

Microsoft Office Specialist (MOS) – Exam Topics

- Microsoft Word – Creating and managing documents, formatting text, tables, references
- Microsoft Excel – Worksheets, formulas, functions, charts, data analysis
- Microsoft PowerPoint – Creating presentations, slide design, multimedia integration
- Microsoft Outlook – Email management, calendars, contacts, tasks
- Microsoft Access – Database creation, queries, forms, reports
- Collaboration tools and cloud integration with Microsoft 365
- Advanced features – Macros, customization, templates, automation (for Expert level exams)