



## INTRODUCTION TO MICROSOFT OFFICE SPECIALIST CERTIFICATION

The Microsoft Office Specialist (Office Specialist) Certification is a globally recognized standard for validating expertise with the Microsoft Office suite of business productivity programs. Microsoft Office Specialist exams use “live” or real applications to provide the most authentic evaluation of your knowledge, skills, and abilities. Performance-based testing uses specialized examination software while simultaneously running the actual Office programs.

To earn the Microsoft Office Specialist (Office Specialist) certification for Microsoft, candidates must pass one or more certification exams. Office Specialist exams provide a valid and reliable measure of technical proficiency and expertise by evaluating your overall comprehension of Office programs, your ability to use their advanced features, and your ability to integrate the Office programs with other software programs.

Candidates can prepare for certification exams by using officially licensed Microsoft Office training, courseware, assessments, and practice tests. Certification is available in the programs listed below.

### At Core level

■ Word	■ Access	
■ Excel	■ PowerPoint®	Outlook®

Currently certifications are offered for Word and Excel only at Expert level.

### At Expert level

■ Word
■ Excel

Exams are available for Microsoft Office 2000, Office XP, Office 2003 and Office 2007.

The following tables explain the mapping between **all versions of the Microsoft Office suite listed above** to PC Passport 2007.

Candidates who pass any Microsoft Office Specialist exam receive an exam score report at the end of the exam period and also a full exam pass certificate delivered to their designated address. Candidates cannot use the exam score report as evidence. They must produce the full exam pass certificate as evidence.

Only the full exam pass certificate will be accepted by the SQA that the candidates has achieved the required assessment standard for the corresponding PC Passport 2007 unit.

## SUMMARY

There is some linkage between the Microsoft Office Specialist Certification and the 2007 PC Passport units listed in the full credit transfer document.

The summary grid below gives an overview of the more detailed mapping in the full credit transfer document and further evidence can be found in Appendix B (Vendor Credit Proformas), of the credit transfer document. **Yes** indicates that credit will be given for the relevant Microsoft Office Specialist exam to a PC Passport 2007 unit. **No** indicates that no credit can be given.

Unit Numbers	PC Passport 2007 IT Software and Presenting Information		
<b>Microsoft Office Specialist</b>	<b>F1FC 11</b>		
Word Core Exam pass certificate And PowerPoint Core Exam pass certificate	YES		
	<b>PC Passport 2007 Working with IT Software and Presenting Information</b>		
<b>Microsoft Office Specialist</b>	<b>F1FE 12</b>		
Word Expert Exam pass certificate And PowerPoint Core Exam pass certificate	YES		
	<b>PC Passport 2007 IT Software Spreadsheets and Database</b>		
<b>Microsoft Office Specialist</b>	<b>F1FB 11</b>		
Excel Core Exam pass certificate And Access Core Exam certificate	YES		
	<b>PC Passport 2007 Working with IT Software Spreadsheets and Database</b>		
<b>Microsoft Office Specialist</b>	<b>F1FJ 12</b>		
Excel Expert Exam pass certificate And Access Core Exam certificate	YES		
	<b>PC Passport 2007 IT Systems</b>		
	<b>F1GP 10</b>	<b>F1FA 11</b>	
No equivalent Microsoft Office Specialist exam	NO	NO	
	<b>PC Passport 2007 Working with Artwork &amp; Imaging</b>		
	<b>F1FG 12</b>		
No equivalent Microsoft Office Specialist exam	NO		
	<b>PC Passport 2007 Working with IT Security for Users</b>		
	<b>F1FH 12</b>		
No equivalent Microsoft Office Specialist exam	NO		
	<b>PC Passport 2007 Internet and On-line Communications</b>		
	<b>F1FD 11</b>	<b>F1FF 12</b>	
No equivalent Microsoft Office Specialist exam	NO	NO	

### Note:

Only the full vendor exam pass certificate(s) will be accepted as evidence of a pass in the relevant subject. Exam score reports will NOT be accepted as evidence.