Microsoft Certifications for Finance Students
Microsoft Certifications

Microsoft Office Specialist (MOS):
Recognition of core skills in Office applications

Microsoft Office Specialist (MOS) Expert:
Recognition of advanced skills in Word and Excel

Microsoft Office Specialist (MOS) Master:
Recognition of mastery across Office applications
# Microsoft Office Specialist

Must pass any or all of these 5 exams

<table>
<thead>
<tr>
<th>Exam 77-725</th>
<th>Word 2016: Core Document Creation, Collaboration, and Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Successful candidates for the Word 201 exam have a fundamental understanding of the Word environment and the ability to complete tasks independently.</td>
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<table>
<thead>
<tr>
<th>Exam 77-727</th>
<th>Excel 2016: Core Data Analysis, Manipulation, and Presentation</th>
</tr>
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<tbody>
<tr>
<td>Successful candidates for the Microsoft Office Specialist Excel 2016 certification exam have a fundamental understanding of the Excel environment and the ability to complete tasks independently.</td>
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<tr>
<th>Exam 77-729</th>
<th>Microsoft Office PowerPoint 2016</th>
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<tr>
<td>Successful candidates will have a fundamental understanding of the PowerPoint environment and demonstrate the correct application of PowerPoint 2016.</td>
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<th>Exam 77-730</th>
<th>Microsoft Office Access 2016</th>
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<tr>
<td>Successful candidates for the Access 2016 exam have a fundamental understanding of the application’s environment.</td>
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<th>Exam 77-731</th>
<th>Microsoft Outlook 2016</th>
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<td>Successful candidates will create and edit professional-looking mail messages, maintain calendars and schedule tasks.</td>
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Microsoft Office Specialist Expert

Pass one of the two exams
Exam 77-726 or Exam 77-728

Exam 77-726
Microsoft Word 2016 Expert: Creating Documents for Effective Communication
Candidates create and manage professional documents of four pages or more for a variety of specialized purposes and situations.

Exam 77-728
Microsoft Excel 2016 Expert: Interpreting Data for Insights
They create, manage, and distribute professional spreadsheets for a variety of specialized purposes and situations.
Microsoft Office Specialist Master

Pass Exams 77-726, 77-728, and 77-729
plus one executive exam 77-730 or 77-731

Exam 77-726
Microsoft Word 2016
Expert: Creating Documents for Effective Communication

Candidates create and manage professional documents of four pages or more for a variety of specialized purposes and situations.

Exam 77-728
Microsoft Excel 2016
Expert: Interpreting Data for Insights

They create, manage, and distribute professional spreadsheets for a variety of specialized purposes and situations.

Exam 77-729
Microsoft PowerPoint 2016: Core Presentation Delivery Skills

This exam measures your ability to accomplish tasks: Create and manage presentations; insert shapes, and images; insert tables, charts, SmartArt and media; apply transitions and animations; and manage multiple presentations.
Exam 77-730
Access 2016: Core Database Management, Manipulation, and Query Skills

Successful candidates for the Access 2016 exam have a fundamental understanding of the application’s environment.

Exam 77-731
Outlook 2016: Core Communication, Collaboration and Email Skills

Successful candidates will create and edit professional-looking email messages, maintain calendars across time zones, and schedule tasks for a variety of purposes and situations.
On this website you will find 21 different tutorials that will help you understand the difficulty and content of each exam in depth.

https://www.youtube.com/playlist?list=PLZ8U4onHDwUMFtZGWUoH29TjjBjs3anO

Microsoft Office Certifications