


Microsoft Office Specialist (MOS) Training Course

Microsoft Office Specialist (MOS) is a certification program designed to validate proficiency in Microsoft Office applications, enhancing skills for improved productivity and career advancement.

 IT-102

Course Outcomes

Professional, practical, & hands-on live instructor-led training

Start as a beginner and graduate as a certified professional, with the skills, experience, and job-search know how to get your career started.

 Start Today

Potential Career Tracks

Administrative Assistant

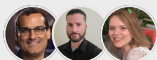
Executive Assistant

Office Manager

Data Analyst

Project Coordinator

Sales Support Specialist



Taught by Industry Veterans &
World Class Instructors

Introduction to Microsoft Office Specialist (MOS)

Course Overview

The Microsoft Office Specialist (MOS) Training Course at Intellectual Point is meticulously designed to provide participants with in-depth knowledge and practical expertise in Microsoft Office applications such as Word, Excel, and PowerPoint. This course is structured to guide you through the essential functions and advanced features of these productivity tools, preparing you for the MOS certification exam. With hands-on training and real-world scenarios, you'll master document formatting, data manipulation, and presentation design to enhance office efficiency and productivity.

Throughout this comprehensive course, you'll gain the skills necessary to perform a wide range of tasks, from creating detailed documents to building complex spreadsheets and engaging presentations. By the end of the training, you will confidently apply your skills in workplace settings, enhance your productivity, and be prepared to attain the MOS certification.

Obtainable Skills

Document Formatting

Data Analysis with Excel

Advanced Spreadsheet Functions

Presentation Design

Mail Management

Data Visualization

Database Management

Creating Professional Reports

Certification Exam Techniques

Course Insights

Audience Profile

This course is aimed at a broad range of individuals including administrative professionals, students, educators, and business managers who want to elevate their proficiency in Microsoft Office applications. It is ideal for those seeking to improve their productivity and efficiency in academic or professional environments and is suitable for beginners as well as those with some experience looking to validate or deepen their skills. Furthermore, individuals preparing for the Microsoft Office Specialist certification will find this course extremely beneficial as an exam-focused training solution, enhancing both career prospects and job performance.

Course Outcomes

By the end of this course, participants will:

1 Create and format professional documents using advanced Word features.

2 Analyze and organize data proficiently using Excel advanced functions.


3 Design compelling and informative presentations with PowerPoint.

4 Utilize Microsoft Office tools to optimize workflow and productivity.

5 Achieve mastery over Microsoft Office applications to successfully pass the MOS exam.


Module by Module Learning *Outline*

 6 Modules

 Module 1: Microsoft Word Mastery

Learning Objectives:

- Develop advanced skills in document creation and formatting using Microsoft Word.
- Prepare professional documents to meet workplace standards and certification requirements.


 Topics Covered

Document Creation and Management:

- Navigating and customizing the Word interface.
- Creating and managing documents with ease.


Advanced Formatting Techniques:

- Utilizing styles and themes for consistency.
- Implementing advanced page layout features.

 Module 2: Excel for Data Analysis

Learning Objectives:

- Master data manipulation and analysis using advanced Excel functionalities.
- Enhance decisionmaking processes through effective data visualization.


 Topics Covered

Advanced Spreadsheet Functions:

- Understanding complex formulas and functions.
- Utilization of pivot tables and charts for analytical insights.


Data Visualization and Management:

- Designing interactive dashboards for data presentation.
- Techniques for efficient data sorting and filtering.

 Module 3: PowerPoint Presentation Design

Learning Objectives:

- Create engaging and informative presentations using PowerPoint.
- Apply design principles to enhance presentation effectiveness.


 Topics Covered

Designing Compelling Presentations:

- Integrating multimedia elements into slides.
- Using master slides and design templates for cohesive presentations.


Effective Presentation Techniques:

- Storyboarding and structuring presentations.
- Tips for delivering impactful presentations.

 Module 4: Integrating Microsoft Office Applications

Learning Objectives:

- Utilize synergies between Word, Excel, and PowerPoint to streamline workflow.
- Prepare documents and presentations for collaborative projects.


 Topics Covered

Cross application Techniques:

- Linking data between Excel and Word.
- Embedding Excel charts into PowerPoint presentations.


Workflow Optimization:

- Automating repetitive tasks using macros.
- Collaborating with others using Microsoft Office features.

 Module 5: Certification Exam Preparation

Learning Objectives:

- Develop effective exam strategies to tackle the MOS certification successfully.
- Review and practice certificationtype questions and tasks.

 Topics Covered

Understanding the Exam Format:

- Overview of the different MOS certification exams.
- Key areas and objectives of the exam.

Practice and Review Sessions:

- Timed practice exercises simulating exam conditions.
- Techniques for managing exam time and stress.