



Building Futures & Shaping Careers

Microsoft Office Specialist certification

Over one billion people across 140 countries and 107 languages use Microsoft Office.¹

Microsoft Office Specialist (MOS) is the only certification program backed by Microsoft that validates skills in Microsoft Office applications, including Word®, Excel®, PowerPoint®, and Outlook®. Certifications are available for **Microsoft Office 365 Apps** and **Microsoft 2019**. Candidates who take and pass MOS certification are empowered to stand out in the competitive job market, while simplifying daily tasks and fostering career growth.

With multiple certification levels, MOS certification allows individuals to validate their skills and progress toward their goals.

"MOS certification demonstrates that you're staying current with the latest updates of Microsoft Office. But it also demonstrates to your current or future employer that you have the ambition for continuous learning and education."

*Beth Chernoff,
Vice President of Client Engagement of OfficePro, Inc.*

Microsoft Office Specialist Associate Exams:

- Word Associate
- Excel Associate
- PowerPoint Associate
- Outlook Associate

Microsoft Office Specialist Expert Exams:

- Word Expert
- Excel Expert

Microsoft Office Specialist Role-Based Exams:

- Excel for Accounting Associate
- Excel for Business Finance Associate

To learn more,
scan the QR code:



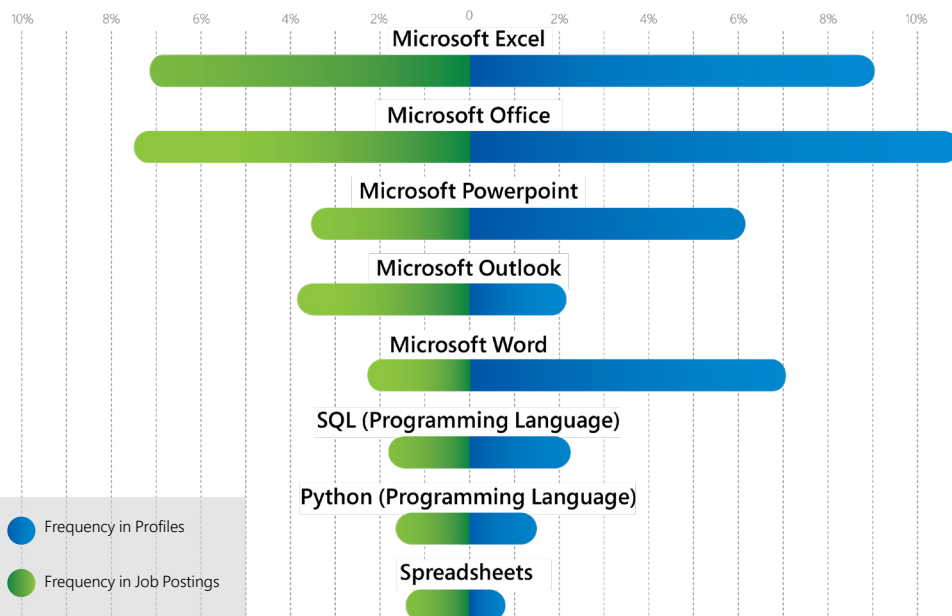
1. Financial Post. (2021). Over 1 billion people worldwide use a MS Office product or service. <https://financialpost.com/personal-finance/business-essentials/over-1-billion-people-worldwide-use-a-ms-office-product-or-service>



Why Microsoft Office Specialist certification?



TOP SOFTWARE SKILLS



Lightcast™. (2025). Job Posting Analytics United States. Retrieved from <https://lightcast.io/>.

Learn, Practice, Certify, and Advance

Certiport's provides a full pathway for MOS certification success, including leading courseware, learning products, and state-of-the-art practice tests. Regardless of industry, it provides resources for educators and employers to increase Microsoft Office skills and empowers individuals to take and pass MOS certification.



Interested in additional information?

Contact your Certiport Representative or visit www.certiport.com/mos.

AI amplifies the need for Microsoft Office skills

Microsoft Copilot and similar AI tools boost productivity, but foundational Microsoft Office skills remain essential to direct and maximize these technologies. Skilled users remain at the center of innovation.

"We can strongly say that Microsoft Office Specialist certification boosted productivity and efficiency at work."

*Byeong-wook Lee,
Manager, Ediya Coffee Corp., South Korea*

Empowers individuals, employers, and education

- 91% of hiring managers consider certification a criterion for hiring.²
- 85% of supervisors report that certified employees are more productive and require less supervision.³
- 82% gained confidence to explore and pursue new job opportunities.²

2. PearsonVUE. (2025). Value of IT Certification Candidate Report. <https://home.pearsonvue.com/voc>.

3. PearsonVUE. (2023). Microsoft Certified Professional survey.