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STAY RELEVANT | STAY AHEAD

# Certified Microsoft Office Specialist

*Recognised your skill with Microsoft Certification  
Project-based Training with 10 hours of e-learning*

The only Official Microsoft  
recognised Certification Program  
for Microsoft Office globally.

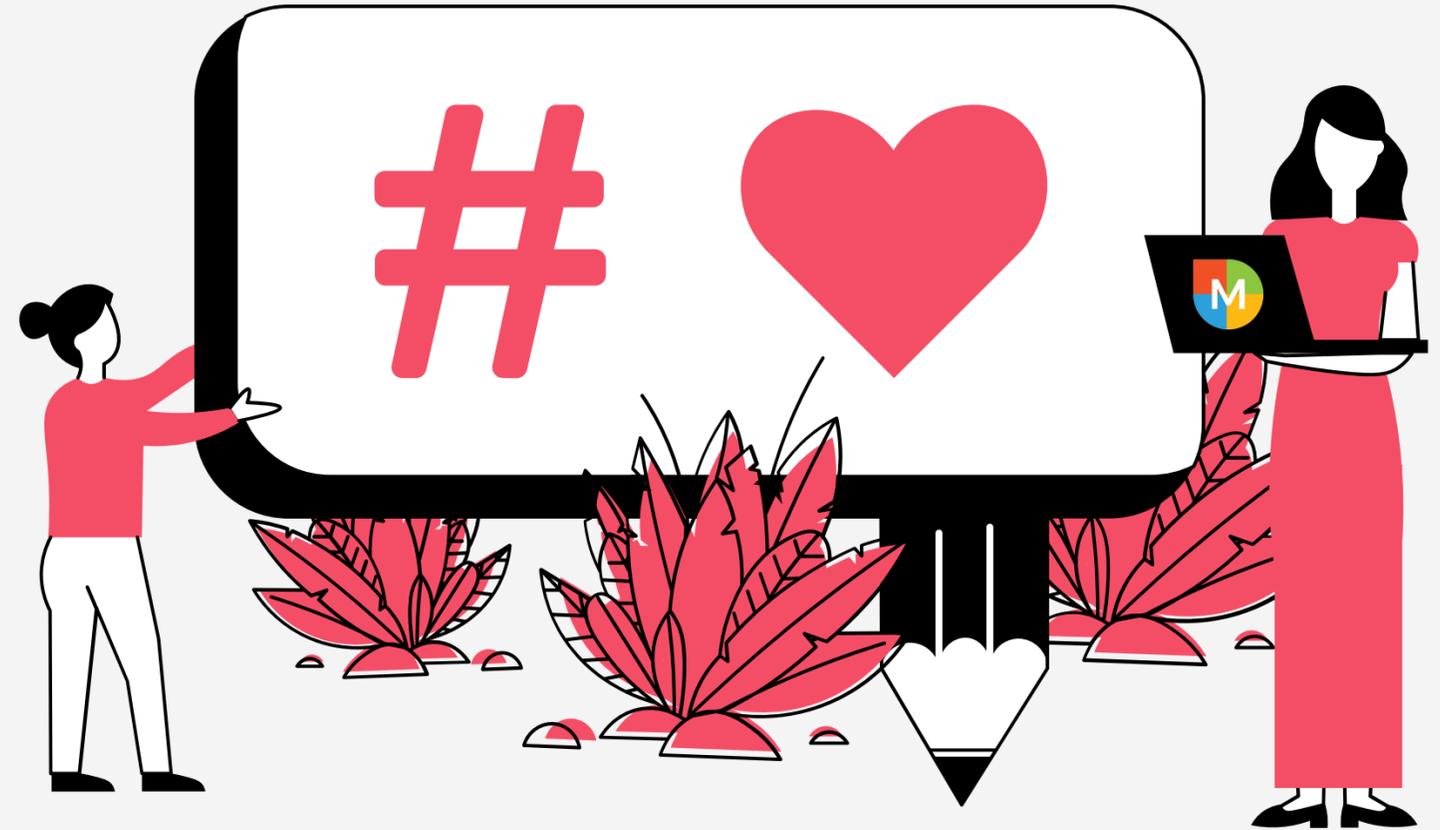


We are :



# Hello

When you have the skills, it is at your disposal anywhere, anytime.



The Microsoft Office Specialist Certification gives you the skills and what's more valuable – it gives you a Certification which is recognised and wanted around the globe.

