



## Microsoft Office Specialist Certification Training Program

### Why get certified?

- **Get a recognised badge of proficiency**
- **Really learn how to get the most from your PC**

Earning a Microsoft Office Specialist certification can help you differentiate yourself in today's competitive market and broaden your advanced skills. Microsoft Office Specialist certification can also lead to increased job satisfaction. Research indicates that certified individuals have increased competence, productivity, and credibility with their employers, co-workers, and clients.

For employers, the certification provides skill-verification tools that not only help assess a person's skills in using Microsoft Office programs but also the ability to quickly complete on-the-job tasks across multiple programs in the Microsoft Office system.

### Certifications

- Microsoft Office Specialist (MOS): Microsoft Office Word 2007
- Microsoft Office Specialist (MOS): Microsoft Office PowerPoint 2007
- Microsoft Office Specialist (MOS): Microsoft Office Excel 2007
- Microsoft Office Specialist (MOS): Microsoft Office Outlook

### Exams Required

- MOS: Microsoft Office Word 2007 - Exam 77-601
- MOS: Microsoft Office PowerPoint 2007 - Exam 77-603
- MOS: Microsoft Office Excel 2007 - Exam 77-602
- MOS: Microsoft Office Outlook 2007 - Exam 77-604



## **The Training**

For each module, there will be 6 x 2 hour training sessions over 3 weeks, on Monday and Wednesday evenings from 6pm until 8pm in at New Horizons Ireland, located in the city centre, just near the Jervis St. Shopping Centre. Candidates may also undertake the certification exams here. Exams are NOT compulsory if you prefer to just engage in the learning but recommended as proof of proficiency

## **The Dates**

### **Word 2007**

Week 1 = Monday the 19<sup>th</sup> of September and Wednesday the 21<sup>st</sup> of September (6pm until 8pm)

Week 2 = Monday the 26<sup>th</sup> of September and Wednesday the 28<sup>th</sup> of September (6pm until 8pm)

Week 3 = Monday the 3<sup>rd</sup> of October and Wednesday the 5<sup>th</sup> of October (6pm until 8pm)

### **PowerPoint 2007**

Week 4 = Monday the 10<sup>th</sup> of October and Wednesday the 12<sup>th</sup> of October (6pm until 8pm)

Week 5 = Monday the 17<sup>th</sup> of October and Wednesday the 19<sup>th</sup> of October (6pm until 8pm)

Week 6 = Monday the 24<sup>th</sup> of October and Wednesday the 26<sup>th</sup> of October (6pm until 8pm)

### **(Break for October Bank Holiday)**

### **Excel 2007**

Week 7 = Monday the 7<sup>th</sup> of November and Wednesday the 9<sup>th</sup> of November (6pm until 8pm)

Week 8 = Monday the 14<sup>th</sup> of November and Wednesday the 16<sup>th</sup> of November (6pm until 8pm)

Week 9 = Monday the 21<sup>st</sup> of November and Wednesday the 23<sup>rd</sup> of November (6pm until 8pm)

### **Outlook 2007**

Week 10 = Monday the 28<sup>th</sup> of November and Wednesday the 30<sup>th</sup> of November (6pm until 8pm)

Week 11 = Monday the 5<sup>th</sup> of December and Wednesday the 7<sup>th</sup> of December (6pm until 8pm)

Week 12 = Monday the 12<sup>th</sup> of December and Wednesday the 14<sup>th</sup> of December (6pm until 8pm)



## Special Subsidised Costs

The ITAA can subsidise the cost of this course with Skillnet funding as below:

- From \*€495 pp ( \* based on 10 participants.)
- Optional Exam Fee is €208 ( or €52 per module )

**NOTE** – the cost will increase if lesser numbers confirmed on the programme



### Cost Comparison for your interest

**These Microsoft Certified courses cost from €1,000 PP**

## The course Detail

### 1. MOS: Microsoft Office Word 2007

Exam 77-601

#### Skills Being Measured

This exam measures your ability to accomplish the technical tasks listed below.

<p>Creating and Customizing Documents</p> <ul style="list-style-type: none"> <li>•Create and format documents.</li> <li>•Lay out documents.</li> <li>•Make documents and content easier to find.</li> <li>•Personalize Office Word 2007.</li> </ul>	<p>Organizing Content</p> <ul style="list-style-type: none"> <li>•Structure content by using Quick Parts.</li> <li>•Use tables and lists to organize content.</li> <li>•Modify tables.</li> <li>•Insert and format references and captions.</li> <li>•Merge documents and data sources.</li> </ul>
<p>Formatting Content</p> <ul style="list-style-type: none"> <li>•Format text and paragraphs.</li> </ul>	<p>Reviewing Documents</p> <ul style="list-style-type: none"> <li>•Navigate documents.</li> </ul>

<ul style="list-style-type: none"> <li>•Manipulate text.</li> <li>•Control pagination.</li> </ul>	<ul style="list-style-type: none"> <li>•Compare and merge document versions.</li> <li>•Manage tracked changes.</li> <li>•Insert, modify, and delete comments.</li> </ul>
<p>Working with Visual Content</p> <ul style="list-style-type: none"> <li>•Insert illustrations.</li> <li>•Format illustrations.</li> <li>•Format text graphically.</li> <li>•Insert and modify text boxes.</li> </ul>	<p>Sharing and Securing Content</p> <ul style="list-style-type: none"> <li>•Prepare documents for sharing.</li> <li>•Control document access.</li> <li>•Attach digital signatures.</li> </ul>

## 2. MOS: Microsoft Office PowerPoint 2007

Exam 77-603

### Skills Being Measured

This exam measures your ability to accomplish the technical tasks listed below.

