MICROSOFT OFFICE SPECIALIST (MOS)

Guide – Enrollment at MSIA for MOS Training and Registration at Certiport for Exam,2018

Microsoft IT Academy

Shaheed Benazir Bhutto Women University, Peshawar.

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Introduction

MicroSoft Imagine Academy (MSIA) is an initiative is a huge step towards the realization of HEC's vision of having an education system which produces graduates and scholars whose skills are certified against a singular scale, a scale recognized in every country around the globe.

HEC & Microsoft has setup and awarding status of Microsoft Imagine Academy to all private and public sector universities and **Certiport Testing Center** to all public sector universities across Pakistan and AJ&K.

The **Microsoft IT Academy** program provides a complete IT education solution that bridges the world of education with the world of work. The program is designed to help drive employability, digital literacy, technical and STEM-focused training and certification, and 21st-century workforce development for students.

Providing benefits for students, educators, academic institutions and your community.

Studies suggest that in the next 5 to 10 years there will be a significant shortage in the supply of skilled IT professionals. Microsoft Imagine Academy helps bridge the skills gap by providing institutions the curriculum for technology education and learning tools that will enable students and educators to achieve success. Membership is open to all accredited educational institutions of HEC.

WHAT IS MOS CERTIFICATION?

Microsoft Office Specialist (MOS) certification is the premier credential chosen by individuals seeking to validate their skills and advance their careers.

Microsoft Office is a powerful service designed to unleash the best ideas, get things done and stay connected on the go. And MOS shows the world that you have the skills to tap the full features and functionality of Microsoft Office. You can demonstrate your increased performance, individual differentiation and personal confidence.

With three certification levels, the MOS credential allows individuals to   validate their skills and progress toward their career goals. The Core and Expert level, individuals get certified in specific Microsoft Office applications. At the **Master level**, individual's must successfully complete 4 certification exams – 3 required and 1 elective.

Microsoft IT Academy and Certiport Test Center
(CISCO Networking Academy)
First Floor, Central Library

Project Staff

Amanatullah Khalil
- Focal Person
- Proctor
- MSIA Administrator
- Master Trainer

Rifaqatullah
- Certiport Test Administrator

Ms Sana Salim
- IT Academy Lab Incharge/Assistant

Objectives of MOS Certification

- ➢ Augment formal Education
- ➢ Enhance your Higher Education experience & prospects
- ➢ Attain the knowledge and skills companies are looking for
- ➢ Achieve industry-recognized certification
- ➢ Boost your workforce resume
- ➢ Gain valuable experience and confidence
- ➢ Prepare for a successful future

Microsoft Office Specialist

NAME HERE

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

OFFICE WORD 2013

Office Word 2013
Office Excel® 2013
Office PowerPoint® 2013

Date of achievement: April 29, 2014
verify.certiport.com ABCD123

Satya Nadella
Chief Executive Officer

Microsoft
Office Specialist

MOS Certificate Valuation

▶ Earlier people had to travel overseas and spent $2500 for taking a test of $96.

▶ Shaheed Benazir Bhutto Women University has now been declared as Microsoft IT Academy and Certiport Test Center

Microsoft Office Specialist Exam Voucher
Our Price: $96.00

This product includes **one Microsoft Office Specialist Exam Voucher**, which may be used for any of the MOS exam (Word, Word Expert, Excel, Excel Expert, PowerPoint, Access, Outlook, Access, OneNote, SharePoint) in versions for Office 2010, 2013 and 2016

▶ more info

Compare

Who can give MOS Exam?

➤ The selected PM laptop scheme students.
➤ Interested Students
➤ Faculty and Admin staff.

This Microsoft Office Specialist (MOS) certificate can be yours!

Enabled **FREE** MICROSOFT Certifications For ALL Students, ALL Faculty and Staff in YOUR University

Distinguish Yourself & demonstrate that you have the skills to compete in today's Global Market.

