Focus on Communication.

Microsoft Office Specialist Outlook 2013

Introducing new project-based testing for Microsoft Office Specialist Outlook 2013.

Candidates will expand and prove technical skills by demonstrating how to customize the Outlook user interface format message content, create or insert graphic elements, and send and respond to emails and meeting requests. They can also manage and share multiple calendars, schedule meetings and appointments, create contact records and tasks, and set up contact groups to facilitate communication with other Outlook users.

Certiport makes Outlook certification as easy as 1-2-3 with a unique, three step pathway:

- **Learn**: Learn how to use Microsoft Office using content-rich materials including textbooks, online eCourseware, and video resources.
- **Practice**: Practice using interactive exam preparation tools and practice exams.
- **Certify**: Certify and validate skills taking Certiport performance-based exams.

Microsoft Office Specialist

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MOS Outlook 2013 Exam

Some of the tasks you will be required to perform include creating and maintaining a database, formatting a table, running queries, setting form controls and setting formatting a report. This exam is designed for candidates who have a fundamental understanding of the Access 2013 environment and the ability to complete tasks independently.

MOS 2013 Master Certification

Pass five required Master exams, in addition to a sixth elective exam, and you’ll automatically earn your MOS Master Certification. The MOS Outlook 2013 exam is among the elective exams you may consider taking to earn your MOS Master Certification. Once Master certified, you are qualified to use the full features of the Office system, making you more valuable to companies who want to reinforce their technology investment with accelerated productivity and improved organizational performance.

### Pass each of these five required MOS exams:
- Microsoft Office Word 2013 Expert: 425 and 426
- Microsoft Office Excel 2013 Expert: 427 and 428
- Microsoft Office PowerPoint 2013: 422

### Pass one of the following elective exams:
- Microsoft Office Outlook 2013: 423
- Microsoft Office Access 2013: 424
- Microsoft SharePoint 2013: 419
- Microsoft OneNote 2013: 421

For more information contact: Certiport Sales at 888-222-7890 or visit www.certiport.com/MOS