



## Microsoft Certification

### Microsoft Office Specialist(MOS)

The Microsoft Office Specialist (Office Specialist) program is the only comprehensive, performance-based certification program approved by Microsoft to validate desktop computer skills using the Microsoft Office programs.

### Microsoft Office Specialist Certification Benefits:

The Microsoft Office Specialist (Office Specialist) certification is the globally recognized standard for validating expertise with the Microsoft Office suite of business productivity programs. Learn more about the benefits Office Specialist provides to individuals, businesses, academic institutions, staffing agencies, information technology (IT) training centers, and government organizations.

### Individuals

Earning Office Specialist certification acknowledges you have the expertise to work with Microsoft Office programs. Office Specialist-certified individuals report increased competence and productivity with Microsoft Office programs as well as increased credibility with their employers, co-workers, and clients. Office Specialist certification sets you apart in today's competitive job market, bringing employment opportunities, greater earning potential and career advancement, in addition to increased job satisfaction.

### Businesses:

Employers who encourage Office Specialist certification and hire Office Specialist-certified job candidates report increased employee competence and productivity with Microsoft Office programs. Office Specialist certification also simplifies the employee selection and hiring process by easily identifying individuals with the skills to be productive from day one. Employers who invest in Office Specialist certification experience a quick return on their training and certification investment. Investing in their skills brings improved employee morale, confidence, and productivity, while increasing your bottom line. The certificate is a valuable credential recognized worldwide as proof that an individual has the desktop computing skills needed to work more productively and efficiently.

## Microsoft Office Certification

Office 2003 Editions Track

Exams Exam Skill Exam Preparation Microsoft Press

Standards Guides Study Materials

Master Certification: Candidates must successfully complete three required exams and one elective exam.

Required:

Word 2003 Expert Word 2003 Expert Word 2003 Expert Microsoft Office  
(Coming soon) Exam Skill Exam Preparation Word 2003

Standards Guide Step by Step

Excel 2003 Expert Excel 2003 Expert Excel 2003 Expert Microsoft Office  
(Coming soon) Exam Skill Exam Preparation Excel 2003

Standards Guide Step by Step

PowerPoint 2003 PowerPoint 2003 PowerPoint 2003 Microsoft Office  
(Coming soon) Exam Skill Exam Preparation PowerPoint 2003

Standards Guide Step by Step

Elective:

Access 2003 Access 2003 Access 2003 Microsoft Office  
(Coming soon) Exam Skill Exam Preparation Access 2003

Standards Guide Step by Step

OR

Outlook 2003 Outlook 2003 Outlook 2003 Microsoft Office  
(Coming soon) Exam Skill Exam Preparation Outlook 2003

Standards Guide Step by Step

Expert Certification: Candidates must successfully complete any one of the Expert exams.

Word 2003 Expert Word 2003 Expert Word 2003 Expert Microsoft Office  
(Coming soon) Exam Skill Exam Preparation Word 2003

Standards Guide Step by Step

Excel 2003 Expert Excel 2003 Expert Excel 2003 Expert Microsoft Office  
(Coming soon) Exam Skill Exam Preparation Excel 2003

Standards Guide Step by Step

Specialist Certification: Candidates must successfully complete any one of the Specialist exams.

Word 2003 Word 2003 Word 2003 Microsoft Office  
Exam Skill Exam Preparation Word 2003

Standards Guide Step by Step

Excel 2003 Excel 2003 Excel 2003 Microsoft Office  
Exam Skill Exam Preparation Excel 2003

Standards Guide Step by Step

PowerPoint 2003 PowerPoint 2003 PowerPoint 2003 Microsoft Office  
(Coming soon) Exam Skill Exam Preparation PowerPoint 2003

Standards Guide Step by Step

Access 2003 Access 2003 Access 2003 Microsoft Office  
(Coming soon) Exam Skill Exam Preparation Access 2003

Standards Guide Step by Step

Outlook 2003 Outlook 2003 Outlook 2003 Microsoft Office  
(Coming soon) Exam Skill Exam Preparation Outlook 2003

Standards Guide Step by Step

Microsoft Office XP Track

Exams Exam Skill Exam Preparation Microsoft Press

Standards Guides Study Materials

Master Certification: Candidates must successfully complete three required exams and one elective exam.

Required:

Word 2002 Expert Word 2002 Expert Word 2002 Expert Microsoft Word

Exam Skill Exam Preparation 2002

Standards Guide Step by Step

Excel 2002 Expert Excel 2002 Expert Excel 2002 Expert Microsoft Excel

Exam Skill Exam Preparation 2002

Standards Guide Step by Step

PowerPoint 2002 PowerPoint 2002 PowerPoint 2002 Microsoft

Exam Skill Exam Preparation PowerPoint 2002

Standards Guide Step by Step

Elective:

Access 2002 Access 2002 Access 2002 Microsoft Access

Exam Skill Exam Preparation 2002

Standards Guide Step by Step

OR

Outlook 2002 Outlook 2002 Outlook 2002 Microsoft Outlook

Exam Skill Exam Preparation 2002

Standards Guide Step by Step

Expert Certification: Candidates must successfully complete any one of the Expert exams.

Word 2002 Expert Word 2002 Expert Word 2002 Expert Microsoft Word

Exam Skill Exam Preparation 2002

Standards Guide Step by Step

Excel 2002 Expert Excel 2002 Expert Excel 2002 Expert Microsoft Excel

Exam Skill Exam Preparation 2002

Standards Guide Step by Step

Specialist Certification: Candidates must successfully complete any one of the Specialist exams.

Word 2002 Word 2002 Word 2002 Microsoft Word

Exam Skill Exam Preparation 2002

Standards Guide Step by Step

Excel 2002 Excel 2002 Excel 2002 Microsoft Excel

Exam Skill Exam Preparation 2002

Standards Guide Step by Step

PowerPoint 2002 PowerPoint 2002 PowerPoint 2002 Microsoft

Exam Skill Exam Preparation PowerPoint 2002

Standards Guide Step by Step

Access 2002 Access 2002 Access 2002 Microsoft Access

Exam Skill Exam Preparation 2002

Standards Guide Step by Step

Outlook 2002 Outlook 2002 Outlook 2002 Microsoft Outlook  
Exam Skill Exam Preparation 2002  
Standards Guide Step by Step