Choose the MOS Exams,

Word **Excel** **PowerPoint** **Access** **Outlook** **OneNote** **SharePoint**

To see your name on this Certificate:

Avail FREE Exam on First Come First Served Basis

Register NOW !!! Contact University Focal Person & CC to:

mos@sbbwu.edu.pk

Microsoft Office Specialist

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Date of achievement:
verify.certiport.com

Satya Nadella
Chief Executive Officer

Microsoft
Office Specialist

Sample

Microsoft   CERTIPORT
A PEARSON VUE BUSINESS

Tec®
EDUCATION
FOUNDATION

How to Prepare for Microsoft Office Specialist (MOS) Certification Exam

MOS Enrollment with Microsoft Imagine Academy (MSIA) for Training

To know about Microsoft Imagine Academy (MSIA) Program, visit the following URL of HEC's official we bsite:

http://hec.gov.pk/english/services/students/msia/Pages/default.aspx

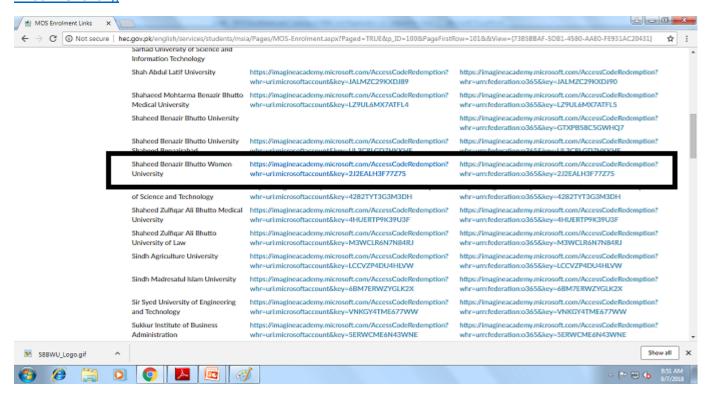For the introduction and detailed information about MOS, visit the URL given as under:

http://hec.gov.pk/english/services/students/msia/Pages/Microsoft-Office-Specialist.aspx

For MOS Enrollment and Training at Microsoft Imagine Academy (MSIA), follow the URL link given as below:

http://hec.gov.pk/english/services/students/msia/Pages/MOS-Enrolment.aspx

Scroll down till the end of the page and locate " **Shaheed Benazir Bhutto Women University Peshawar**" as shown below and Click on the URL:

http://hec.gov.pk/english/services/students/msia/Pages/MOS-Enrolment.aspx?Paged=TRUE&p_ID=100&PageFirstRow=101&&View={73B5BBAF-5DB1-4580-AAE0-FE931AC20431}}
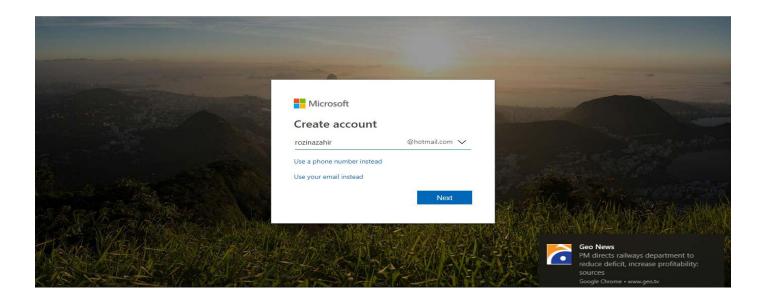
It will lead to **Microsoft Sign-In** page. You may provide either credentials of your *Personal Account (Live.com / Hotmail.com / MSN.com / Outlook.com)* or *School/Faculty Account (Office 365)* as shown below:
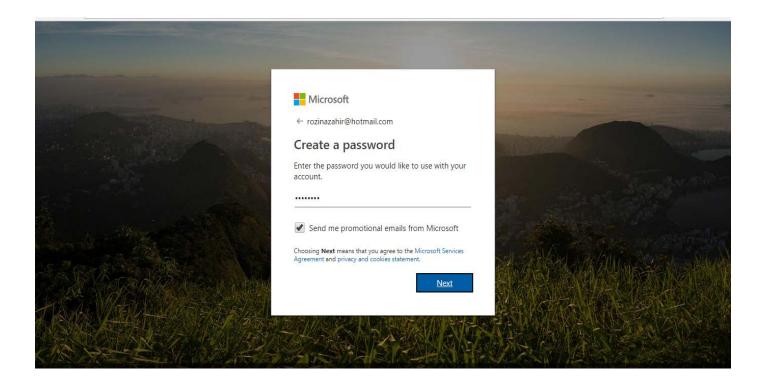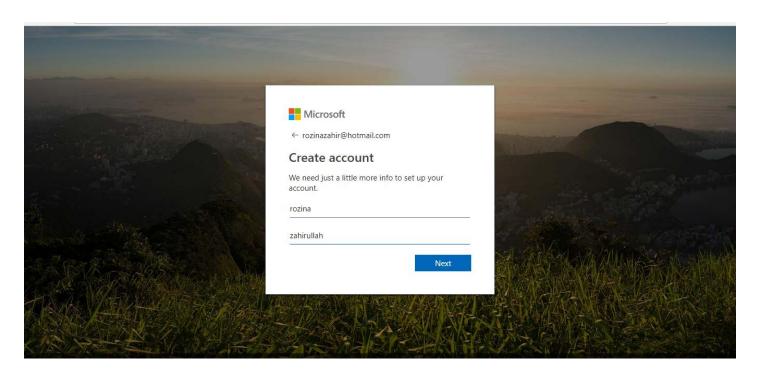