Everyone in anywhere of the world can see what you are capable of and what opportunities you can slot right into – or go create.

**Get Certified Now!**

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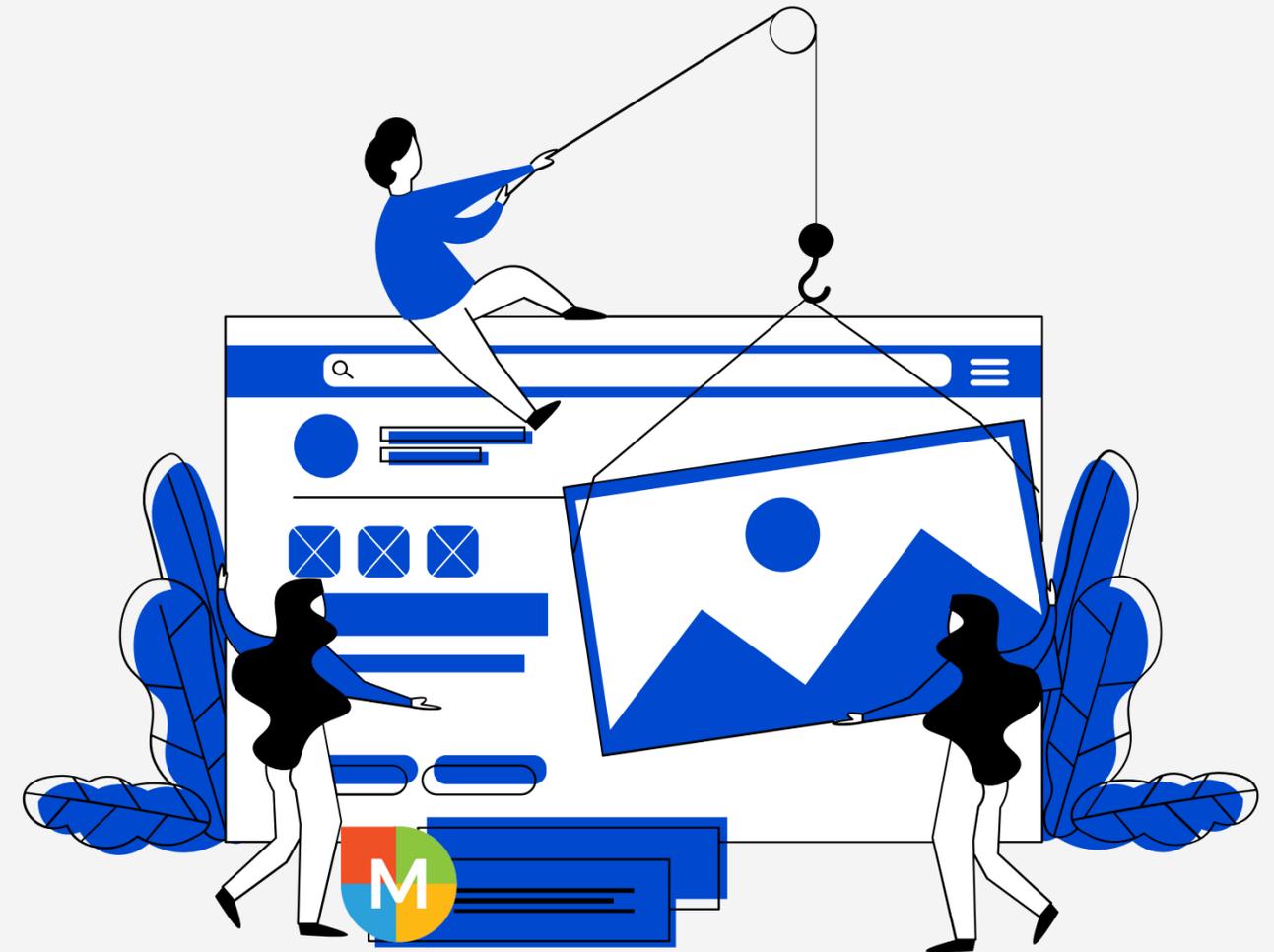
# The Challenge

The ability to use Microsoft Office changes everything. Proficiency. Efficiency. Confidence.

Your ambition may be big and clear, but without the right Microsoft Office skills, it is completely out of reach. And it's not just about what you can do either – it is about *what the world know You can do*.

The Greatest Professional challenge of the 21st century is *staying relevant*. Knowing Microsoft Office skills is *prerequisite for all jobs* which involves a desk and computer.

