

Be Certified

Certifications Catalog

Testing Center

CERTIPORT®

A PEARSON VUE BUSINESS

AUTHORIZED TESTING CENTER

 **office**
Instructor

www.OfficeInstructor.ca

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Certiport Authorized Testing Center

CERTIFICATIONS CATALOG

Microsoft Office Specialist

Microsoft Office Specialist (MOS) certification provides industry-leading assessments of skills and knowledge, giving students and professionals real-world exercises to appraise their understanding of Microsoft Office. [Learn More](#)



Adobe Certified Associate

Adobe Certified Associate (ACA) certification is the perfect place to recognize and inspire creativity. It offers a foundation for success by validating your digital skills. It allows students to approach tasks in new ways, working out solutions they couldn't have seen before. [Learn More](#)



QuickBooks Certified User

Intuit® QuickBooks, the industry leader in managerial accounting software for entrepreneurs and small business. Students can validate their QuickBooks knowledge by becoming a QuickBooks Certified User (QBCU). Exams will now include access to both the QuickBooks Desktop and QuickBooks Online tests for candidates to chose. [Learn More](#)



Autodesk Certification

Autodesk® certifications are industry-recognized credentials that can help designers and engineers succeed at any stage of their career by validating their skills and knowledge. An official certification from Autodesk can start with the Autodesk Certified User certification Then increase credibility with the Autodesk Certified Professional. [Learn More](#)



MICROSOFT OFFICE SPECIALIST

Microsoft Office Specialist (MOS) overview

Microsoft Office Specialist (MOS) 2016 provides industry-leading assessments of skills and knowledge through our new project-based testing, giving students and professionals real-world exercises to appraise their understanding of Microsoft Office.

This guarantees that every certified user has demonstrated the ability to command the full features and functionality of Microsoft Office, preparing them for future academic or workforce opportunities.

- [Download MOS K12 Datasheet](#)
- [Download MOS HED Datasheet](#)
- [Download MOS Workforce Datasheet](#)

Value of Microsoft certification

Microsoft certification gives students and workforce candidates the power to chart their own course, fulfill their ambition, and realize their potential. See the statistics that validate that these certifications give you the tools to build a brighter future and prepare yourself for a successful career.

- [Microsoft Office Specialist Productivity Study](#)

MICROSOFT OFFICE SPECIALIST WORD CERTIFICATION

Certified individuals will establish their ability to perform a number of Word tasks, such as creating and managing documents, formatting text, paragraphs and sections, creating tables and lists, applying references and inserting and formatting objects.

The straightforward Word evaluation challenges individuals to complete a comprehensive project that depicts real-world functionality with project and standards-based outcome testing.

An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, has proven

competency at an industry entry-level and is ready to enter into the job market.

Exam objectives

Word 2016



Core Level

Core document creation, collaboration, and communication

- [Download exam objectives for Word 2016](#)

Expert Level

Creating documents for effective communication

- [Download exam objectives for Word Expert 2016](#)

Word 2013

Core Level

- [Download exam objectives for Word 2013](#)

Expert Level (2 parts)

- [Download exam objectives Part 1 for Word Expert 2013](#)
- [Download exam objectives Part 2 for Word Expert 2013](#)

MICROSOFT OFFICE SPECIALIST EXCEL CERTIFICATION

Our cutting-edge Excel certification program gives testing candidates practical, performance-based scenarios to gauge their real-world capabilities with project and standards-based outcome testing.

Certification candidates will demonstrate the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects.

To make the exam more helpful, we've replaced individual tasks with comprehensive, project-based testing. This live-in-the-application

environment confirms that certified individuals have demonstrated the ability to complete a realistic Microsoft Office Specialist Excel project.

An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, has proven competency at an industry entry-level and is ready to enter into the job market.

Exam objectives

Excel 2016

Core Level

Core data analysis, manipulation, and presentation

- [Download exam objectives for Excel 2016](#)

Expert Level

Interpreting data for insights

- [Download exam objectives for Excel Expert 2016](#)

Excel 2013

Core Level

- [Download exam objectives for Excel 2013](#)

Excel Expert 2013

- [Download exam objectives Part 1 for Excel Expert 2013](#)
- [Download exam objectives Part 2 for Excel Expert 2013](#)

MICROSOFT OFFICE SPECIALIST POWERPOINT CERTIFICATION

Our interactive PowerPoint certification program provides candidates with performance-based scenarios to measure their ability to manage essential, day-to-day tasks.

