

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

Exam 77-725, 77-727, 77-729, 77-730, and 77-731

Exam 77-725

Word 2016: Core Document Creation, Collaboration, and Communication

Successful candidates for the Word 201 exam have a fundamental understanding of the Word environment and the ability to complete tasks independently.

Exam 77-729

Microsoft Office PowerPoint 2016

Successful candidates will have a fundamental understanding of the PowerPoint environment and demonstrate the correct application of PowerPoint 2016.

Exam 77-727

Excel 2016: Core Data Analysis, Manipulation, and Presentation

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.

Exam 77-730

Microsoft Office Access 2016

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

Exam 77-731

Microsoft Outlook 2016

Successful candidates will create and edit professional-looking mail messages, maintain calendars and schedule tasks.

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 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.

Microsoft Office Specialist Master

Executive Exams

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=PLZ8U4onHDwUMFltZGWUoH29TfJBjs3anO>

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