> PM Laptop selected Students can enter their email ID through which they applied for laptop scheme, these students don't need to create new email id. They can use their that email id for tutorials.
> If anyone have Microsoft id then she can enter it or for new email id ,click on create one:
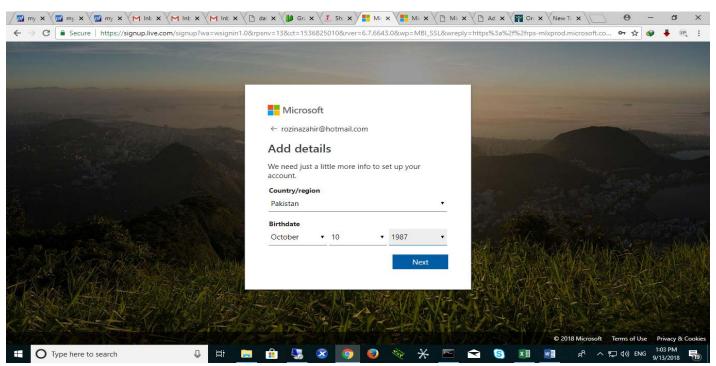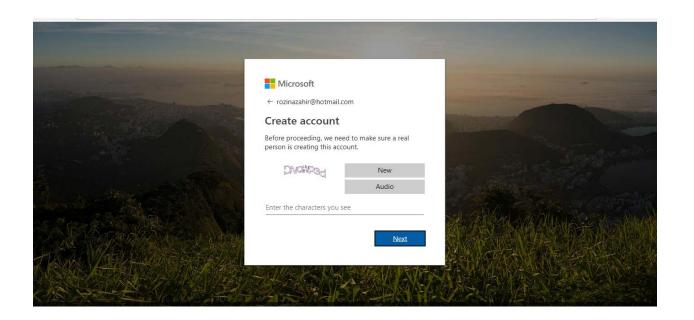
➤ Passwords must have at least 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers, and symbols. & password can't contain the part of your email address that comes before the @ sign.
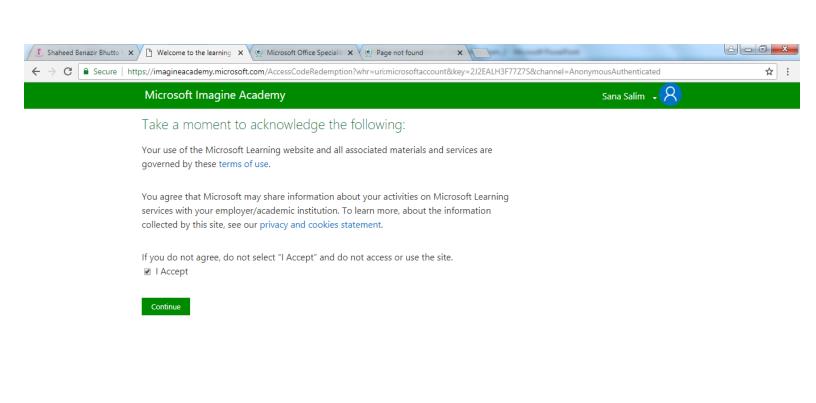
Microsoft

← rozinazahir@hotmail.com

Create account

We need just a little more info to set up your account.

rozina

zahirullah

Next

← → C 🔒 Secure | https://signup.live.com/signup?wa=wsignin1.0&rpsnv=13&ct=1536825010&rver=6.7.6643.0&wp=MBI_SSL&wreply=https%3a%2f%2frps-mlxprod.microsoft.co...

Microsoft

← rozinazahir@hotmail.com

Add details

We need just a little more info to set up your account.

