



Building Futures & Shaping Careers



Microsoft Office Specialist certification

Over 1 billion people across 140 countries and 107 languages use Microsoft Office.¹

Microsoft Office Specialist (MOS) is the only endorsed certification by Microsoft that validates skills in Microsoft Office applications, including Word, Excel®, PowerPoint®, and Outlook®. Certifications are available for **Microsoft Office 365 Apps**, **Microsoft Office 2019**, and **Microsoft Office 2016**. Candidates who take and pass MOS certification are empowered to stand out in the competitive job market, while simplifying daily tasks and fostering career growth.

With two certification levels, MOS certification, allows individuals to validate their skills and progress toward their goals.

"MOS certification demonstrates that you're staying current with the latest updates of Microsoft Office. But it also demonstrates to your current or future employer that you have the ambition for continuous learning and education."

*Beth Chernoff,
Vice President of Client Engagement of OfficePro, Inc.*

Microsoft Office Specialist Associate Exams:

- Word Associate
- Excel Associate
- PowerPoint Associate
- Outlook Associate

Microsoft Office Specialist Expert Exams:

- Word Expert
- Excel Expert

To learn more,
scan the QR code:



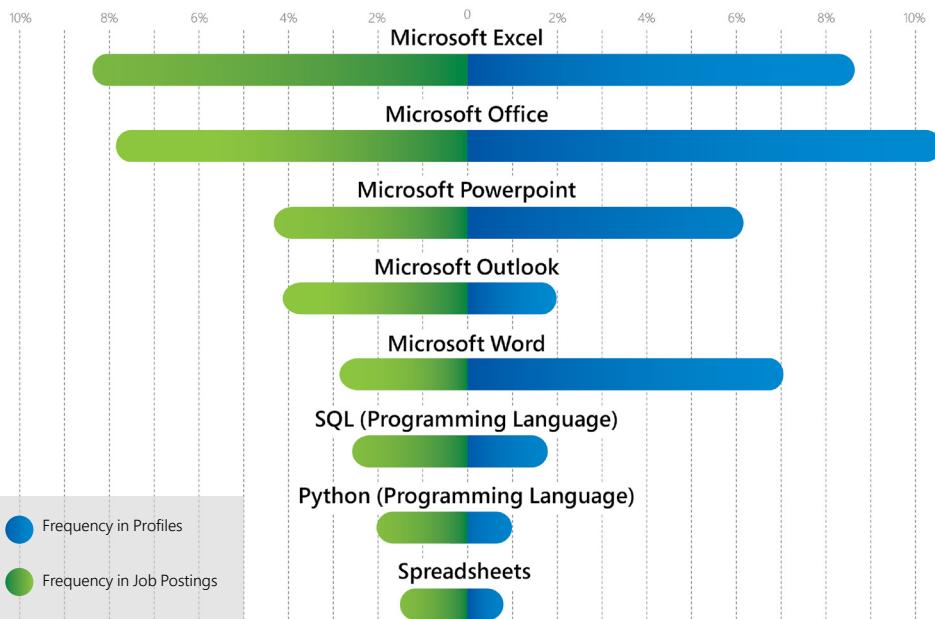
1. Financial Post. (2021). Over 1 billion people worldwide use a MS Office product or service. <https://financialpost.com/personal-finance/business-essentials/over-1-billion-people-worldwide-use-a-ms-office-product-or-service>



Why Microsoft Office Specialist certification?



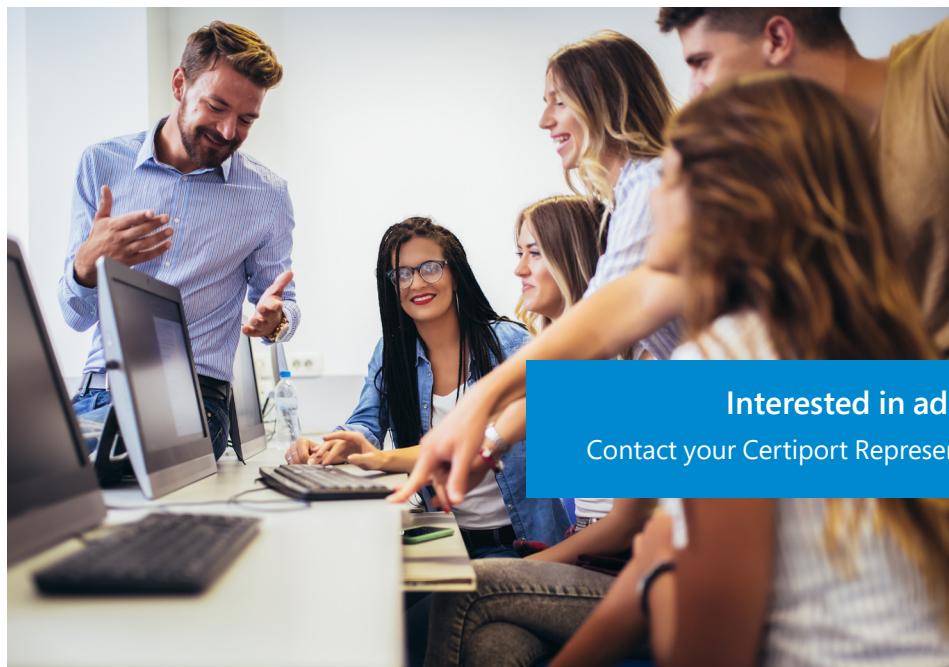
TOP SOFTWARE SKILLS



Lightcast™. (2023). Job Posting Analytics United States. Retrieved from <https://lightcast.io/>.

Learn, Practice, Certify, and Advance

Certiport's provides a full pathway for MOS certification success, including leading courseware, learning products, and state-of-the-art practice tests. Regardless of industry, it provides resources for educators and employers to increase Microsoft Office skills and empowers individuals to take and pass MOS certification.



Interested in additional information?
Contact your Certiport Representative or visit www.certiport.com/mos.

2. PearsonVUE. Microsoft Certified Professional survey (2023).

3. PearsonVUE. (2023). Value of IT Certification Employer Report. <https://home.pearsonvue.com/voc>.

Increased need for Microsoft Office skills

- Over 3.9 million jobs every year require Microsoft Office skills.²
- 96% of professionals use Microsoft Office at work.³

"We can strongly say that Microsoft Office Specialist certification boosted productivity and efficiency at work."

*Byeong-wook Lee,
Manager, Ediya Coffee Corp., South Korea*

Empowers individuals, employers, and education

- 97% of hiring managers feel credential holders have an advantage over those without.³
- 37% of individuals have received salary increases.³
- Educators see an increase in student engagement and increased program credibility.
- Students can earn ACE credit for passing a Microsoft Office Specialist certification exam.