

Microsoft Office Specialist

course outlines



Learn to become an
expert in **Microsoft
Office** applications

This course will help you if:

- You want to gain recognised Microsoft Credentials
- You want to improve personal or organisational software competency and productivity
- You'd like to become an expert in Microsoft Office applications
- You'd like to develop your professional career

Microsoft Office Specialist – MOS



This course will help you :

- Gain recognised Microsoft Credentials
- Improve personal or organisational software competency and productivity
- Learn management responsibilities including administration and systems support
- Achieve a competitive professional edge

Windows Microsoft Office Specialist

What is the course about?

The Microsoft Office (MOS) Certificate is designed for individuals and businesses to improve their competency and productivity using this software. It acknowledges a candidate's expertise at using Microsoft Office applications.

Microsoft Office Specialist (MOS) on Microsoft Windows

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 that Office Specialists provide to individuals, businesses, academic institutions, staffing agencies, information technology (IT) training centers, and government organizations.

How the MOS Credential Meets Your Needs

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 as soon as they are hired. 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 results of an independent research study of participants in the Office Specialist program indicate Office Specialist certification improves employee competence, productivity, and credibility, including the following:

- Up to 87 percent of employers observe increased competency in their Office Specialist-certified employees.
- Up to 83 percent of employers feel their Office Specialist-certified employees are more productive.
- Up to 77 percent of employers feel Office Specialist certification has a positive effect on employee credibility among co-workers.
- Up to 74 percent of employers feel Office Specialist certification has a positive effect on employee credibility with customers and clients.
- Up to 82 percent of employers believe Office Specialist certification directly benefits an organization.
- Up to 67 percent of employers feel Office Specialist simplifies hiring and advancement decisions.

Academic Institutions

Offering Office Specialist certification to your students provides an opportunity for them to achieve a portable, globally recognized credential that proves their abilities as productive Microsoft Office users. Your students will appreciate the opportunity to gain better employment and be more efficient employees. Additionally, you can improve your business relations as they recognize the quality of learning your organization provides. Implementing Office Specialist within your organization can improve internal productivity and efficiency by ensuring skills standardization.

Staffing Agencies

Your staffing agency can provide businesses with high quality, more productive job candidates by offering Office Specialist certification to contract or temporary employees. With Office Specialist certification as your standard benchmark for Microsoft Office skills, you can easily assess a potential employee's abilities and reduce your agency's placement failure. This standard enhances your agency's reputation and potentially increases revenues.

IT Training Organisations

You can validate and distinguish the quality of your training courses and the credibility of your instructors by incorporating Office Specialist certification into your training curriculum. The

assurance that your organization provides dependable training combined with a comprehensive, globally recognized certification attracts new trainees and potentially increases your revenue.

Government Organisations

Your organization can provide constituents with a valuable service by implementing the Office Specialist program as part of workforce development, training, or rehabilitation initiatives. The Office Specialist program establishes industry-recognized standards for Microsoft Office productivity that will enable employment and career advancement. The Office Specialist program also is an independent means of validating the quality of training your constituents receive. Implementing Office Specialist certification for your own employees also allows you to improve the efficiency and productivity of your organization.

Microsoft Office Specialist Exam Skills Standards

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

Exam skill standards are categories of examination tasks, identified by subject-matter experts, that certify an ability to productively use Microsoft Office programs. These categories are organized into skill sets that represent the more basic functions of each Office program. Exam skill standards for the Microsoft Word 2002 Exam are provided to assist in your exam preparation. Training Centers and courseware providers who are authorized by the Microsoft Office Specialist (Office Specialist) program customize their instruction to these criteria.

Inserting and Modifying Text

- Insert, modify, and move text and symbols
- Apply and modify text formats
- Correct spelling and grammar usage
- Apply font and text effects
- Enter and format Date and Time
- Apply character styles

Creating and Modifying Paragraphs

- Modify paragraph formats
- Set and modify tabs
- Apply bullet, outline, and numbering format to paragraphs
- Apply paragraph styles

Formatting Documents

- Create and modify a header and footer
- Apply and modify column settings
- Modify document layout and Page Setup options
- Create and modify tables
- Preview and Print documents, envelopes, and labels

Managing Documents

- Manage files and folders for documents
- Create documents using templates
- Save documents using different names and file formats

Working with Graphics

- Insert images and graphics
- Create and modify diagrams and charts

Workgroup Collaboration

- Compare and Merge documents
- Insert, view, and edit comments
- Convert documents into Web pages

AM:PM Services Booking Form

Please complete this form and mail or FAX to:
 AM:PM IT Services, Tower Point , 44 North Road, Brighton BN1 1YR.
 TEL: 01273 243000 FAX: 01273 243966
 or e:mail : training@ampmittraining.co.uk

Your Name:			
Home No.	Personal No:		
Company & Address			
Home Address			
Course Date:	Course Fee per delegate: £		
Registration Fee £:		Total (excluding VAT): £	
Course Title:			
Candidate	Name	Course Title	Date

Authorised By:	Purchase Order No.:
Position:	
Address:	
Postcode:	
Telephone:	Fax:
Signed:	Date:

Address to which instructions should be sent to if different from above



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