Country/region

Pakistan   ▼

Birthdate

October   ▼   10   ▼   1987   ▼

Next

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Type here to search

1:03 PM
9/13/2018
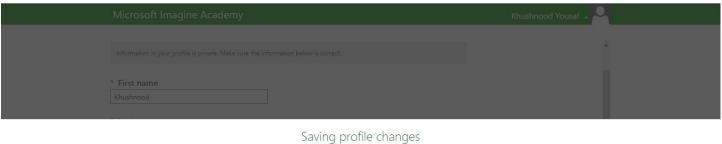
➢ Accept agreement and click on "Continue" button shown as under:

Create your profile and click on save button as shown below:

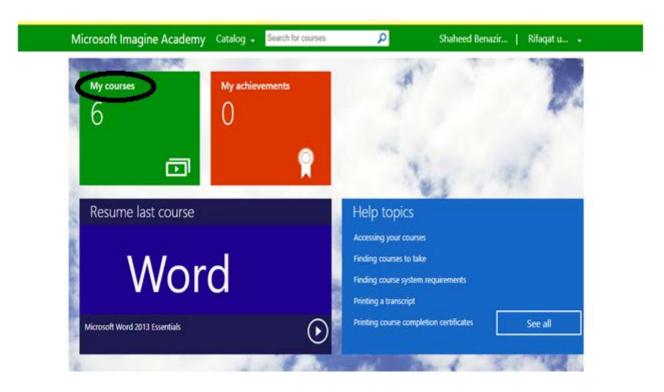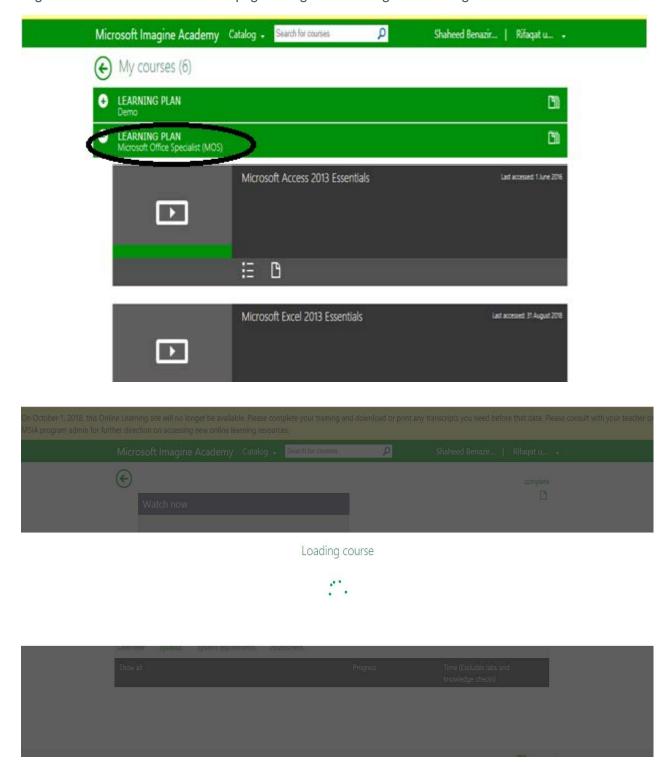Now it will activate and save you profile with Microsoft as shown under:

Microsoft Imagine Academy   Khushnood Yousaf ▾

Information in your profile is private. Make sure the information below is correct.

* First name
Khushnood

Activating

* Location
Pakistan (پاکستان)   ▾

Give yourself a unique ID

Example: A12345

User Guide   FAQ   Contact us   Privacy & Cookies   Terms of use   Trademarks   © 2016   Microsoft   ■■ Microsoft

Microsoft Imagine Academy   Khushnood Yousaf ▾

Information in your profile is private. Make sure the information below is correct.

