

Microsoft Office Specialist - Associate Certification Diploma



The Microsoft Office Specialist - Associate certification is renowned globally. This diploma can help you get top-level Microsoft Office skills in the key programs, such as Word, Excel, Outlook, and PowerPoint.

If you're looking to gain the renowned Microsoft Office Specialist - Associate certification, this is the ideal training course for you.

Microsoft Office is widely used in businesses across all industries, and it's an essential skillset to have if you're looking to work as an Administrative Assistant, EA, PA, Secretary, or any other role in an office environment. Being able to demonstrate that you have a high level of Microsoft Office skills will help you stand out to employers.

Take your Microsoft software training to a higher level

The Microsoft Office Specialist - Associate certification is recognised globally, and our diploma can help you gain this valuable certification. If you want to demonstrate to an employer that you have top-level Microsoft Office skills, this diploma will help set you apart from the rest. There are three core subjects focussing on each of the Microsoft Office software packages, such as Word, Excel, PowerPoint, or Outlook.

What will you get in return?

A Pitman Training diploma is one of the most prestigious courses you can complete from one of the most highly regarded training organisations across the world. Businesses recognise the Pitman Training name as a sign that you have been trained to the very highest level.

With your Microsoft Office Specialist - Associate Diploma, you'll have world-class skills to get a highly valued job. With the added benefit of the flexible study options we offer, you can study for your Microsoft Office Specialist - Associate certification in one of our training centres or remotely. Whichever way you choose to study, you'll have the full support of our friendly Learning Coaches.

AIMS AND OBJECTIVES

Whether you're new to Microsoft Office or you've got a basic grasp of each program, our Microsoft Office Specialist - Associate Diploma will take your skills to the next level. The diploma will give you an understanding of each application to enable you to get a great job in any office environment. You'll get excellent training in Microsoft Word, Excel, PowerPoint, or Outlook.

PRE-REQUISITES

There are no pre-requisites for this diploma.

CAREER PATH

Possessing top-level Microsoft Office skills could lead to a more technical career in IT support or an Office Manager / Senior Administrator role.

CORE COURSES

Word

You will learn how to use the core features of Word, such as how to create, format, and edit documents, work with styles, and much more. The course includes media demonstrations, hands-on activities, and knowledge check questions.

Excel

You will learn how to use the core features of Excel, such as how to create and format worksheets, use functions, create formulas, and more. Excel is the world's most popular spreadsheet program, and by the end of the course, you will be effective in creating and manipulating spreadsheets.

PowerPoint

In this course, you will learn how to use the core features of PowerPoint, such as how to create, format, and edit presentations, work with images, graphics, transitions, animations, and much more.

or Outlook

You will learn how to use the core features of Outlook, such as how to send, receive, and manage email messages, use the calendar for scheduling appointments, create tasks and notes, set up rules, create search folders, and more.

After completion of the core courses, you can then choose three Microsoft Office Specialist Certification exams* from:

- **Microsoft Word MO-100**
- **Microsoft Excel MO-200**
- **Microsoft PowerPoint MO-300**
- **Microsoft Outlook MO-400**

You'll have the chance to do a series of practice tests before you undertake the three Microsoft exams. On successful completion of each exam, you will achieve the Microsoft Office Specialist Word, Excel, PowerPoint, or Outlook Associate certification.

On successful completion of any three of the exams, you will gain the Microsoft Office Specialist - Associate certification.



CPD Points: 120
(Awarded CPD points upon successful completion)

**Exams fees are additional*



To discuss your current skills and aspirations call now:

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: or visit

www.pitman-training.com.kw



Guideline Learning Time

120 hours flexi study or 5 weeks full-time

(Full-time based on approx 20-30 hours a week)