<p>Creating and Formatting Presentations</p> <ul style="list-style-type: none"> <li>•Create new presentations.</li> <li>•Customize slide masters.</li> <li>•Add elements to slide masters.</li> <li>•Create and change presentation elements.</li> <li>•Arrange slides.</li> </ul>	<p>Working with Visual Content</p> <ul style="list-style-type: none"> <li>•Create SmartArt diagrams.</li> <li>•Modify SmartArt diagrams.</li> <li>•Insert illustrations and shapes.</li> <li>•Modify illustrations.</li> <li>•Arrange illustrations and other content.</li> <li>•Insert and modify charts.</li> <li>•Insert and modify tables.</li> </ul>
<p>Creating and Formatting Slide Content</p> <ul style="list-style-type: none"> <li>•Insert and format text boxes.</li> <li>•Manipulate text.</li> <li>•Add and link existing content to presentations.</li> <li>•Apply, customize, modify, and remove animations.</li> </ul>	<p>Collaborating on and Delivering Presentations</p> <ul style="list-style-type: none"> <li>•Review presentations.</li> <li>•Protect presentations.</li> <li>•Secure and share presentations.</li> <li>•Prepare printed materials.</li> <li>•Prepare for and rehearse presentation delivery.</li> </ul>

## 3. MOS: Microsoft Office Excel 2007

Exam 77-602

### Skills Being Measured

This exam measures your ability to accomplish the technical tasks listed below.

<p>Creating and Manipulating Data</p> <ul style="list-style-type: none"> <li>•Insert data by using AutoFill.</li> </ul>	<p>Presenting Data Visually</p> <ul style="list-style-type: none"> <li>•Create and format charts.</li> </ul>
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<ul style="list-style-type: none"> <li>•Ensure data integrity.</li> <li>•Modify cell contents and formats.</li> <li>•Change worksheet views.</li> <li>•Manage worksheets.</li> </ul>	<ul style="list-style-type: none"> <li>•Modify charts.</li> <li>•Apply conditional formatting.</li> <li>•Insert and modify illustrations.</li> <li>•Outline data.</li> <li>•Sort and filter data.</li> </ul>
<p>Formatting Data and Content</p> <ul style="list-style-type: none"> <li>•Format worksheets.</li> <li>•Insert and modify rows and columns.</li> <li>•Format cells and cell content.</li> <li>•Format data as a table.</li> </ul>	<p>Collaborating on and Securing Data</p> <ul style="list-style-type: none"> <li>•Manage changes to workbooks.</li> <li>•Protect and share workbooks.</li> <li>•Prepare workbooks for distribution.</li> <li>•Save workbooks.</li> <li>•Set print options for printing data, worksheets, and workbooks.</li> </ul>
<p>Creating and Modifying Formulas</p> <ul style="list-style-type: none"> <li>•Reference data in formulas.</li> <li>•Summarize data by using a formula.</li> <li>•Summarize data by using subtotals.</li> <li>•Conditionally summarize data by using a formula.</li> <li>•Look up data by using a formula.</li> <li>•Use conditional logic in a formula.</li> <li>•Format or modify text by using formulas.</li> <li>•Display and print formulas.</li> </ul>	

## 4. MOS: Microsoft Office Outlook 2007

Exam 77-604

### Skills Being Measured

This exam measures your ability to accomplish the technical tasks listed below.

<p>Managing Messaging</p> <ul style="list-style-type: none"> <li>•Create and send an e-mail message.</li> <li>•Create and manage your signature and automated messages.</li> <li>•Manage e-mail message attachments.</li> <li>•Configure e-mail message sensitivity and importance settings.</li> <li>•Configure e-mail message security settings.</li> <li>•Configure e-mail message delivery options.</li> <li>•View e-mail messages.</li> </ul>	<p>Managing Contacts and Personal Contact Information</p> <ul style="list-style-type: none"> <li>•Create and modify contacts.</li> <li>•Edit and use an electronic business card.</li> <li>•Create and modify distribution lists.</li> <li>•Create a secondary address book.</li> </ul>
<p>Managing Scheduling</p>	<p>Organizing Information</p>

- Create appointments, meetings, and events.
- Send meeting requests.
- Update, cancel, and respond to meeting requests.
- Customize calendar settings.
- Share your calendar with others.
- View other calendars.

- Categorize Office Outlook 2007 items by color.
- Create and manage Office Outlook 2007 data files.
- Organize mail folders.
- Locate Office Outlook 2007 items by using Search.
- Create, modify, and remove rules to manage e-mail messages.
- Customize your Office Outlook 2007 experience.

#### Managing Tasks

- Create, modify, and mark tasks as complete.
- Accept, decline, assign, update, and respond to tasks.

## To book or enquire further:

Contact Dervla on 01 4179696 or direct 4179654 or email [dervla.oneill@itaa.ie](mailto:dervla.oneill@itaa.ie)