* First name
Khushnood

Saving profile changes

* Location
Pakistan (پاکستان)   ▾

Give yourself a unique ID

Example: A12345

User Guide   FAQ   Contact us   Privacy & Cookies   Terms of use   Trademarks   © 2016   Microsoft   ■■ Microsoft

At the end of saving candidate's profile , it will lead you to the Microsoft Imagine Academy – Dash Board shown as under:
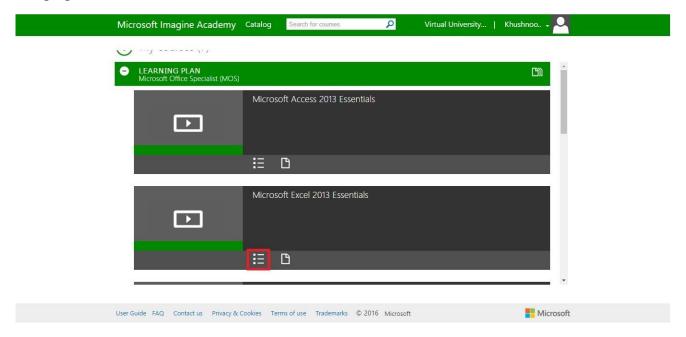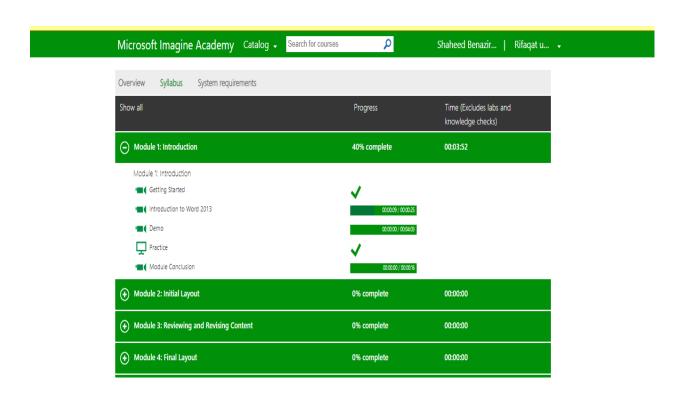
Microsoft Office Specialist (MOS) Training and Learning Plan

Clicking on " **MY COURSES**"will lead the page having MOS Training and Learning Plan courses shown as below:
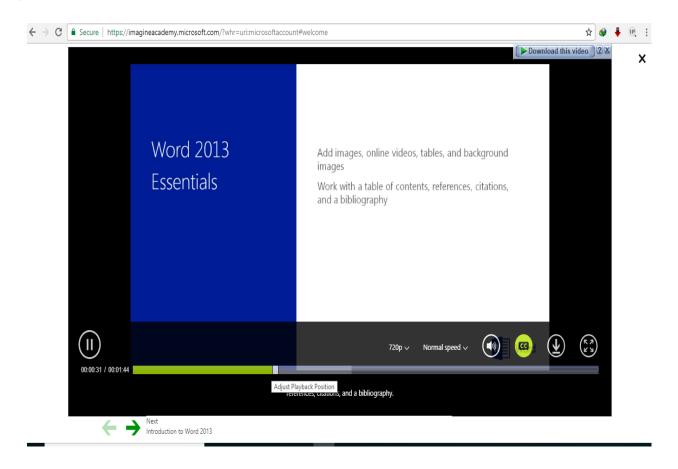
Click on highlighted button to view the " **SYLLABUS**"as shown under:
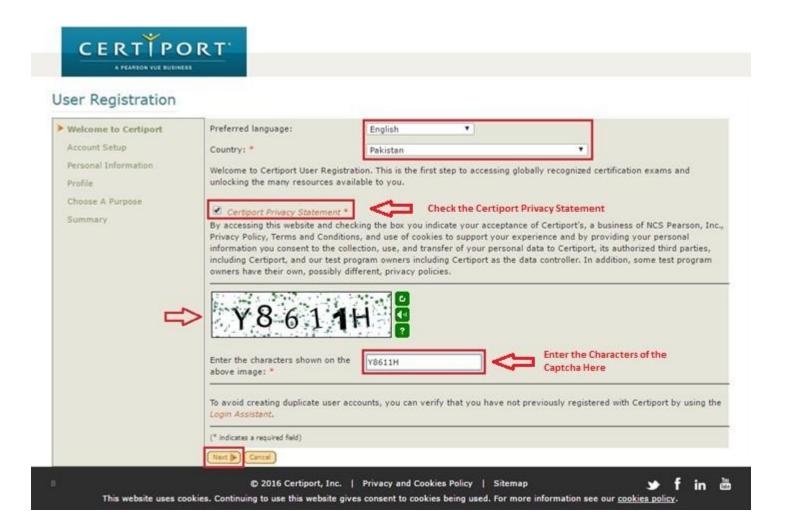
you can review the tutorials as mentioned below