Certification requires individuals to demonstrate their ability to create and manage presentations, insert and format shapes and slides, create slide



content, apply transitions and animations and manage multiple presentations.

The unique benefit for candidates taking the new PowerPoint exam is the comprehensive, project-based testing format. This requires individuals to complete a project that depicts real-world functionality with project and standards-based outcome testing.

An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, has proven competency at an industry entry-level and is ready to enter into the job market.

Exam objectives

PowerPoint 2016

Core presentation design and delivery skills



- [Download exam objectives for PowerPoint 2016](#)

PowerPoint 2013

- [Download exam objectives for PowerPoint 2013](#)

MICROSOFT OFFICE SPECIALIST ACCESS CERTIFICATION

The new Access certification exam uses practical, performance-based scenarios to evaluate their real-world capabilities with project and standards-based outcome testing.

Certified candidates will demonstrate their ability to use principle Access features to independently create custom, browser-based database applications. Tasks will include creating and managing a database, building tables, creating queries, creating forms and reports.

The exam is more relevant than past exams, featuring comprehensive, project-based testing. This means candidates are responsible for demonstrating the ability to complete a realistic Microsoft Office Specialist Access project.

An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, has proven competency at an industry entry-level and is ready to enter into the job market.

Exam objectives

Access 2016

Core database management, manipulation, and query skills

- [Download exam objectives for Access 2016](#)



MICROSOFT OFFICE SPECIALIST OUTLOOK CERTIFICATION

Candidates will expand and prove technical skills by demonstrating how to customize the Outlook user interface format message content, create or insert graphic elements, and send and respond to emails and meeting requests. They can also manage and share multiple calendars, schedule meetings and appointments, create contact records and tasks, and set up contact groups to facilitate communication with other Outlook users.

An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, has proven competency at an industry entry-level and is ready to enter into the job market.

Exam objectives

Outlook 2016

Core communication, collaboration and email skills

- [Download exam objectives for Outlook 2016](#)



MICROSOFT OFFICE SPECIALIST ONENOTE CERTIFICATION

Candidates taking the OneNote exam will demonstrate their ability to manage the OneNote environment, share and collaborate with other users, organize and find notes and edit and link content in OneNote.

An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, has proven

competency at an industry entry-level and is ready to enter into the job market.

Exam objectives

OneNote 2013

Core organization, collaboration and task management skills



- [Download exam objectives for OneNote 2013](#)

MICROSOFT OFFICE SPECIALISTS SHAREPOINT CERTIFICATION

The SharePoint exam measures the ability to create and format content, manage SharePoint sites, participate in user communities and configure and consume site search results.

An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, has proven competency at an industry entry-level and is ready to enter into the job market.

Exam objectives

SharePoint 2013

Core site creation, sharing and management skills



- [Download exam objectives for SharePoint 2013](#)

MOS EXAM LENGTH

MOS 2016 (each exam is 50 minutes):

- Word - 35 Questions
- Excel - 35 Questions
- PowerPoint - 35 Questions
- Word Expert - 26 Questions
- Excel Expert - 26 Questions
- Access - 31 Questions
- Outlook - 35 Questions

MOS 2013 (each exam is 50 minutes):

- Word - 38 Questions
- Excel - 38 Questions
- PowerPoint - 39 Questions
- Word Expert - 37 Questions (across 2 exams)
- Excel Expert - 27 Questions (across 2 exams)
- Access - 34 Questions
- Outlook - 46 Questions
- SharePoint - 30 Questions
- OneNote - 35 Questions