It is a challenge to communicating how relevant you are in this noisy, dynamic office environment. Luckily Microsoft Office Specialist Certification is here to help you stay on track. Gain the Certification and show it to the world.



85%

of superior say MOS Certified are more productive because of their certification.

89%

says becoming Certified improved my skills and talents that are valued by my organisation.

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# Why get Certified?



**Because it helps you look better, be better, and set you up for your future.**

Once upon a time the ability to use Microsoft Office was just for clerks and secretaries. Filled with just data entry and a lot of administrative tasks.

But now, the game has changed, all level of workforce and even leaders are expected to be a proficient Microsoft Office user. It does affects your effectiveness in your role.

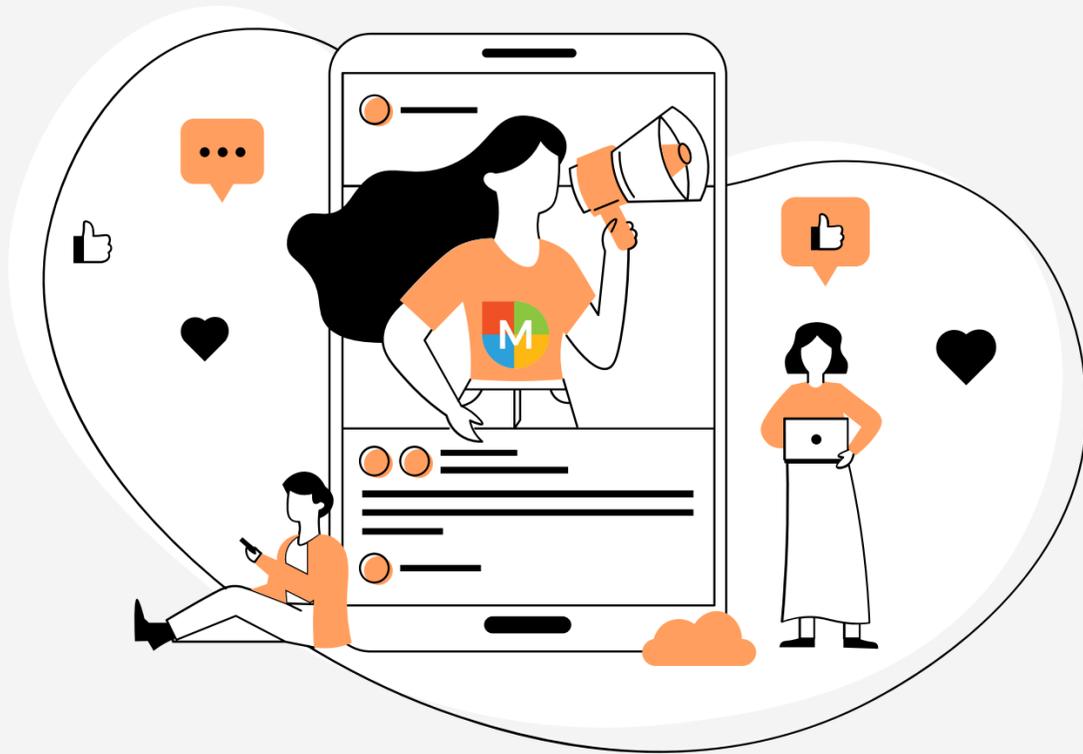
Microsoft Office skills used to learn through textbook, on the website, or Youtube channel. There was no proper real structure to test your skills. With MOS, there is a Microsoft Certification Framework which helps those skills get recognised and rewarded. It's meaningful and it's working.

## Your Microsoft Office Specialist Certification :

- Gives you the skills you need to use the Microsoft Office tools effectively.
- Tells the world what you know and what you can do – your MOS certification acts like a Magic Key. It does make you out from the rest.
- Being an international Certification - Means you can travel well between different Countries and meet wider Opportunities.
- Becomes a Leader in the Team. The proficiency and effectiveness of your works will shine naturally.
- Gives you the latent powers you may not even understand now, yet awesome potential will reveal itself in new and startling ways throughout your Career.

# Who is MOS for ?

For You Of course !