Course Material can also be downloaded from the link
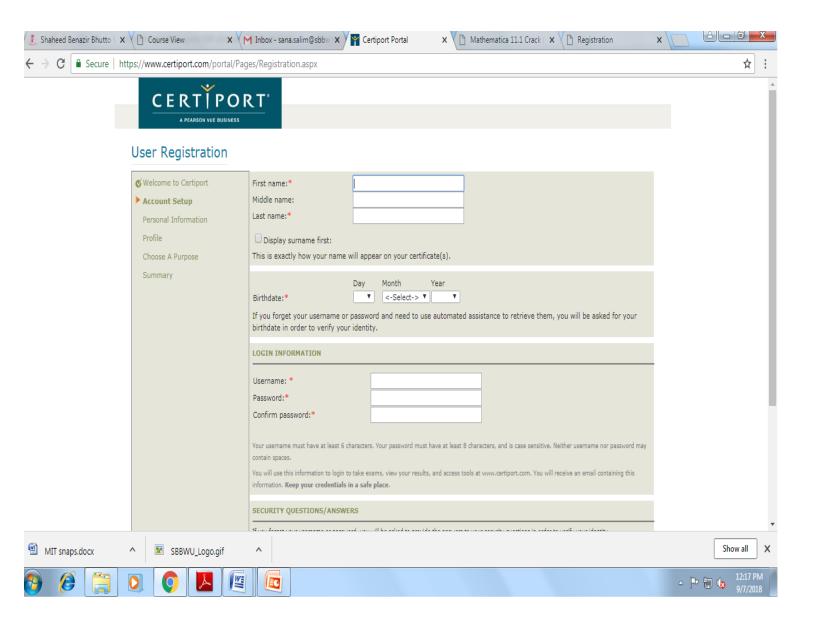Click here

Certiport Registration for MOS Exam

Once the candidate gets trained for MOS from Microsoft Imagine Academy (MSIA) must registered as SBBWUP Student / SBBWUP Staff at Certiport to appear for MOS online exam. For this purpose, please visit URL: http://www.certiport.com and click on "**REGISTER**" button as shown under:

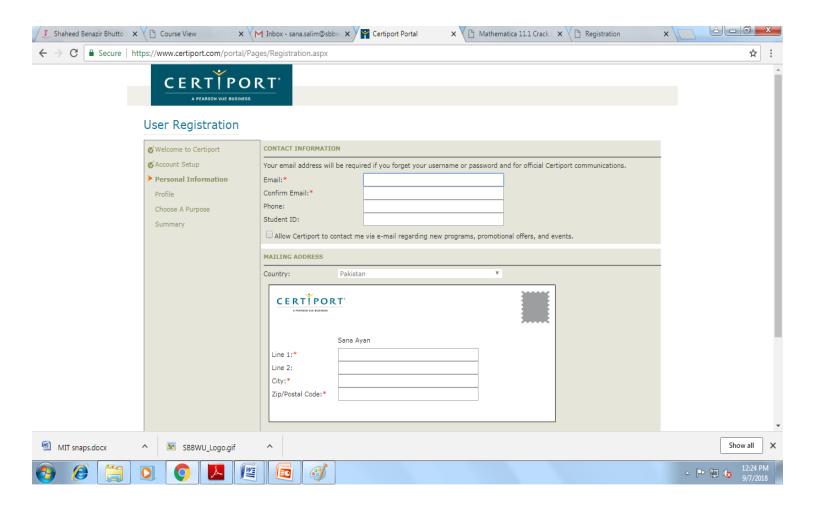Provide the required information and click on " **NEXT**"button as shown below:

Provide the following information and click on " **NEXT**" button as shown under:

NOTE:

1. **Student / Staff's Name** must be spelled accurately. At the time when the certificate will be printed, the name of student / staff will appear exactly as it was entered. *Be careful, since this field can't be changed later*.
2. **User Name** must be easy to remember. It may be the combination of characters and numbers, e.g., ali2006. The User Name will be entered in, before taking the exam. *This field can't be changed later*.
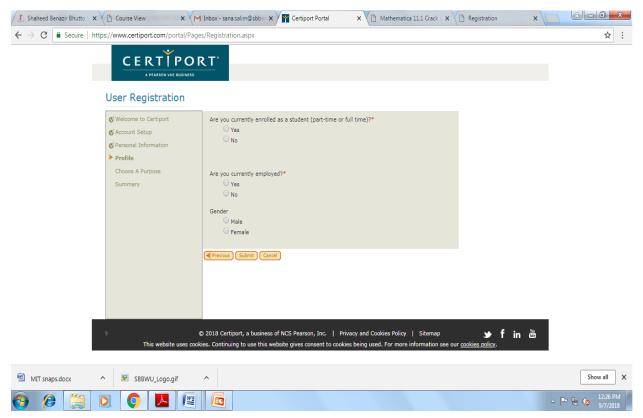3. Password must be easy to remember as well. This field can be changed at any time from candidate's profile.

