

# Microsoft Office Specialist (MOS) OneNote (2013) Certification

**Aligned Program of Study:** Office Management

## Description

The [Microsoft Office Specialist \(MOS\) OneNote certification](#) is part of the [Microsoft Office Specialist Program \(MOS\)](#). The MOS OneNote certification relies on performance-based, real-world scenarios to ensure each student can effectively demonstrate their ability to use OneNote's key features to focus on core organization, collaboration, and task management skills. Certification tasks include sharing and collaborating with other users, managing the OneNote environment, organizing and finding notes, and editing and linking content in OneNote. Students who earn this certification will receive approximately 150 hours of instruction and hands-on experience with Excel. Students who earn their Microsoft Office Specialist (MOS) OneNote certification can showcase their accomplishment with Microsoft Office Specialist digital badges, which also allow employers to verify the student's certification.

## Certification Information

Test Owner

Microsoft

1-877-696-7786

<https://www.microsoft.com/en-us/>

Testing Sites/Centers

To locate a current Certiport Authorized Testing Center in your area, use the [Certiport Authorized Testing Center Locator](#). Additionally, any high school or post-secondary institution can [enroll](#) with Certiport to become a testing center.

Registration Procedures

To register, create a user account [here](#).

## Preparing to offer the certification

Exam Details

The MOS exams are performance-based and conducted in a "live" or "simulated" environment. Students will perform both a series of tasks to demonstrate their skills and complete an application-specific small project. The exam is 50 minutes and features 35 total questions.

Materials and Resources

Exam resources, including exam replay and exam policies, can be found on [Microsoft's certification site](#).

**Vendor**

TDOE does not currently have a data-sharing agreement with any vendor for this certification, therefore the burden of proof to provide evidence of earning the certification will be on the school system.

Identified Vendors	Contact Information
<a href="#">Certiport, Inc.</a>	Certiport, Inc. Phone: (888) 999-9830 <a href="https://certiport.pearsonvue.com/">https://certiport.pearsonvue.com/</a>