



Microsoft Office Specialist Certification

Microsoft Office Specialist (MOS) Certification

Microsoft Office Specialist (Office Specialist) exams evaluate your overall comprehension of Microsoft Office or Microsoft Project programs, your ability to use their advanced features, and your ability to integrate them with other software programs. This step-by-step guide walks you through the certification process.

Identify your goals.

The first step is to identify your personal goals for certification. For example, do you want to take one exam to demonstrate a strong knowledge of the word processing tools in Microsoft Word, or do you want to set a long-term goal to become Office Specialist certified at the master level by successfully completing a series of Microsoft Office exams? To help you better define your goals, click on the titles below to learn more about which Office Specialist certification is best for you.

Office Specialist Certification for Office XP & 2003

Two types of Office Specialist certification are available for Office XP & 2003 programs: Core and Expert. Master certification is available for those wishing to obtain a combination of core and expert certifications in Office XP & 2003 programs.

Office Specialist Certification for Microsoft Project

Office Specialist certification is available for Microsoft Project.

Assess your skills.

The second step toward certification is to assess your existing knowledge of the desktop program based on experience, training, and personal needs. In selecting the appropriate Office Specialist certification exam, consider the following:

- The amount of time you have used the Office or Microsoft Project program
- The frequency and depth of your experience with the program
- The version of the program with which you are most familiar

Generally core certification exams test your ability to complete a wide range of standard business tasks with ease. The expert certification exams test your ability to complete complex assignments requiring advanced formatting and functionality, in addition to standard tasks.

Prepare for the exams.

The third step is to prepare for the exams. You may want to supplement practice with training. The exam objectives will help you identify the key areas to study.

Review exam objectives.

Read the Office Specialist exam objectives to understand what skill sets are tested. Contact Odyssey Training on **1300 793 951** or email info@odysseytraining.com.au to request the relevant exam fact sheets.

Find study materials.

Find study materials and practice exams for Office XP that will advance and confirm your mastery of desktop program skills. In addition, professional training is available at Odyssey Training. Odyssey Training can provide you with practice tutorials in Office XP.

Sit the exams.

The fourth step is to sit the exams to become certified. Odyssey Training is an Office Specialist iQcenter (authorised testing centre). Call **1300 793 951** to book your exam. Then, review the exam-day information and exam tips to help you prepare further.

Use your credential.

Make your Office Specialist certification known by using the credential that proves your expertise and productivity with Microsoft Office products. Add it to your resume, show it to your manager, and tell your colleagues.



Microsoft Office Specialist Certification

Microsoft Office Specialist Master Certification

More than a single certification, the Microsoft Office Specialist Master program demonstrates an individual's overall comprehension and expertise of Microsoft Office programs. Microsoft Office Specialist Masters have more than a working familiarity with Office programs—they are technically skilled to efficiently use the breadth of the programs' features.

Benefits.

The value of a Master certificate is evident in the certificate holder's efficiency. This efficiency translates into increased productivity, and increased productivity then leads to enhanced profitability. The formula seems simple; and as indicated below, it's calculated to provide value to both the individual and the employer.

For individuals, the MOS Master credential:

- provides credibility and proof of skills
- Sets them apart as desktop computing experts
- Helps professionals differentiate themselves and land the ideal job
- Provides a professional credential recognised around the world
- Demonstrates computing efficiency in the workplace

For organisations, the MOS Master Program:

- Offers proof of acquired knowledge and skills that can contribute to organisational success
- Increases employee productivity and effectiveness in the work place
- Decreases the demand on valuable IT and computer-support resources
- Develops employee confidence and promotes an atmosphere of loyalty and allegiance
- Provides a tangible indicator of the success of organisationally sponsored training programs

When added up, it's clear: Mastering Microsoft Office makes sense.

Achieving Master distinction gives individuals the power to market themselves as experts of the most widely used business platform in the world. And their value is recognised and rewarded. Companies pay Microsoft Office Specialists 12 percent more than their non-certified counterparts, according to a recent study conducted by premier staffing firm Robert Half International (RHI).

The days of bloated profit margins seem long gone. For organisations, maintaining a healthy bottom line in today's economy requires careful management of resources—especially human capital. When employees have the knowledge and skills to perform at their best, employers save time and money.

Master Program Requirements

The fact is 95 percent of all businesses worldwide standardise on the Microsoft Office platform, yet the typical user only grasps and utilises a fraction of the system's functionality. Individuals who can leverage the spectrum of Microsoft Office programs hit the ground running and contribute immediately to an organisation's success. To earn the MOS Master credential, individuals should complete the following steps:

1. Receive training for the Office Specialist certification exams through any of the preparation tools available such as books, computer-based training, videos, and instructor-led courses.
2. Contact Odyssey Training to schedule a testing time.
3. Successfully complete the following four Microsoft Office Specialist exams: Word Expert, Excel Expert, PowerPoint and either Access or Outlook. Individuals who meet these requirements will automatically receive a Microsoft Office Specialist Master certificate in the mail.

For further information email info@odysseytraining.com or call **1300 793 951** to speak with one of our consultants.