MOS START AND END SCREENS

Enter your
Certiport Credentials

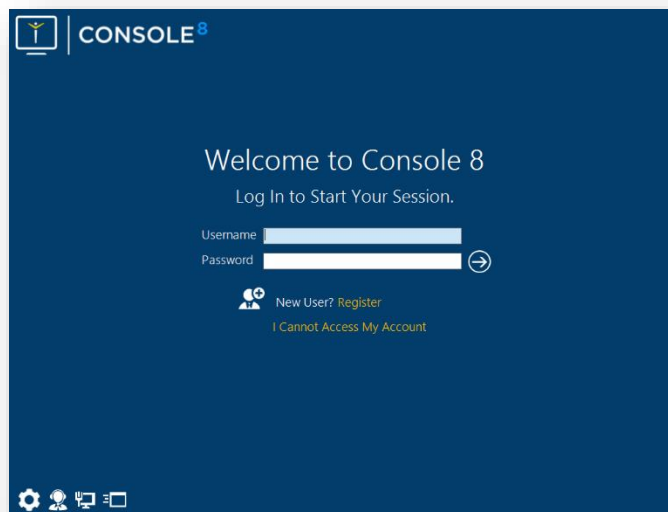


Figure 1- Exam Login Screen

Select Your Exam

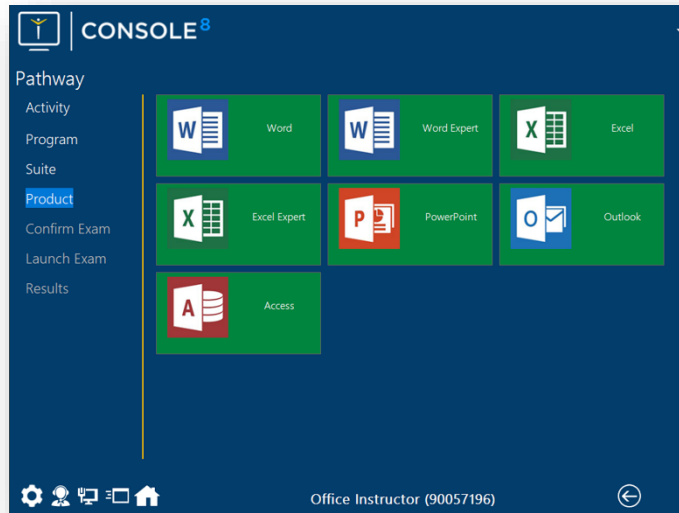


Figure 2- MOS 2016 Exams

Congratulations
You are a MOS

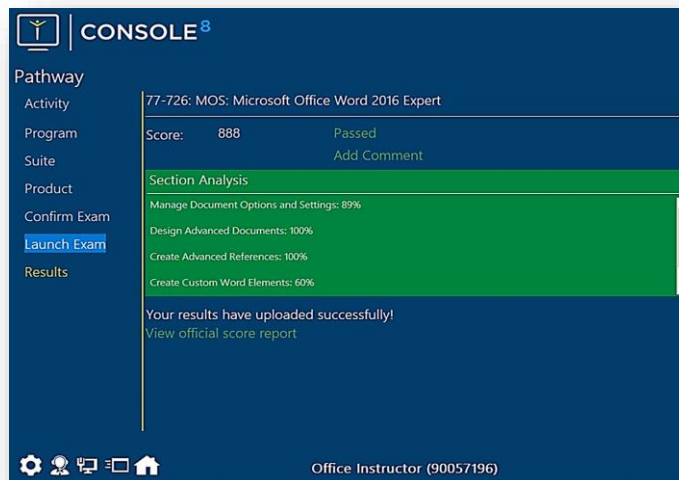


Figure 3- Exam Result Report

PASSING SCORE

700 out of 1000

EXAM PREPARATION

Preparation is important for success in most things in life and this is especially true when it comes to passing the MOS certification exam.

You can check the Quick Reference Guides for the exam objectives on the Certiport website (links above under each application) and then:

- Prepare on your own using study material of your choice
- Private training sessions can be offered (contact the Office Instructor).
- Use Gmetrix (you can request an Access Code from the Office Instructor)

GMETRIX PRACTICE TESTS AND EXAM SIMULATOR

Gmetrix is a performance-based assessment and test preparation tool to help individuals achieve IT certification credentials. Many students are anxious to assess their knowledge of applications prior to taking the certification exams. Certiport has partnered with GMetrix to deliver industry-leading practice tests. These tests, with included reporting and insight features, ensure that students are adequately prepared to their certification exam.



Why GMetrix practice tests?

- Accurately replicate a "live application" testing environment
- Enhance learning through self-paced practice questions
- Build familiarity with the testing environment
- Increase confidence towards certification exams
- Better prepare students to pass certification exams

You purchase the **Access Code for Gmetrix from the Office Instructor** website.

ON THE DAY OF THE EXAM

- Arrive on Time
- Be relaxed
- Photo ID
- Remember your login Information

- Bring your voucher If you have one
- Watch the Tutorial on screen after logging to exam interface.

