

Microsoft Office Specialist (MOS) Word Expert Certification

Aligned Program of Study: Office Management

Description

The [Microsoft Office Specialist \(MOS\) Word Expert certification](#) is part of the [Microsoft Office Specialist Program \(MOS\)](#). Students can take this certification on its own or in pursuit of their [Microsoft Office Specialist: Expert certification](#). The MOS Word Expert certification relies on performance-based, real-world scenarios to ensure each student can effectively demonstrate their ability to use Word's key features to focus on creating documents for effective communication. Certification tasks include managing document options and settings, using advanced editing and formatting features, using advanced Word features, and creating custom document elements. Students who earn this certification will receive approximately 150 hours of instruction and hands-on experience with Word. Moreover, the MOS Word Expert certification is part of the Microsoft Office Specialist: Expert certification, which students can earn by completing the Microsoft Office Specialist: Associate certification as well as any two of the following: Access Expert, Word Expert, and Excel Expert. Students who earn their Microsoft Office Specialist (MOS) Word Expert 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 25 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
Certiport, Inc.	Certiport, Inc. Phone: (888) 999-9830 https://certiport.pearsonvue.com/