- Existing Microsoft Office User who want to be bigger and sharper.
- Bottom and Top of the Office pyramid. There are multiple levels to MOS exam, different level fits Administrative Staffs, Managers and Senior Management.
- Career Changers. Job hunter. Getting ready to be promoted.
- An Entrepreneur who wants to be more comfortable and proficient in managing Business Management & Operation.
- Graduate with no plan, while *lepakking* around.
- Whoever needs to create and apply those super-useful and essential Microsoft Office Skills for any Organisation.
- Anyone in the use of Writing, Data Processing, or Presentation who want to show the world what they can do.
- Best of all, it is for You. Train yourself at your own pace with the Downloadable Work Files with e-Learning content.

# How many exams in MOS?

There are FIVE Microsoft Office Apps. But 7 Exams to be exact.

**Microsoft Words and Excel** being the most highly used tools in the office is divided into two levels (Associate and Expert).

**PowerPoint and Outlook** only have an associate level. While **Access** is more complex its is classified as Expert level.

Here's the list of Microsoft Office Specialist (MOS) Exams.



**MOS : Associate**  
Any THREE associate level

**You will earn a certificate for each exam you pass.**

When you get any three of the four available MOS Associate certifications, you will earn an additional certificate titled "**Microsoft Office Specialist : Associate**" for your accomplishment!



**Word Associate Certificate**  
(MO-100)



**Excel Associate Certificate**  
(MO-200)



**PowerPoint Associate Certificate**  
(MO-300)



**Outlook Associate Certificate**  
(MO-400)



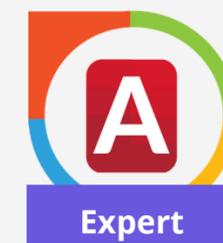
**MOS : Expert**  
MOS Associate + ANY TWO



**Word Expert Certificate**  
(MO-101)



**Excel Expert Certificate**  
(MO-201)



**Access Expert Certificate**  
(MO-500)

After gaining the "MOS: Associate" certificate. Complete an additional two out of the three MOS : Expert exams. Let us celebrate! You earned the highest title for the MOS exam which is the "**Microsoft Office Specialist: Expert**"!

# What skills do I need?

Do you have the skills needed to get Certified?



# Word Associate Certificate

(MO-100)

Microsoft Word is a popular word-processing program used primarily for creating documents. Such as letters, reports, brochures, books and many more.



You can :

- Create and Edit Documents for a variety of Purposes and Situation.
- Ability to create Professional-Looking Reports
- Multi-column Newsletter, Resumes and Business Correspondence.
- Demonstrate the correct application of the Principal Features of Word and able to complete task independently.

#When awarded Word Associate Certificate you are certified to have competency of an industry associate-level. Has approximately 150 hours of instruction and hands-on experience with Microsoft Words.

# Word Expert Certificate

(MO-101)

Microsoft Word is a popular word-processing program used primarily for creating documents. Such as letters, reports, brochures, books and many more.



You can :

- Create and manage Professional Documents for a variety of purposes and situation.
- Customise Word environment to meet project needs and enhances productivity.
- Example of expert documents includes a Business Plan, a Research Paper, a Book, a specialised Brochure, and mass mailing.
- Demonstrate the correct Application of the Principal Features of Word at an Expert Level and able to complete the task independently.

#When awarded Word Expert Certificate you are certified to have the competency of an industry expert-level. Has approximately 150 hours of instruction and hands-on experience with Microsoft Words.

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# Excel Associate Certificate

(MO-200)

Microsoft Excel is a popular spreadsheets program to organise, format and calculate numbers and data with formulas and functions. Representing data in the form of tables and charts.



You can :

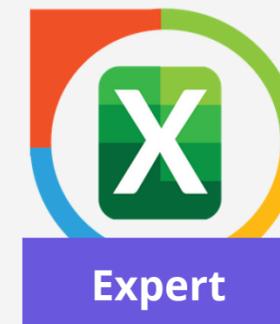
- Create and Manage Worksheets and Workbooks. Create Cells, Ranges, tables. Create charts and objects.
- Applying Formula and Functions.
- Covers ability to create a workbook with multiple sheets. Using graphic elements to present data visually.
- Example of Workbook examples includes professional-looking budgets, financial statements, team performance charts, sales invoices and data-entry logs.
- Demonstrate the correct application of the principal features of Excel and able to complete the task independently.

#When awarded Excel Associate Certificate you are certified to have the competency of an industry associate-level. Has approximately 150 hours of instruction and hands-on experience with Microsoft Excel.

# Excel Expert Certificate

(MO-201)

Microsoft Excel is a popular spreadsheets program to organise, format and calculate numbers and data with formulas and functions. Representing data in the form of tables and charts.



