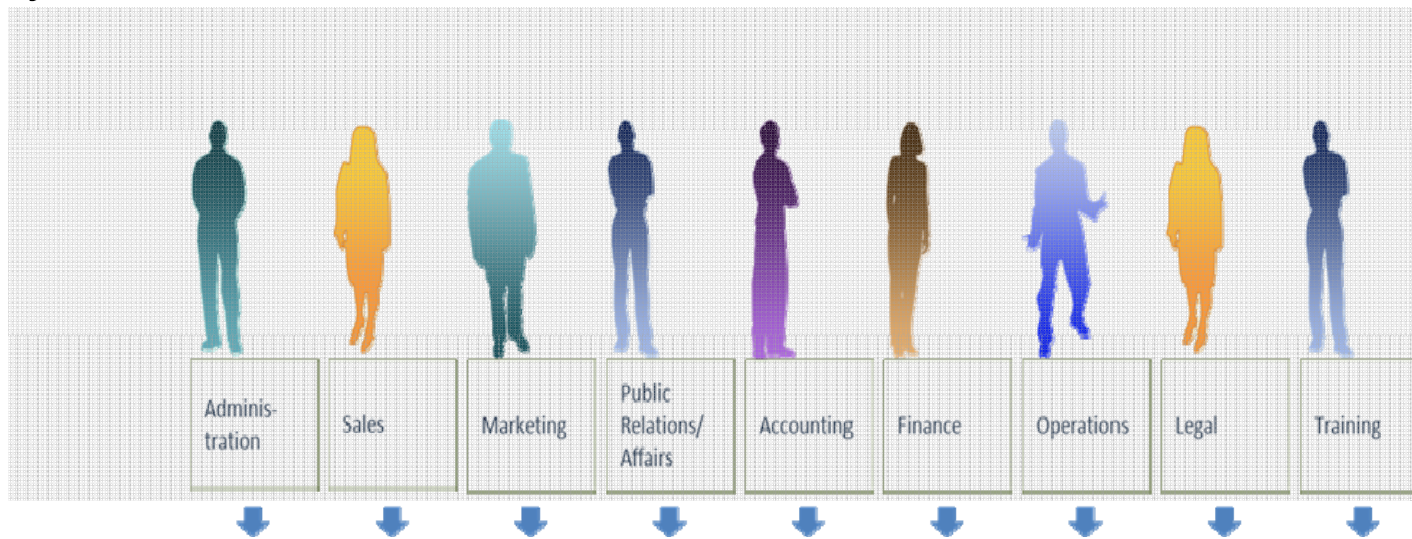


MOS exams mapped to key job roles

Proficiency in Microsoft Office applications is a requirement in a variety of work fields.



	Administration	Sales	Marketing	Public Relations/Affairs	Accounting	Finance	Operations	Legal	Training
Specialist									
Word		✗	✗	✗					
Excel		✗	✗	✗				✗	
PowerPoint		✗	✗	✗	✗	✗		✗	
Outlook					✗	✗			
Access		✗	✗	✗	✗	✗		✗	
SharePoint								✗	
Expert									
Word					✗	✗			
Excel	✗						✗		✗
*Master									

*Master

Cert requires Word Expert, Excel Expert, PowerPoint, and either Outlook or Access