



Microsoft Office Specialist



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1 | What is the Microsoft Office Specialist certification program?

Microsoft® Office Specialist is the premier certification program for demonstrating desktop productivity skills in Microsoft Office business programs such as:

Microsoft Word
Microsoft Excel
Microsoft PowerPoint®
Microsoft Outlook®
Microsoft Access
Microsoft Project

The Microsoft Office Specialist certification program empowers professionals with the skills they need in today's most commonly used desktop programs while providing employers with verified proof of employee knowledge and capabilities.



2 | What skills does Microsoft Office Specialist cover?

Microsoft Office Specialist exams are performance-based, which means each is conducted within a “live” Microsoft Office program. Using the actual program, exam candidates are asked to perform a series of tasks to clearly demonstrate their skills. Each program-specific exam evaluates a defined set of computing skills:

MICROSOFT WORD

- Inserting and Modifying Text
- Creating and Modifying Paragraphs
- Formatting Documents
- Managing Documents
- Working with Graphics
- Workgroup Collaboration

MICROSOFT EXCEL

- Working with Cells and Cell Data
- Managing Workbooks
- Formatting and Printing Worksheets
- Modifying Workbooks
- Creating and Revising Formulas
- Creating and Modifying Graphics
- Workgroup Collaboration

MICROSOFT POWERPOINT®

- Creating a Presentation
- Inserting and Modifying Text
- Inserting and Modifying Visual Elements
- Modifying Presentation Formats
- Printing Presentations
- Working with Data from Other Sources
- Managing and Delivering Presentations
- Workgroup Collaboration

MICROSOFT OUTLOOK®

- Creating and Viewing Messages
- Scheduling
- Managing Messages
- Creating and Managing Contacts
- Creating and Managing Tasks and Notes

MICROSOFT ACCESS

- Creating and Using Databases
- Creating and Modifying Tables
- Creating and Modifying Queries
- Creating and Modifying Forms
- Viewing and Organizing Information
- Defining Relationships
- Producing Reports
- Integrating with Other Applications

MICROSOFT PROJECT

- Creating a Project Plan
- Tracking a Project
- Communicating Project Information
- General Project Management Concepts
- Customizing a Project
- Multi-Project Management

www.certipoint.com

3 | What are the benefits to certification candidates?

REAL-WORLD EVALUATION

Unique, performance-based certification exams ensure authentic evaluation of Microsoft Office skills and validate experience and training.

WORLDWIDE RECOGNITION

Independently verified skills from a trusted name in desktop programs add a globally recognized credential to candidates' resumé.

NOTABLE DISTINCTION

Exam objectives based on established employer prerequisites help candidates stand out from the competition in a tough job market.

21ST-CENTURY JOB SKILLS

Enhanced, business-related computer skills in today's most used programs ensure candidates have just what employers are looking for.

INCREASED CREDIBILITY

Challenging skills requirements increase workplace credibility and help candidates make a substantial contribution to the bottom line.

CAREER ADVANCEMENT

Microsoft Office Specialist certification provides candidates with the means to enhance their skills, prove their expertise, improve their professional performance, and advance their careers.

4 | What are the benefits to employers?

EMPLOYEE PRODUCTIVITY

Certification in today's most used desktop programs increases employee productivity and effectiveness in the workplace.

STANDARDIZED EVALUATION

Exams conducted within a "live" Microsoft Office program provide managers with an accurate view of employee skills across the organization.

EFFECTIVE TRAINING

Independently validated employee certifications make company-sponsored training programs more effective.

EMPLOYEE RETENTION

Company-sponsored skills certification programs develop employee confidence and promote an atmosphere of loyalty and allegiance.

SIMPLIFIED HIRING

Globally accepted skills standards help simplify employee screening and selection in the hiring process.

REDUCED SUPPORT COSTS

Increased employee program familiarity decreases the demand on valuable IT and computer support resources.

5 | How can my organization implement a Microsoft Office Specialist certification program?

Today, Microsoft Office is the most widely used business productivity system in the world. However, the average user masters only a portion of the software's functionality. More and more, businesses are encouraging employees and job candidates to become certified providing you with a valuable business opportunity.

Training and certification organizations providing Microsoft Office Specialist certification benefit from:

- **Enhanced training offerings to potential candidates**
- **Increased revenue streams by providing both training and certification**
- **Improved market recognition with use of the Microsoft name**

Offering Microsoft Office Specialist certification gives you the freedom to conveniently deliver certification exams to employees and qualified candidates in your area. And, as a Certiport Center, your organization will benefit from the extensive support and know-how necessary to make certain your candidates profit from a successful program.

For more information on offering Microsoft Office Specialist certification as a Certiport Center please visit:

www.certiport.com.

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