

Microsoft Office Specialist (MOS) Exam – Module Specific

Your guide to preparing to take the Microsoft Office Certification



MOS Exam – Module Specific

How To Use

- Utilise GMetrix tools as part of your exam preparation
 - [GMetrix Transcript](#) - a comprehensive record of your learning activity
 - [GMetrix Study Guide](#) – Tool to prepare for exams by tracking progress identifying knowledge
 - Achieve >**90%** on at least **two** separate occasions completing practise exams in testing mode on the GMetrix Platform?
- Review Microsoft syllabus for module using **Objective Domains** or **Skills Measured** to identify development areas
- **Before** requesting to sit Microsoft Exam Certification are you confident in all the areas?

MOS Module List

- Click on module to view information

The Microsoft syllabus for each module can be viewed as either **Objective Domains** or **Skills Measured** review as part of your preparation for the Microsoft exam.

Please note that Microsoft Access is not currently provided by ML.



[Microsoft Word Associate](#)



[Microsoft Word Expert](#)



[Microsoft Excel Associate](#)



[Microsoft Excel Expert](#)



[Microsoft PowerPoint Associate](#)



[Microsoft Outlook Associate](#)

Microsoft Word Associate

- Click to view [exam information](#) and download **Skills Measured**
- Click to view [certification information](#) and download **Exam Objective**
- Can you confidently achieve all elements?
 - Remember Skills Measured / Objective Domains list is not definitive or exhaustive, questions can be asked in different ways to assess your knowledge and ability.
- Have you achieved **>90%** on at least **two** separate occasions in testing mode on the GMetrix Platform?

If you require further practise, please access resources

- [GMetrix Study Guide](#)
- [MS Learn](#)



Microsoft Word Expert

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- [MLCSU Academy](#)
- [MS Learn](#)



Microsoft Excel Associate

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