



# Microsoft Office Specialist on Office XP – Specialist

## Acronym/Nickname

## Certification Body

Microsoft

## Description

The Microsoft Office Specialist certification program provides computer program literacy, measures proficiency, and identifies opportunities for enhancement of skills. Successful candidates receive a Microsoft Office Specialist certification credential that sets them apart from their peers in the competitive job market. The certificate is a valuable credential that is recognized worldwide as proof that an individual has the desktop computing skills needed to work productively and efficiently.

## Certification Level

Entry

## Covered competencies

The Microsoft Office Specialist certification program is the only comprehensive, performance-based certification program approved by Microsoft to validate desktop computer skills in these Microsoft Office desktop productivity programs:

- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Office Outlook
- Microsoft Office PowerPoint
- Microsoft Office Access
- Microsoft Office Project

## Requirements

MOS candidates must successfully complete any of the ff Specialist exams:

- Word 2002 Expert Exam
- Excel 2002 Expert Exam
- Powerpoint 2002 Exam
- Access 2002 Exam
- Outlook 2002 Exam

## Target

## Career Path

## Authorized Testing Center:

## Indicative Fee\*

## Certification Schedule\*\*

\* Fees are exclusive of VAT and wire transfer fee

\*\* Fees and schedules are subject to change without prior notice, please get in touch with Authorized Testing Centers through contact details below

## Recommended/Preparatory Training

- Exam Preparation Guides
  - Word 2002 Expert Exam Preparation Guide
  - Excel 2002 Expert Exam Preparation Guide
  - Powerpoint 2002 Exam Preparation Guide
  - Access 2002 Exam Preparation Guide
  - Outlook 2002 Exam Preparation Guide
- MS Press Study Materials
  - MS Office Word 2002 Step by Step
  - MS Office Excel 2002 Step by Step
  - MS Office Powerpoint 2002 Step by Step
  - MS Office Access 2002 Step by Step
  - MS Office Outlook 2002 Step by Step

## Where to get more information:

<http://www.microsoft.com/learning>

<http://www.eduproinc.com>

<http://www.wizardsgroup.com>

<http://www.prometric.com>

<http://www.pearsonvue.com>

EDUPRO INC Phone: (02) 8674409

DATABASE WIZARDS, INC. Phone: (02) 7574889

NEW HORIZONS COMPUTER LEARNING CTR Phone: (02) 8405000

INTERNATIONAL ELECTRONICS & TECHNICAL INSTITUTE INC., Phone: (02)7514147 OR 8820492

Southeastern College Phone: (02) 8340704

ATENEO PROFESSIONAL SCHOOLS Phone: (02) 8920383

MISNet Education Inc. Phone: (02) 7512871

MISNet Education Inc. - Cebu City Phone: (032) 2531536

INFOTECH XCHANGE INC Phone: (02) 8180835

LEXYSOFT CORPORATION Phone: (032) 2336350

GLOBAL FOUNDATION FOR INTL EDU Phone: (032) 2332500