You can :

- Create, manage, distribute professional spreadsheets for a variety of specialised purposes and situations.
- Covers ability to customise Excel environment to meet project needs and to enhance productivity.
- Expert workbook examples include custom business templates, multiple-axis financial charts, amortisation tables, and inventory schedules.
- Demonstrate the correct application of the principal features of Excel at an expert level and able to complete the task independently.

#When awarded Excel Expert Certificate you are certified to have the competency of an industry expert-level. Has approximately 150 hours of instruction and hands-on experience with Microsoft Excel.

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# PowerPoint Associate Certificate

(MO-300)

Microsoft PowerPoint is a presentation program. The software allows users to create anything from basic slide shows to complex presentations, even ebooks and many other forms of presentation.



#When awarded PowerPoint Associate Certificate you are certified to have competency of an industry associate-level. Has approximately 150 hours of instruction and hands-on experience with Microsoft PowerPoint.

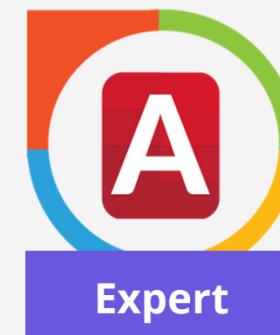
You can :

- Create, edit, and enhance presentations and slideshows.
- Create, manage presentation, insert and format shapes and slides.
- Create slide content, apply transitions and animations, manage multiple presentations.
- Presentation examples include professional-grade sales presentations, employee training, instruction materials, and kiosk slideshows.
- Demonstrate the correct application of the principal features of PowerPoint and able to complete the task independently.

# Access Expert Certificate

(MO-500)

Microsoft Access is an information management tool that helps you store information for reference, reporting, and analysis. Microsoft Access helps you analyse large amounts of information, and manage related data more efficiently.



You can :

- Demonstrate competency in database design principles.
- Ability to create and maintain Access database objects, including tables, relationships, data entry forms, multilevel reports and multi-table queries/
- Demonstrate the correct application of the principal features of Access and able to complete the task independently.

#When awarded Access Expert Certificate you are certified to have the competency of an industry expert-level. Has approximately 150 hours of instruction and hands-on experience with Microsoft Outlook.

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# Outlook Associate Certificate

**(MO-400)**

Microsoft Outlook is an application that is used mainly to send and receive emails. It can also be used to manage various types of personal data including calendar appointments and similar entries, tasks, contacts, and notes.



## You can :

- Customise the Outlook user interface format message content.
- Create or insert graphic elements, and send and respond to emails and marketing requests.
- Covers ability to enhance professional correspondence, create calendars, and schedule appointments.
- Application examples include coordinating building resources, sending messages for marketing campaigns, planning staff meetings, and assigning meeting action items.
- Demonstrate the correct application of the principle features of Outlook and able to complete the task independently.

#When awarded Outlook Associate Certificate you are certified to have the competency of an industry associate-level. Has approximately 150 hours of instruction and hands-on experience with Microsoft Outlook.

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List of the topics to be tested

# What will I be tested?



MOS gives you the tools to become a smart and capable player on the office stage. When you're done, you'll be able to create a powerful work all by yourself. Each software serve a Unique Function, and Purpose in your career.

Here's an overview of the skills set you will be certified with.

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**Associate**

**(MO-100)**

[Click here to download the detailed syllabus.](#)

- Manage Documents
- Insert & format text, Paragraph, and Sections
- Manage tables and lists
- Create and manage references
- Insert and format graphic elements
- Manage Document Collaboration



**Expert**

**(MO-101)**

[Click here to download the detailed syllabus.](#)

- Manage Document Options & Settings
- Use Advanced Editing and formatting features
- Create Custom Document Elements
- Use Advanced Word Features



**Associate**

**(MO-200)**

[Click here to download the detailed syllabus.](#)

- Manage Worksheets and Workbooks
- Manage Data Cells and Ranges
- Manage Tables and Table Data
- Perform Operations by Using Formulas and Functions
- Manage Charts



**Expert**

**(MO-201)**

[Click here to download the detailed syllabus.](#)

- Manage workbook options and settings
- Manage and format data
- Create advanced formulas and macros
- Manage Advanced Charts and Tables

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**Associate**

**(MO-300)**

Click here to download the detailed syllabus.

- Manage Presentations
- Manage Slides
- Insert and Format Text, Shapes, and Images
- Insert and Format Text, Shapes and Images
- Insert Tables, Charts, Smart Art, 3D Models and Media
- Apply Transitions and Animations



**Associate**

**(MO-400)**

Click here to download the detailed syllabus.

