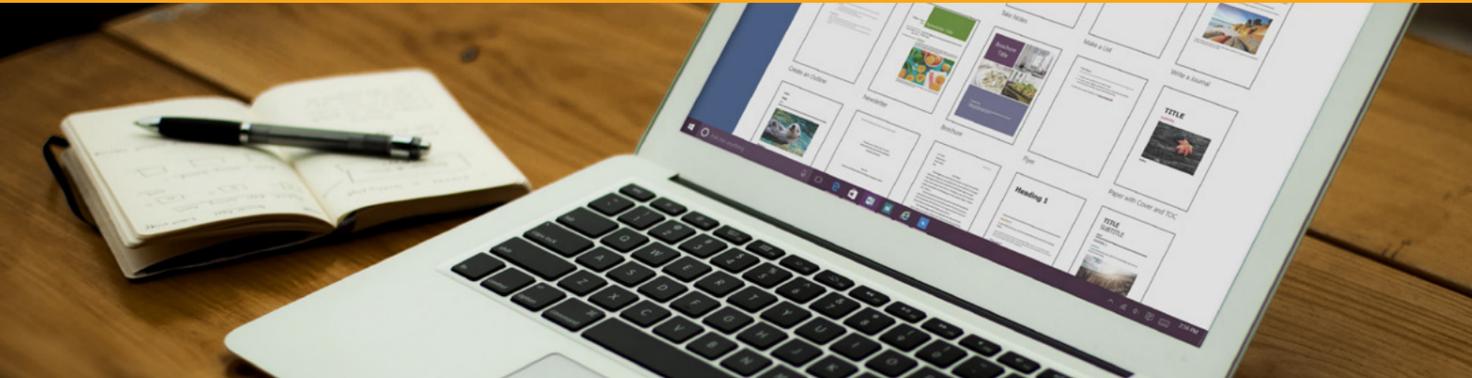


Microsoft Office (MOS) Certification Diploma



The Microsoft Office Specialist certification is renowned globally. This diploma can help you get top-level Microsoft Office skills in the key packages such as Word, Excel and PowerPoint.



If you're looking to gain renowned Microsoft Office Specialist (MOS) certification then this is the perfect training course for you.



Microsoft Office is widely used in businesses across all industries and it's an essential skillset to have if you're looking to work as an Administrative Assistant, PA, Secretary or any other role in the office environment. Being able to demonstrate you have a high level of Microsoft Office skills will help you stand out to employers.

Take your Microsoft 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 accreditation in just six weeks. 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 seven core subjects focusing 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.

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 recognise the Pitman Training name as a sign that you have been trained to the very highest level.

So, with your Microsoft Office (MOS) 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.

Aims and Objectives

Whether you're new to Microsoft Office or you've got a basic grasp of each program, our Microsoft Office Specialist 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.

Pre-Requisites

There are no pre-requisites required for this diploma.

Career Path

Possessing top level Microsoft Office skills could lead to a more technical career in IT support, or a supervisory/Office Manager/senior administration type position.



CPD Points 150

(Awarded CPD points upon successful completion).

Core Courses

Word

Our Microsoft Word course is designed to provide you with the essential skills you will need to be proficient in Word, in a work environment, in as short a time as possible.

Excel

Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level. Over ten self-paced lessons you'll learn how to format your spreadsheet to best display your information, handle simple and complex formulas, insert charts, learn how to insert functions such as IFERROR and much much more.

PowerPoint

Our PowerPoint training course will help you get to grips with this comprehensive presentation software. Flexible to study, you can choose the version of Microsoft Office you wish to study on.

Access

An understanding of how to utilise Microsoft Access to it's best is a highly worthwhile skill to have at your command. This is a popular database application is widely used across many employment sectors.

Outlook

This flexible study Outlook course takes you through everything you need to use this popular email system as a work tool, from navigation and views through contacts and appointments, to tasks and folders.

Word Expert

This training in Microsoft Word will propel your Word skills forward to an advanced level. Over several lessons, you'll become confident in a range of Word's more sophisticated features.

Excel Expert

Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet programme to an advanced level.

Over a series of self-paced lessons you'll learn how to perform tasks such as conditional formatting, recording and running macros, working with pivot tables and using statistical functions.

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

- **Microsoft Office Specialist - Word or Word Expert**
- **Microsoft Office Specialist - Excel or Excel Expert**
- **Microsoft Office Specialist - PowerPoint**
- **Microsoft Office Specialist - Access**

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

After the key courses have been studied, you'll then go on to do a series of practice tests before you go on to undertake the final MOS exams.



To discuss your current skills and aspirations call now:

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Guideline Learning Time

150 hours flexi study or 6 weeks full-time
(Full-time based on approx 20-30 hours a week)