Enter the required information and click on "**NEXT**" button as shown under:
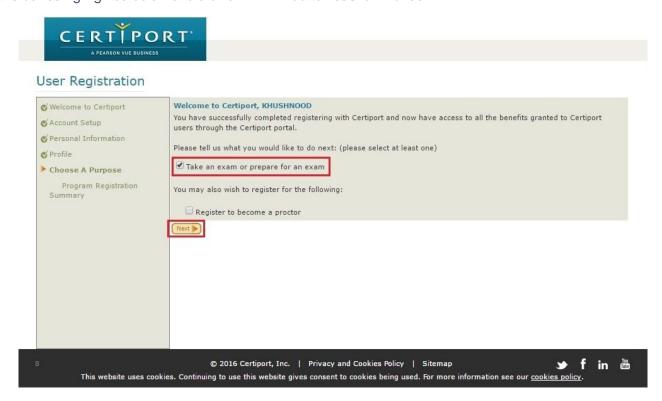

NOTE:

1. E-mail is a required field. If student/staff does not have an e-mail address, have it created a free account with Hotmail/MSN/Outlook/Live.com or use parent's e-mail or last resort, may use the teachers (not recommended). The e-mail is used for receiving "Welcome Letter" with Student / Staff's User Name / Password and a Congratulation Letter upon passing certification exam
2. Student / Employee ID isn't required field by Certiport. Nevertheless, it may recommended asked by your state
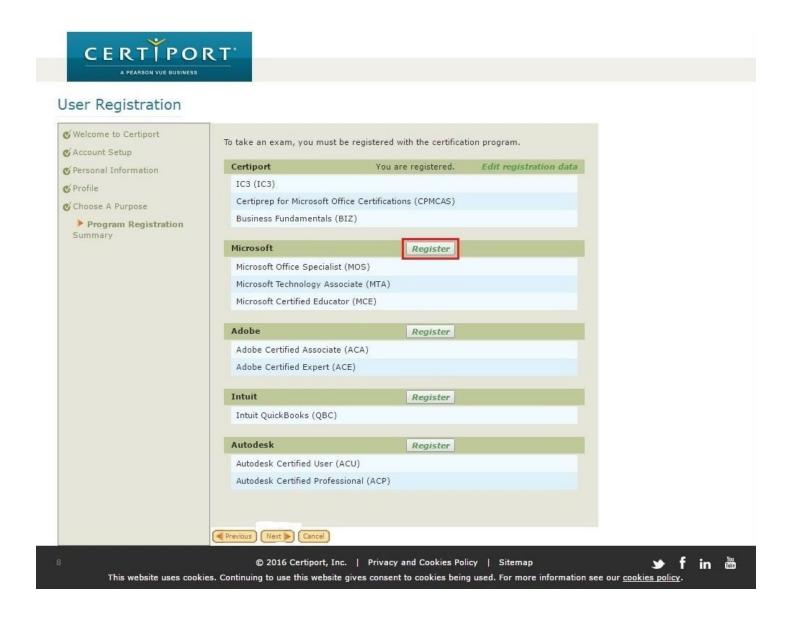3. Mailing address may be used for coordination with the candidate, i.e., Student / Staff

