



# Elevate.

Microsoft Office certification gives people the skills and confidence to succeed in the workforce.

**Microsoft**  
Office Specialist

Microsoft Office Specialist certification provides job candidates with valuable desktop computing skills necessary to be most effective on the job.

More than a simple credential, Microsoft Office Specialist certification notifies prospective employers that a certified applicant is prepared to make immediate contributions in the workplace. They will be qualified to meet greater challenges, possessing the knowledge and ability to

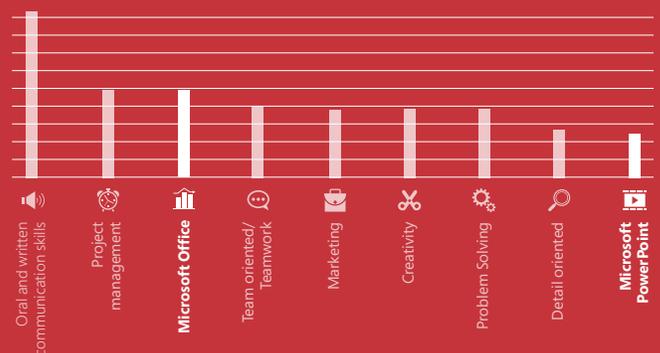
be more productive and share information in a compelling, intuitive manner. Workforce development organizations offering Microsoft Office Specialist certification will be able to promote hiring by providing employers with candidates certified in office productivity skills.

89%

of supervisors say that certified employees are more proficient users of Microsoft Office programs.\*

\*Microsoft Office Specialist improving the Workplace." Credentials, 2001

Microsoft Office was the leading software package called out within the top 20 skills across representative occupations, coming in at number 3 on the IDC Research List.\*



# Advance.



Microsoft Office is a powerful service designed to unleash the best ideas, get things done and stay connected on the go.

With three certification levels, the Microsoft Office Specialist credential allows individuals to validate their skills and progress toward their career goals.

<h2 style="margin: 0;">Microsoft</h2> <h3 style="margin: 0;">Office Specialist</h3> <p style="margin: 0;">Validates core skills with the Microsoft Office products</p> <p style="margin: 0;"><b>Available for:</b></p> <div style="display: flex; flex-direction: column; gap: 5px;"> <div style="background-color: white; color: #f4a460; padding: 5px; text-align: center;">Word</div> <div style="background-color: white; color: #f4a460; padding: 5px; text-align: center;">Excel</div> <div style="background-color: white; color: #f4a460; padding: 5px; text-align: center;">PowerPoint</div> <div style="background-color: white; color: #f4a460; padding: 5px; text-align: center;">Access</div> <div style="background-color: white; color: #f4a460; padding: 5px; text-align: center;">Outlook</div> </div>	<h2 style="margin: 0;">Microsoft</h2> <h3 style="margin: 0;">Office Specialist Expert</h3> <p style="margin: 0;">Validates advanced skills with key Microsoft Office products</p> <p style="margin: 0;"><b>Available for:</b></p> <div style="display: flex; flex-direction: column; gap: 5px;"> <div style="background-color: white; color: #f4a460; padding: 5px; text-align: center;">Word Expert</div> <div style="background-color: white; color: #f4a460; padding: 5px; text-align: center;">Excel Expert</div> </div>	<h2 style="margin: 0;">Microsoft</h2> <h3 style="margin: 0;">Office Specialist Master</h3> <p style="margin: 0;">Designates mastery across a range of Microsoft Office products.</p> <p style="margin: 0;"><i>For more info visit:</i> <a href="http://bit.ly/2aG4qpk" style="color: white;">http://bit.ly/2aG4qpk</a></p> <p style="margin: 0;"><b>Complete all:</b></p> <div style="display: flex; flex-direction: column; gap: 5px;"> <div style="background-color: white; color: #f4a460; padding: 5px; text-align: center;">Word Expert</div> <div style="background-color: white; color: #f4a460; padding: 5px; text-align: center;">Excel Expert</div> <div style="background-color: white; color: #f4a460; padding: 5px; text-align: center;">PowerPoint</div> </div> <p style="margin: 0;"><b>and choose one elective:</b></p> <div style="display: flex; flex-direction: column; gap: 5px;"> <div style="background-color: white; color: #f4a460; padding: 5px; text-align: center;">Access</div> <div style="background-color: white; color: #f4a460; padding: 5px; text-align: center;">Outlook</div> </div>
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Transform ideas into professional documents



Achieve valuable insights with powerful analysis tools



Turn your ideas into impactful presentations



Track and report important information with ease



Stay connected with up-to-date email and calendar tools

## Universal

"Ninety-five percent of the industry in this area all use Microsoft Office whether it's in construction, law, banking—it doesn't make any difference. When (job candidates) come in with this certification, every industry knows what it is."

*Cindy Miller, District Coordinator, Frenship Independent School District, Wolfforth, TX*

## Stand Out

"We care about trying to figure out how to get our candidates' resumes to stand out. We thought the Microsoft Office Specialist certification would be one way to make their resumes shine above the rest."

*Brianna Burkman, Manager of Fundraising and Special Projects, Opportunity Junction, Antioch, CA*

## Competitive Skills

"Office professionals today have taken on the day-to-day tasks of middle to upper management, and we want to make sure our program continues to teach the skills our students need to be competitive in the workplace."

*Janine Violini, AIM Instructor, SAIT Polytechnic, Calgary, Canada*

# Microsoft

Office Specialist



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