- Manage Outlook Settings and Processes
- Manage Messages
- Manage Schedules
- Manage Contacts and Tasks



**Expert**

**(MO-500)**

Click here to download the detailed syllabus.

- Manage Databases
- Create and Modify Tables
- Create and Modify Queries
- Modify Forms in Layout View
- Modify Reports in Layout View

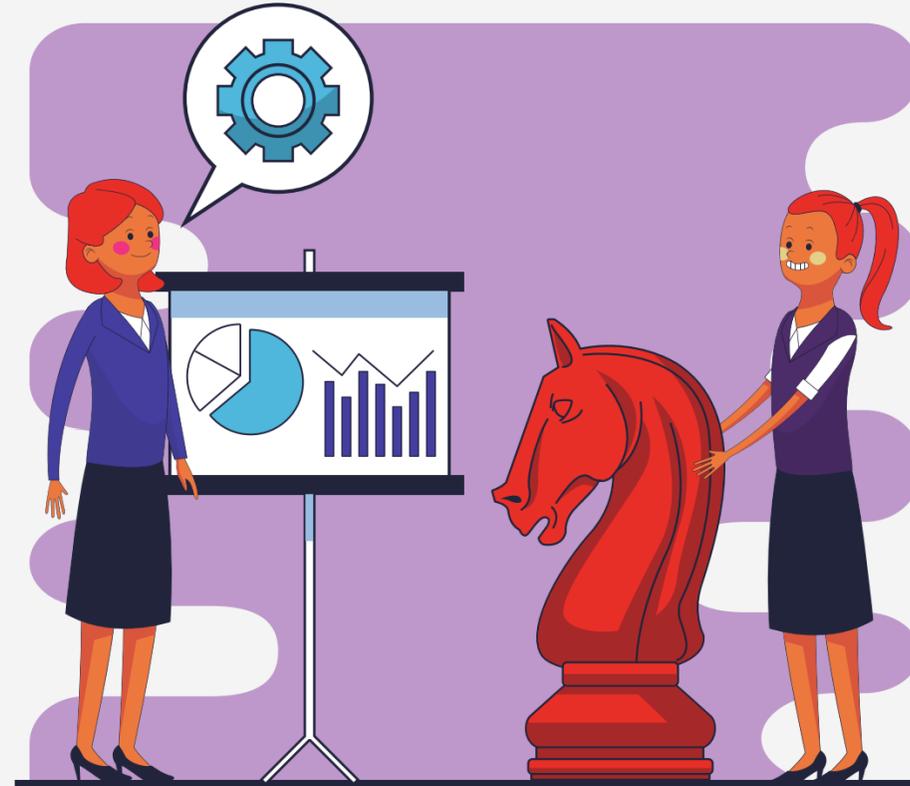
# How will I be tested ?

We live in a world of new and modern. 'The old way meets new approaches' – Certiport is given the sole mandate by Microsoft for a clever new Exam Platform. Administered through Authorised Exam Centre like us.



# Unique Feature of MOS exam

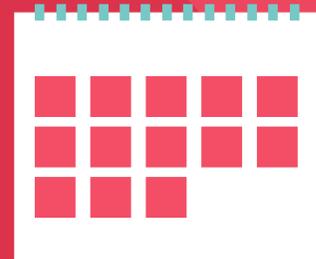
The exam question generally do not include the command name.



For example, functions names are avoided, and are replaced with descriptors. This means you need to understand the purpose and common usage of the program functionally in order to successfully complete the task in each of the projects.



**Register Online,  
Learn and Train Online.**



**When you  
are ready.  
Book your  
exam date.**



**Live Exam**

**10 Hours of eLearning.  
Then, 50 minutes of Exam.**

Upon payment on registration, download WorkFiles and Start the 10 Hours e-Learning and e-Training. After that, to ensure the integrity of the certification, the exam is conducted in a LIVE exam format in 50 minutes.

