



Microsoft® Office Specialist

Turn motivated students into Office superstars

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Information Brief

Certify new skills with Microsoft® Office Specialist 2010.

The Microsoft Office 2010 suite presents an exciting opportunity for academic and career-training institutions to improve desktop computing skills.

With this new software comes Microsoft Office Specialist 2010 certification, a valuable credential that recognizes the skills needed to use the full features and functionality of Office 2010 applications. The new credential can be used to your graduates' advantage in a competitive environment by giving them the skills and expertise that employers depend on.

Why certification is important to students, teachers and academic institutions:

The need for Microsoft Office skills is increasing dramatically as more and more academic institutions and businesses are embracing newer technologies. Microsoft Office Specialist (MOS) certification will enable students to advance academically and start their careers with proven Office 2010 skills. Based on globally recognized standards, MOS 2010 certification is an important and distinguished credential for students when applying for jobs.

Now is your opportunity to deepen the substance and value of your curricula, especially business and technology courses. With certification, your students can differentiate their skills and be more academically prepared and workforce ready. Faculty can give more to their students by personally achieving a certified skill level in the Office 2010 suite. Schools can maximize their technology investment while strengthening their programs, relevance and stature.

Give students the benefits of Microsoft Office Specialist 2010 certification.

Microsoft Office Specialist 2010 certification is a qualification that both graduate schools and employers look for. Graduate admissions boards see certification as an indicator of motivation and digital literacy. Hiring managers view it as a real-world, recognized credential, providing a standard that helps them fill openings quickly and maximize the return on resources and technology. Moreover, research shows that a comprehensive level of skill proficiency is directly linked to an immediate increase in on-the-job performance, regardless of the actual job function.* Knowing the value that the certification holds for hiring managers increases the student's motivation to complete coursework and advance.

* Microsoft Office Specialist: Improving the Workplace, Robert Hunt, Ph.D., and Sean P. Gyll, Ph.D., 2001.

Students (and instructors) certified in the Microsoft Office 2010 applications are able to use the powerful new features and functionality of the Office 2010 release to complete their tasks and projects more efficiently. This can impact positively on academic success and workforce readiness—and turn motivated students into Office superstars.

Word 2010

- Browse, sort and find information faster with a new Navigation Pane.
- Access and share documents from virtually anywhere.
- Enhance visual impact with new picture editing tools, text effects and SmartArt® Graphics.

Excel® 2010

- Track and highlight important data trends more easily with tools like PivotTable Slicer.
- Analyze, manage and share information in more ways than ever.
- Collaborate more effectively with online access to data files.

PowerPoint® 2010

- Easily create powerful, polished presentations with exciting new audio/visual capabilities.
- Add polish with new video/photo editing tools, dramatic transitions, animation and more.
- Work simultaneously with others.

Access® 2010

- Get started easier and faster with prebuilt database templates.
- Track, report and share data through new Web databases.
- Create rich reports with improved Conditional Formatting and calculation tools.

Outlook® 2010

- Manage multiple e-mail accounts and large volumes of e-mail with ease.
- Save time with single-click commands.
- Make messages stand out with dynamic graphics and picture editing tools.

Project 2010

- Understand and control project schedules and finances.
- Effectively communicate and present project information.
- Stay informed and keep teams aligned.

SharePoint® 2010

- Improve organizational effectiveness by providing comprehensive content management and enterprise search, accelerating shared business processes.
- Facilitate information sharing across boundaries for better business insight.

INTRODUCING MICROSOFT OFFICE SPECIALIST 2010

The new Microsoft Office Specialist (MOS) 2010 certification features a series of certification levels, providing a continuum for skills qualification and validation. They include core credentials in any one of the most popular Microsoft Office 2010 products, and Expert and Master credentialing for advanced users.

Microsoft Office Specialist (Core Certification)

The Microsoft Office Specialist core certification validates skills with the Microsoft Office 2010 suite. Exams are available on these Office products: Word 2010, Excel® 2010, PowerPoint® 2010, Access® 2010, Outlook® 2010 and SharePoint® 2010.



Microsoft Office Expert

The Microsoft Office Expert certification validates advanced skills in specific Microsoft Office applications. Gaining the credential requires that a candidate pass either of these exams: Word 2010 Expert or Excel® 2010 Expert.



Microsoft Office Master

The Microsoft Office Master Certification denotes fluency in several important Microsoft Office applications. To achieve this designation, a candidate must pass four exams: Word 2010 Expert, Excel® 2010 Expert and PowerPoint® 2010, and either Outlook 2010 or Access® 2010.



Proven results:

In a recent survey on digital skills, 93% of respondents in one study reported becoming more skilled in the Microsoft® Office applications they certified in—with 71% claiming “moderate” or “great” increases. In addition, six out of 10 MOS-certified respondents said they take on more complex or difficult assignments since passing their exams.¹

[Learn more](#)

The Microsoft Office Specialist certification impact:

“It’s a great advantage to be able to guarantee corporate recruiters that each and every student walking out of the A.B. Freeman School of Business has had to attain a common level of Excel skills—and those skills are extensive. This certification naturally improves the marketability of the students.”

Peggy Babin

Associate Dean, A.B. Freeman School of Business, Tulane University

“The students are telling us they definitely have an easier time finding jobs. And when into their jobs, they perform head and shoulders above their peers. It makes them very obvious. And it makes it easier for them to earn promotions.”

Kathleen E. Davisson

*Chair of the Undergraduate Programs Curriculum Committee,
Daniels College of Business, University of Denver*

Contact us today!

Microsoft Office Specialist 2010 certification is poised to make a tremendous global impact on school and workplace performance. Find out today how certification can work for you. Get the latest information on Microsoft Office Specialist 2010 certification today!

888.999.9830

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¹ Post Microsoft Office Certification Impact on the Job (Certiport Survey, 2007)



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