditional formatting, etc.....and More.....

Excel - Expert

- ❑ Pivot tables, Pivot Charts, Slicer, etc.
- ❑ Macros & Forms
- ❑ Sharing & Maintaining Workbooks
 - Setting advanced properties, merging workbooks, applying protection and sharing properties, etc.
- ❑ Audit formulas, using Functions (statistical, date/time, financial, etc.)
- ❑and More...

Steps to MOS Certifications:

- ❑ 1. Review Study Guides and/or Practice Tests
- ❑ 2. Practice ALL skills
 - ❑ Especially the challenging skills that you do not use regularly
- ❑ 3. Schedule the Test(s)
- ❑ 4. Take & Pass the Test(s)

- ❑ Questions or Comments?