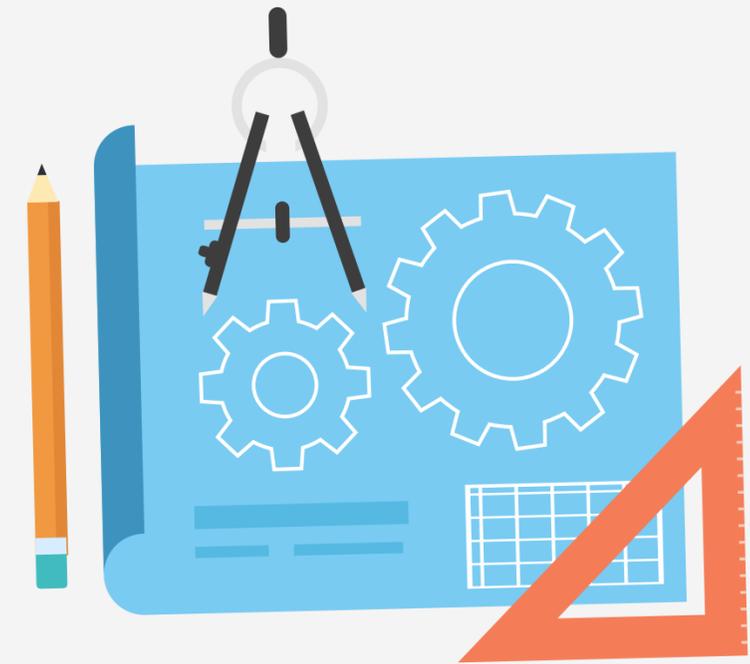
When you are ready, book your exam date and time with us. Be physically present with the examiner (aka proctor) on the pre-booked time slot. The exam will be conducted in our exam center's laptop. Where a special testing software designed by Certiport will be used as the tool to seamlessly record and verify your answers.

You will get the result of the test immediately after completion of the test. You will need to achieve a score of 70% to pass the test. Quite high...

# Project-based training.

**Assessment of skills and knowledge through project-based training & testing.**

The exams include multiple, small projects within Microsoft office. You will be tested on one project at a time. These small projects will test your skills as would in the real world and validate your understanding of the Microsoft Office Program functionality. This guarantees that every certified user has demonstrated the ability to operate the features independently. Gives you a commanding competitive edge in professional environments.



# Your Certificates

**Congratulation  
for passing your test.**

Upon passing the exam. We will email your official Certificate within 2 to 3 weeks from the exam date. Do check your email for the official certificate.



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# How you'll learn?

10 Hours of e-Learning Content with Downloadable Work Files for each certification exam. Followed by 2 mock exams.

We believe the importance of practical learning. Everyone's learning pace and time are different. To support your growth in Microsoft Office skills, open up the window of opportunity to learn at the lowest cost but high impact. The **online self-paced learning is the answer.**



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# Pricing

Pricing is based on number of exam you are taking.



## How to register ?

Just fill up the form at :

[MicrosoftExam.com.my/register](https://MicrosoftExam.com.my/register)



### Why do it alone? JOM GET CERTIFIED!

### Can sign up together with Friends or Colleagues.

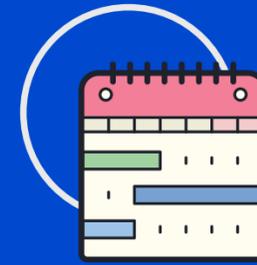
We are flexible. Either you take up the Exam on your own or in Group. Just need to register for 3 or more exams, everyone in the Group get RM 100 off Each Exam (ie. RM 450 for Each Exam). Register for 5 or more exams - everyone enjoy RM 200 off each exam (ie. RM 350 for Each Exam).

EXAMS	SINGLE ATTEMPT	TWO ATTEMPTS	NOTE	POPULAR COMBINATION: EITHER,
<b>1 - 2 EXAMS</b>	RM550 PER EXAM	RM600 PER EXAM	PREFER TO FOCUS ON SPECIFIC AREA ? GET CERTIFIED 'TILL EXPERT LEVEL.	<ul style="list-style-type: none"> <li>• Excel Associate + Expert, OR</li> <li>• Words Associate + Expert, OR</li> <li>• PowerPoint and Excel, OR</li> <li>• PowerPoint and Word, OR</li> <li>• Words Expert + Excel Expert</li> </ul>
<b>POPULAR COMPACT 3 - 4 EXAMS</b>	<del>RM550</del> 450 PER EXAM	<del>RM600</del> 500 PER EXAM	PREFER TO FOCUS ON COMBINATION OF SKILLS.	<p>POPULAR COMBINATION: EITHER :</p> <ul style="list-style-type: none"> <li>• Microsoft Office Associate (ie. Choose 3 out of 4: Words Associate, Excel Associate, PowerPoint and Outlook); OR</li> <li>• Excel &amp; Words (Both Associate and Expert Levels).</li> </ul>
<b>COMPLETE 5 OR MORE EXAMS</b>	<del>RM550</del> 350 PER EXAM	<del>RM600</del> 400 PER EXAM	BE COMPLETE AND READY FOR THE HIGHLY POPULAR MICROSOFT OFFICE.	<p>POPULAR COMBINATION: EITHER,</p> <ul style="list-style-type: none"> <li>• Microsoft Office both levels.</li> <li>• Excel &amp; Words (Both Associate and Expert Levels), PowerPoint; OR</li> <li>• Excel &amp; Words (Both Associate and Expert Levels), Access; OR</li> <li>• All 7 Exams</li> </ul>

