

Microsoft Office Specialist (MOS)

Course Duration: 20 Hours/level

Who should attend

The Microsoft Office Specialist Professional designed for individuals who are seeking to gain personal computer knowledge, skills and professionalism with an emphasis on the Microsoft Office Certification.

Course Contents:

- Windows XP track

Master level:

- Word 2002 Expert
- Excel 2002 Expert
- PowerPoint 2002 Comprehensive
- Access 2002 Core
- Outlook 2002 Core

Expert Certification:

- Word 2002 Expert
- Excel 2002 Expert

Core Certifications:

- Word 2002 Core
- Excel 2002 Core
- PowerPoint 2002 Comprehensive
- Access 2002 Core
- Outlook 2002 Core

Course Objective:

Nowadays businesses anywhere around often require evidence of a prospective or current employee's computer program know-how in order to ensure a higher level of productivity and efficiency, so Microsoft office specialist is intended to authorize such know-how through use Microsoft Office in order to perform word processing, spreadsheet, database, calendaring and presentation tasks in professional way.

There are several certification levels, from the basic Specialist to the advanced Expert to the comprehensive Master, which certifies skills in multiple applications.

Check our security training and courses:



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