Microsoft Office Specialist Word

INDUSTRY-BASED CERTIFICATION DESCRIPTION

Successful candidates for the Word 2016 exam have a fundamental understanding of the Word environment and the ability to complete tasks independently.

Candidate taking this exam will demonstrate the correct application of the principle features of Word 2016 by creating and editing 2-3 page documents for a variety of purposes and situations, documenting examples include professional-looking reports, multi-column newsletters, résumés, and business correspondence.

The information provided here describes the 2016 version of the exam. Depending upon the software version available in your district, an earlier versions or updated version (Office 365 or 2019) of this exam may also be completed and reported.

For additional information, visit the following link: https://certiport.pearsonvue.com/Certifications/Microsoft/MOS/Overview

CERTIFYING ENTITY	ADDITIONAL INFORMATION	
Microsoft 1.888.999.9830 https://certiport.pearsonvue.com/Certifications/Microsoft	Exam Name: Microsoft Office Specialist Word Exam Webpage: https://www.microsoft.com/en-us/learning/certification-overview-mos.aspx Number of Questions: 35-40 Question Type: Live in the Application Exam Time: 50 minutes	Exam Site: Exam center- schools can be set up as testing center Exam Price: MOS voucher+ retake: $90.00 MOS Site license: $3,744.00 Candidate Requirements: https://certiport.pearsonvue.com/Certifications/Microsoft/MOS/Certify/Word Study Materials & Resources: Objective Domains can be found here: https://certiport.pearsonvue.com/Certifications/Microsoft/MOS/Learn