# How long it takes?

Ideally it takes 1 week to prepare for each exam.

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1 week learning

(Approx 2 hours per day inclusive of practice time)



Presented through our easy to use online e-Learning platform.



We create this assuming you are working fulltime while going through the learning process. Of course it can be sped up if you can arrange the time.



# My journey. Can be yours too!



“The right tool can help you save time and money. Provided you know how to use them!” Lau Hwei Choong

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Hi, I am Lau Hwei Choong. Your trainer for MOS Exam!

Entrepreneur, business operator,  
Trainer, Engineer by profession,  
Lawyer by education.

*Have you experienced this?* You are seeing your colleague use Excel, she flies through the software with a shortcut key. A click here and there. Done! Knows exactly where all the bells and whistles are. It looks easy, isn't it? When you do it, it takes 30 times the time to complete the same task. Frustrating? Helpless!

As a business owner, I deal with huge sets of marketing data, review tables and long forms. Despite using Microsoft Excel for many years, unfortunately, I was still a basic user. Having a long history doesn't help with proficiency. Excel is a pain in the neck.

One day it strikes me that the ability to use Excel is, in fact, a skill. As long as it is a skill, with the right practice, it can be mastered!

I spent lots of time researching. Gathering the answer to how we too can become so proficient.

I discovered the MOS Excel Exam. Through much stumbling and frustration, I rise to be a confident pro. There was no turning back. Benefited from Excel's proficiency I move on to master Words, PowerPoint and soon Outlook, Access too.

It wasn't an easy journey for me. I spent so much time and money, walking through many disappointing MOS courses. Bought study guides, YouTube and many, not effective lessons. Finally I discovered the practical approach to mastering Microsoft Office. I wished I learnt the technique earlier.

That's why I created [MicrosoftExam.com.my](http://MicrosoftExam.com.my). So that you do not have to go through the same frustration. Acquiring MOS skill and passing exam can be made so much easier. *May you too fly freely and use Microsoft Office effortlessly.*



“The right tool can help you save time and money. **Provided you know how to use them!**”

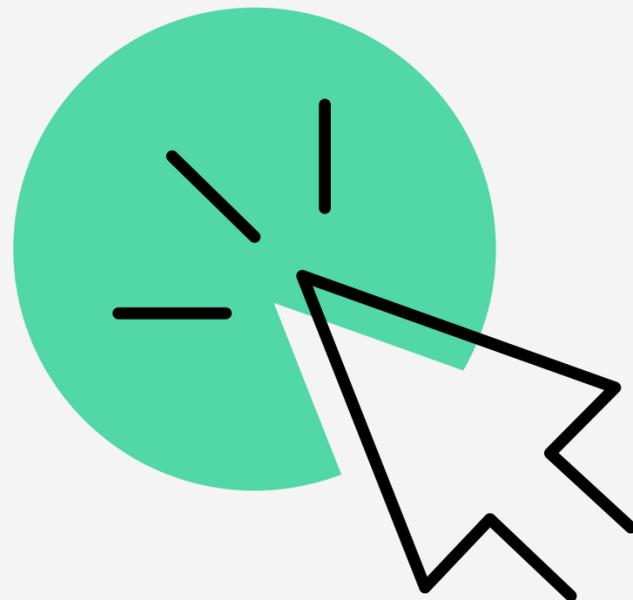


# Ready to learn & take the exam?

The Microsoft Office Specialist Certification is ready for you. Let's start getting you in the game and keeping you there.

**Enrol now.**

Here's the link for the enrolment website. You are just one form away from the certification.



## Got a question?

Drop us an email at [Register@MicrosoftExam.com.my](mailto:Register@MicrosoftExam.com.my)  
Alternatively, contact us on  
WhatsApp +6016-328 6312/  
+6016-302 6109



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