Microsoft Office Specialist (MOS) certification is the world’s most recognised computing qualification for proving a person’s skills and abilities in Microsoft’s Office applications.

Earning MOS certification can help students differentiate themselves in today’s competitive job market. It helps broaden their employment opportunities by proving that they have advanced skills in Microsoft Office, which can result in higher earning potential.

Microsoft Office certification gives you the tools to build a brighter future.

Microsoft Office Specialist Master
Designates mastery across a range of Microsoft Office applications

Microsoft Office Specialist Expert
Validates advanced skills in key Microsoft Office applications

MOS 2013 - complete one of the below tracks:
• Word Expert, Excel & one elective, or
• Excel Expert, Word & one elective, or
• Word Expert & Excel Expert.

MOS 2007 & 2010 – complete the following exams:
• Word Expert, Excel Expert, PowerPoint & one elective.

Each MOS Exam is a stand-alone certification. Exams available for Office 2007, 2010, 2013 (see prodigylearning.com for details)
Prodigy Learning offers a comprehensive pathway for Microsoft Office Specialist certification from learning solutions through to certification exams. To ensure that the MOS certifications are delivered successfully, Prodigy Learning strongly recommends following the “Four Stage Learning Pathway” leveraging these solutions.

1. **Skills Analysis**
   - Use GMetrix Action Learning as a Skills Analysis tool to identify learners’ weaknesses

2. **Learning Solutions**
   - Use for instructor-led or self-directed learning (as appropriate):
     - GMetrix Action Learning
     - CCI Learning Textbooks
     - MOAC Textbooks
     - Microsoft Office eLearning

3. **Practice Test**
   - Sit the GMetrix Practice Test. Comprehensive reporting proves readiness for certification exam.

4. **Certification Exam**
   - Sit the MOS Exam. MOS Exam Packs allow institutions deliver exams for one set annual fee.

**WHY MICROSOFT OFFICE SPECIALIST? - PUT MICROSOFT ON YOUR CV!**

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**ABOUT PRODIGY LEARNING**

Prodigy Learning is an award winning provider of IT learning and certification solutions for Adobe, Autodesk, HP, and Microsoft technologies. These IT certifications deliver job-ready skills, improving employability for students and productivity for employees. Prodigy Learning also provides a full range of learning solutions for CompTIA, Cisco, Linux, Project Management, Oracle and VMware certifications among others.