



Real Training. Real Practice. Real Results.

Microsoft Office 2016 Specialist Certification (MOS)

Training Program

MOS certification is for those looking to demonstrate proficiency in one or more Office programs. Productivity certification is for those looking to use Microsoft Office and deploy Microsoft Office cloud and hybrid solutions. Differentiate yourself with this competency as a proven expert in Office skills.

To achieve the official Microsoft certification, the students would have to pass five different exams in order to obtain the Microsoft Office 2016 Specialist Certification. Here are the exams they would need to pass:

- MOS: Microsoft Office Word 2016 Core
- MOS: Microsoft Office Excel 2016 Core
- MOS: Microsoft Office PowerPoint 2016
- MOS: Microsoft Office Access 2016
- MOS: Microsoft Outlook 2016

Learning Objectives

MOS: Microsoft Office Word 2016 Core

MOS: Microsoft Office Excel 2016 Core

MOS: Microsoft Office PowerPoint 2016

MOS: Microsoft Office Access 2016

MOS: Microsoft Outlook 2016

Microsoft Office Specialist





Course Features

- Thorough review of all Microsoft Office topics by industry experts
- 24 x 7 access to the real labs in classrooms and remotely
- 100% latest material & and realistic practice questions
- Classroom located in Reston & conveniently accessible from Silver Line Metro
- Confidence building hands-on training
- Free mobile applications to study on your own time
- Study materials, notes, videos, flash cards, and practice questions included in course price



Course Schedule

Session	Topics
1	<ul style="list-style-type: none">• Introducing Microsoft Office• MOS: Microsoft Office Word 2016 Core
2	<ul style="list-style-type: none">• MOS: Microsoft Office Excel 2016 Core• MOS: Microsoft Office PowerPoint 2016
3	<ul style="list-style-type: none">• MOS: Microsoft Office Access 2016• MOS: Microsoft Outlook 2016
4	<ul style="list-style-type: none">• Final Review



Our guarantee

We guarantee satisfaction for the course. We have trained lots of successful students and we take pride in their success.

For more information about our courses, pricing, or consultation, please call (571) 577-7890 OR (703) 554-3827

Or email info@intellectualpoint.com

Payments are accepted via cash, check, or credit card. Ask us about group discounts!



Enroll

Online: www.intellectualpoint.com/student-register.php

Office: Saturday–Thursday • 9AM–5 PM
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