

Microsoft Office (MOS) Certification Diploma

Get the most comprehensive
Microsoft training



Take your software training to an advanced level

The Microsoft Office Specialist Certification is renowned globally and this diploma can help you gain this recognisable and valuable certification. If you want to demonstrate to an employer that you have top-level Microsoft Office skills, this diploma will help set you apart from the rest.

There are 7 core subjects focussing on each of the Microsoft Office software packages, such as PowerPoint and Access, and you'll also study Word and Excel to an Expert level.

The skills you need to get the job and succeed

Whether you're new to Microsoft Office or you've got a basic grasp of each program, our Microsoft Office Certification Diploma will take your skills to the next level.

The diploma will give you an understanding of each application to enable you to get a great job in any office environment. You'll get excellent training in Microsoft Word, Excel, PowerPoint, Outlook and Access.

What will you get in return?

A Pitman Training Diploma is one of the most prestigious courses you can complete from one of the most highly regarded training organisations across the world. Businesses throughout the UK recognise the Pitman Training name as a sign that you have been trained to the very highest level. So with your Microsoft Office Plus Diploma, you'll have world-class skills to get a highly valued job.

With the added benefit of the flexible study options we offer, you can study for your Microsoft Office Specialist Certification in one of our training centres or online, using our Distance Learning platform. Whichever way you choose to study, you'll have the full support of our Course Advisors.



"I went through a string of unsuccessful job applications after graduating. I contacted Pitman Training to get the right skills. I now work as an Archive Assistant and constantly use Microsoft Office."

Matthew, Archive Assistant



Get the Pitman Advantage™

Core Courses

Microsoft Word

Learn word processing skills to a good business standard. This will enable you to create professional looking documents, produce tables, insert pictures and much more.

Microsoft Word Expert

Learn advanced word processing skills including mail merge, creating graphs, creating and running macros, creating an index, table of contents and more.

Microsoft Excel

Learn spreadsheet skills to a good business standard. This course will enable you to create a spreadsheet, enter data, formulas and functions; create charts and more.

Microsoft Excel Expert

Learn advanced spreadsheet skills, covering areas

such as importing and exporting data, creating and using templates, linking workbooks, data management, using analysis tools and pivot tables.

Microsoft PowerPoint

Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound and hyperlinks; applying transition and timing effects.

Microsoft Access

Develop database skills from the initial design stage. Covers the creation of tables, reports, queries and forms, relationships, wizards and more.

Microsoft Outlook**

Learn how to share, manage and schedule information electronically. Covers the use of email, electronic calendar, scheduling meetings and appointments, creating and assigning tasks; creating address lists.

After completion of the core courses, you can then choose four Microsoft Office Specialist (MOS) tests from:

Microsoft Office Specialist - Word
or Microsoft Office Specialist - Word Expert

Microsoft Office Specialist - Excel
or Microsoft Office Specialist - Excel Expert

Microsoft Office Specialist - PowerPoint

Microsoft Office Specialist - Access

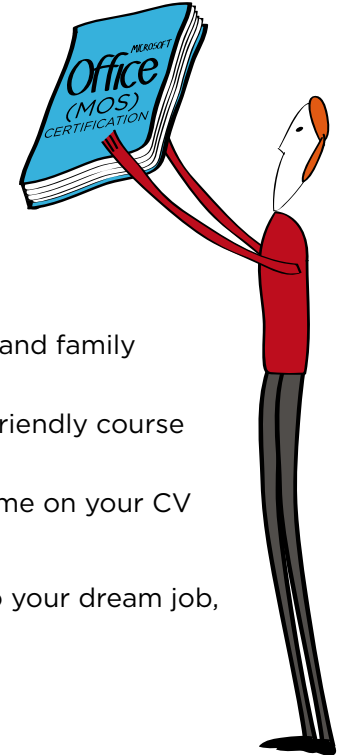
Other courses you may be interested in

If you'd like to combine great software skills with another skill set, please speak to your Pitman Training Advisor who will be able to recommend a choice of diplomas.

Get the Pitman Advantage™

This prestigious Pitman Training Diploma is highly regarded by employers throughout the UK and signifies that you have been trained to the highest level. With your Microsoft Office (MOS) Certification Diploma you'll be able to demonstrate that you have the essential work-ready skills needed and have been trained by the very best.

- Flexible training you can fit around work and family commitments
- Support whenever you need it from our friendly course advisors
- The widely respected Pitman Training name on your CV
- The skills in demand by employers
- Confidence that you're one step closer to your dream job, promotion or new career



To discuss your current skills and aspirations for the future, please speak to one of our friendly advisors.

They can also provide complete details on the full range of Diplomas and Courses in this area.



Get the Pitman Advantage™



Guideline Learning Time

162 hours flexi study or 6 weeks full-time*

*(Full-time is based on approx 20-30 hours a week)

**The Outlook course does not cover the MOS test syllabus.