

MOS OVERVIEW

- Microsoft Office Specialist (MOS) is the credential required by academia and business, recognized globally as the premier credential chosen by individuals seeking to validate their knowledge, skills and abilities relating to the Microsoft Office applications.

Microsoft
Office Specialist

STAND OUT AND BE SEEN

MICROSOFT OFFICE IS THE 3RD MOST REQUESTED SKILL FOR JOBS

1ST


ORAL & WRITTEN
COMMUNICATION SKILLS

2ND


PROJECT
MANAGEMENT

3RD


MICROSOFT
OFFICE

MICROSOFT ADVANCED EXCEL PROGRAM BENEFITS

-
- **Advanced Microsoft Excel training** will not only provide students with higher-skills but will also provide them with tools that can help them work more effectively in their career and equip them to advance to higher-level positions.

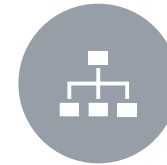
MICROSOFT ADVANCED EXCEL PROGRAM BENEFITS



Visualize, manipulate, and evaluate the data.



Create equations that can allow you to provide more data on vital company functions, such as workflow, project efficiency, financial projections and budgets, and even inventory levels and usage.



Create an easy-to-read set of data that can be used by upper management to analyze current projects or situations in the company.



Design spreadsheets that better organize data and provide a better picture of the information that is input.



Read and comprehend spreadsheets and data from other departments, vendors, and customers.



Provide answers and solutions to problems affecting the business by being able to interpret data at a more advanced level.



Maintain, organize, and balance complex financial and inventory accounts.



Create tracking systems for different departments and operations, including various workflow processes.



Anjana Joseph

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Excel Associate

Excel and Excel 2019

Date of achievement: January 2, 2020
verify.certipoint.com WLGA-Fash


Satya Nadella
Chief Executive Officer

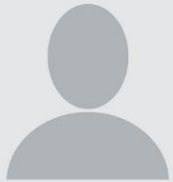


- CEO OF MICROSOFT - SATYA NADELLA SIGNED CERTIFICATE
- UNIQUE CODE TO VERIFY YOUR CERTIFICATE CREDENTIAL ONLINE
- GAIN ATTENTION OF HIRING MANAGERS WITH GLOBAL CERTIFICATE



Microsoft Office Specialist Excel Badge

RESUME



Personal

Name xxxxxxxxxxxxxxxxxxxx

DOB 20-05-1993

Nationality Indian

Language English, Malayalam



Verify.certipoint.com :hS9S-4TYS

Career Objective

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Work experience

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Education

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Technical Skill

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Interests

* Traveling * Internet surfing * Music * Games

- The Microsoft badge can be affixed in the resume.
- Differentiate & boost your resume with Badge
- Gain attention of Hiring Managers

Assessment

- Online Exam
- Total Mark – 1000
- To Pass- 700
- Type Of Questions – Project based simulation
- Time Duration 50 – 55 Min

Why Become Certified?

- More than 50% of today's jobs require some technology skills, and experts say that percentage will increase to **77%** in the next decade
- Within ten years, **60%** of the jobs that will be available do not currently exist
- In a national survey done by McKinsey/Manpower, **50%** of employers reported that they are unable to fill job openings with qualified workers



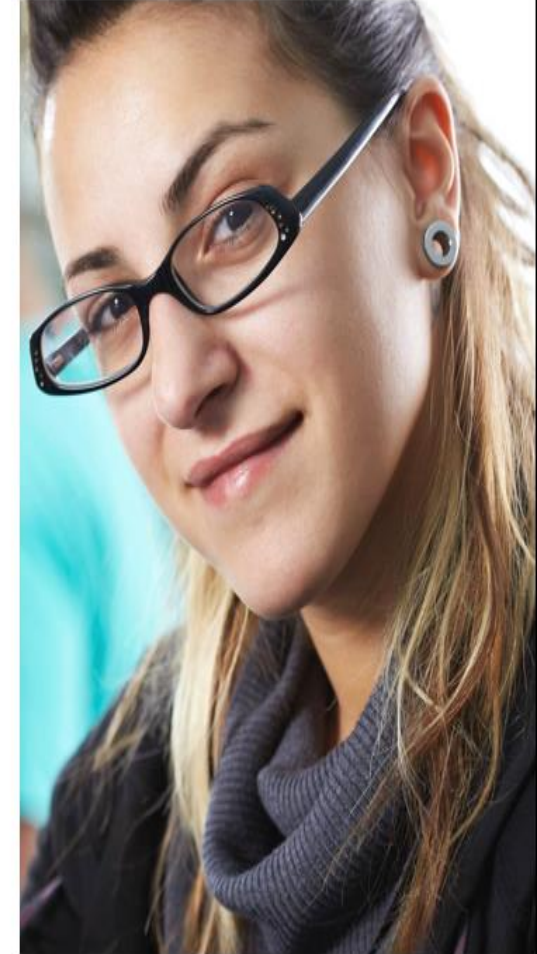


What is the value of certification?

The Value of Certification – Students

Give Your Students Tools to Build a Brighter Future

- Microsoft CEO Satya Nadella Signed Certificate
- Badge makes the resume Best from the Rest
- Attain the knowledge and skills companies are looking for
- Achieve industry-recognized certification
- Differentiate; boost a resume with Badge
- Gain valuable experience and confidence
- Prepare for a successful future
- Easily integrates into the curricula of existing technology classes
- Gain attention of Hiring Managers



The Value of Certification

91% of hiring managers consider employee certification as a criterion for hiring¹

81% of hiring managers feel that certified individuals perform better¹

79% of hiring managers feel that certified individuals are more efficient¹

50% of individuals believe obtaining a certification makes them more marketable²

"It's truly a global marketplace, especially in the IT world. If you don't have a certification that validates you have the needed skills, you're at a significant disadvantage."

Bill Doherty, @ONE Project, College System of California

89% of supervisors say that Microsoft certified employees are more proficient users programs³



Thank You

