



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
 - <u>GMetrix Transcript</u> a comprehensive record of your learning activity
 - <u>GMetrix Study Guide</u> 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

- Click to view exam information and download Skills Measured
- Click to view <u>certification information</u> 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

- Click to view exam information and download Skills Measured
- Click to view certification information and download Objective Domains
- Can you confidently achieve all elements?
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If you require further practise, please access resources

- MLCSU Academy
- <u>MS Learn</u>

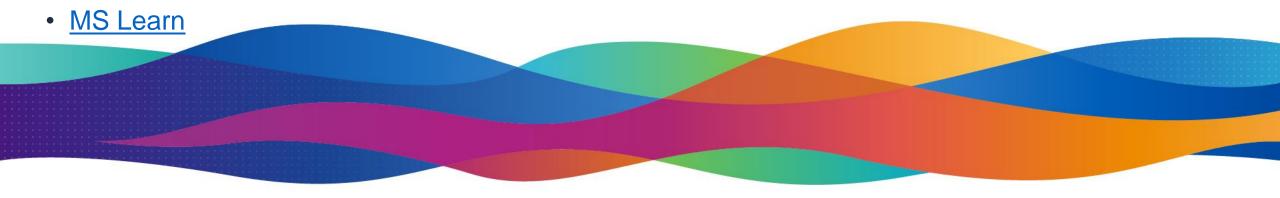


Microsoft Excel Associate

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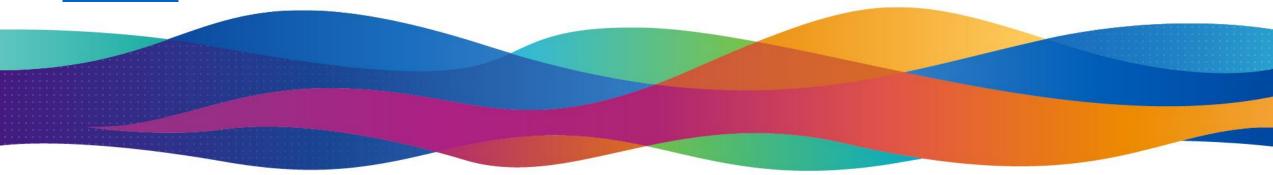


Microsoft Excel Expert

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Microsoft PowerPoint Associate

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- Click to view <u>certification information</u> and download **Objective Domains**
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Microsoft Outlook Associate

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