RESCHEDULING AND CANCELLATION

You can reschedule your exam at no cost by emailing the testing centre at least a week ahead of your scheduled date.

You can cancel your exam and get a full refund by emailing the testing centre at least a week ahead of your scheduled date.

NO SHOW POLICY

If you do not show on exam date there will be no refund for your fees. However, if -for uncontrollable reasons- you cannot come to your scheduled exam, you can notify the testing center at least 24 hours before the exam and reschedule with a penalty of \$50.

EXAM RETAKE POLICY

If you purchased a voucher with retake option and you do not pass the exam, Microsoft® will email you a retake voucher number. You then need to schedule your retake exam by contacting the Office Instructor testing center.

For exam retake you are only charged for the proctor fees.

STEP BY STEP PLAN FOR TAKING ANY EXAM

- 1- Specify the exam application and version
- 2- Create a Free Certiport account
- 3- Schedule Your Exam by contacting the office Instructor
- 4- Select a type of voucher (Single attempt or Retake)
- 5- Make a Payment Online (www.OfficeInstructor.ca)
- 6- Fill up the associated form on the “Pay Online” page of the website.

ADOBE CERTIFIED ASSOCIATE (ACA)

Because creativity can change the world, ACA certification is an industry-recognized credential that effectively validates one’s skills in Adobe digital-media software. Get certified in the following:

- [Adobe After Effects](#)
- [Adobe Animate](#)
- [Adobe Dreamweaver](#)
- [Adobe Flash](#)
- [Adobe Illustrator](#)
- [Adobe InDesign](#)
- [Adobe Photoshop](#)
- [Adobe Premiere Pro](#)

Note: All exam languages can be viewed on the [exam releases](#) page. Prove that you have the skills to work with multiple Adobe software applications. Earn three Adobe Verified Association certifications and you will receive an ACA Specialist certificate for Web or Visual Design.

Figure 5- Adobe Creative Clouds

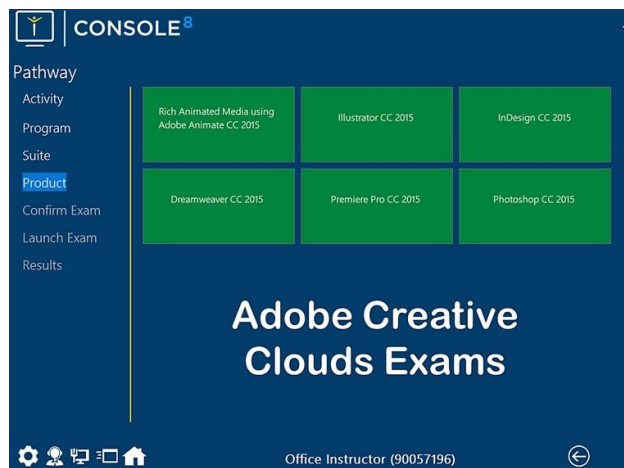
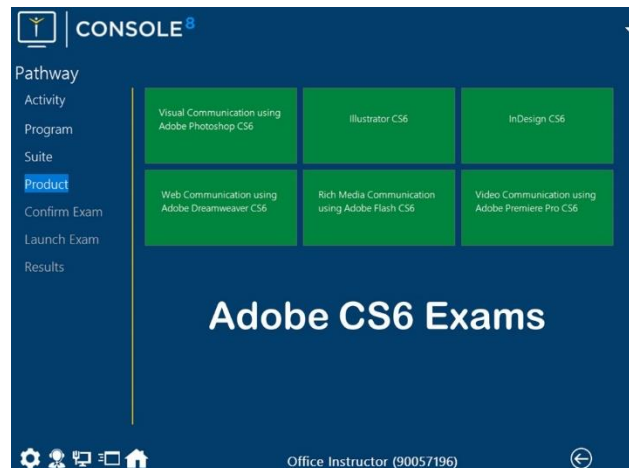


Figure 4- Adobe CS6



Review the following Topics above:

- GMetrix Practice tests **Click [Here](#) for details**
- Rescheduling and Cancellation **Click [Here](#) for details**
- No Show Policy **Click [Here](#) for details**
- Exam Retake Policy **Click [Here](#) for details**
- Step by Step Plan for taking any exam **Click [Here](#) for details**

QUICKBOOKS CERTIFIED USER

Bookkeeping in the 21st century requires more than knowledge of GAAP principles or an eye for detail—students need relevant computing skills. Intuit® QuickBooks,



the industry leader in managerial accounting software for entrepreneurs and small business, provides an easy-to-understand platform for students to grasp accounting concepts while honing skills in the most prevalent bookkeeping application in small business today. Students can validate their QuickBooks knowledge by becoming an [Intuit QuickBooks Certified User \(QBCU\)](#).

QuickBooks Certified User exam vouchers will now include access to both the QuickBooks Desktop and QuickBooks Online tests so candidates can demonstrate their skills in whatever version of QuickBooks they prefer. [Program Overview Brochure](#)

A recent Certiport survey of accounting instructors at two-year colleges revealed that 84% believe students who are preparing for an accounting career should be conversant in QuickBooks.

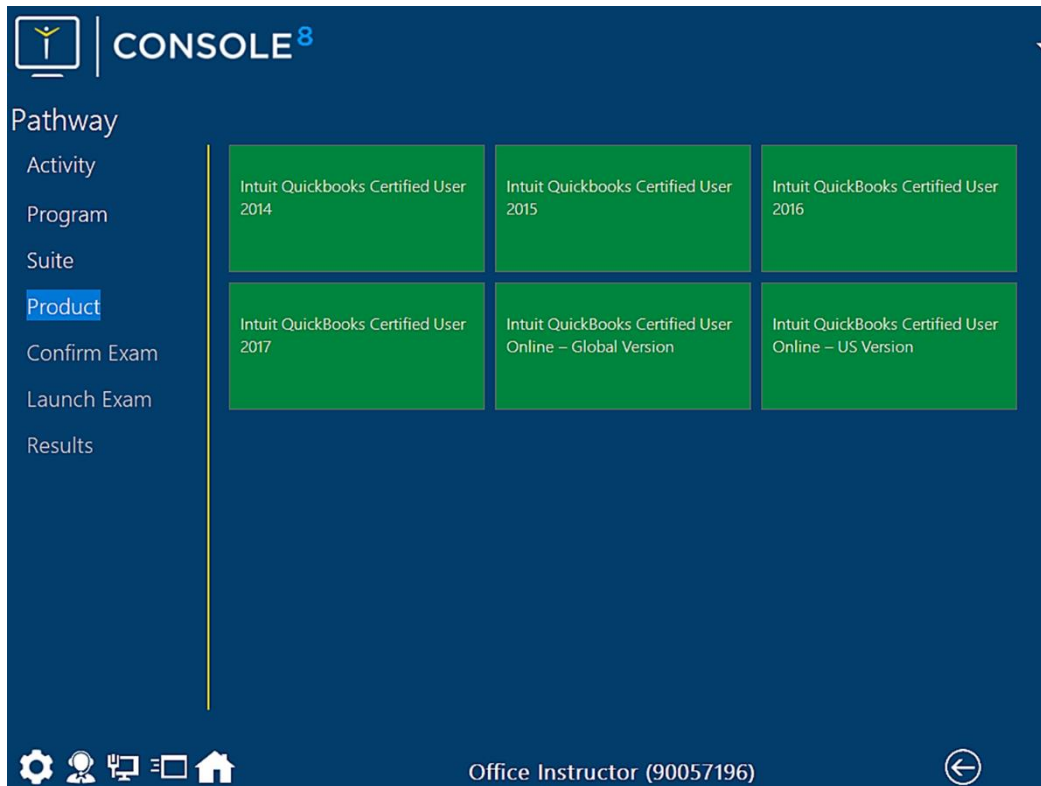
Building the business coursework to support the achievement of the Intuit QuickBooks Certified User (QBCU) credential increases the value of academic programs and provides your institution with additional recruiting tools.

Key benefits of QuickBooks certification

- Validate QuickBooks knowledge and skills for a position in professional accountancy
- Demonstrate bookkeeping skills acumen in a tangible, measurable way
- Position themselves as a credible job candidate to employers

Book Your Exam with the Office Instructor testing centre and you get a very valuable package that includes:

- 1- Exam Voucher with retake option.
- 2- GMetrix Access code for exam preparation. Learn more.



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- No Show Policy [Click Here](#) for details
- Exam Retake Policy [Click Here](#) for details
- Step by Step Plan for taking any exam [Click Here](#) for details

Good Luck!