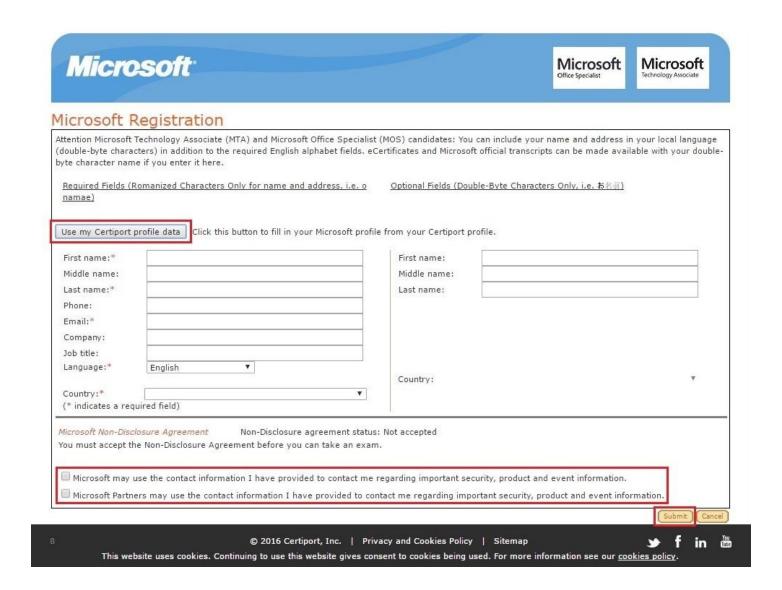Choose the correct option and click on " **SUBMIT**" button as shown below:

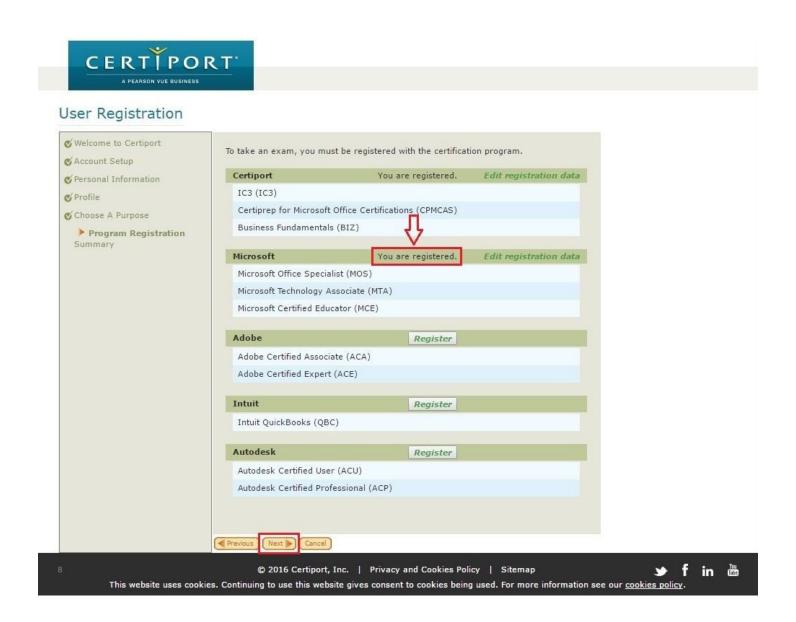Tick the box as highlighted below and click on "**NEXT**" button as shown under:

On this screen, click on " **REGISTER**"button to register yourself for Microsoft Office Specialist (MOS) Certification as shown below:
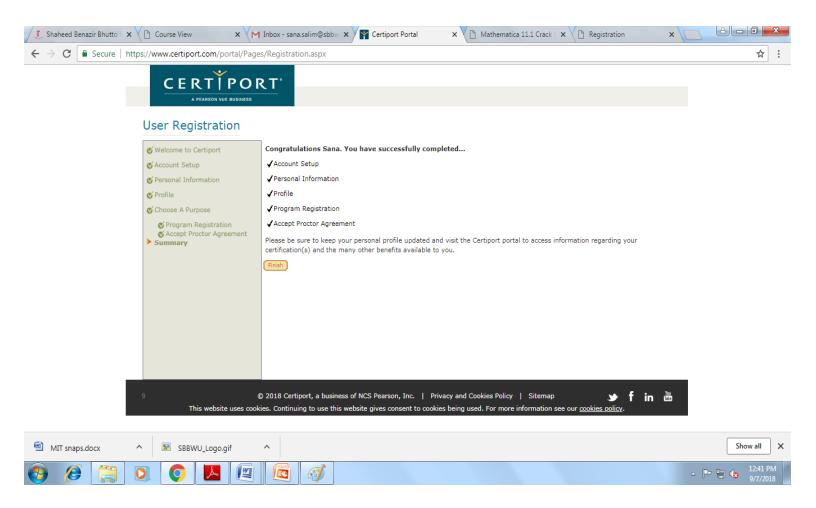
Click on below highlighted button to fill the fields. Also tick boxes for accepting Non-disclosure agreement with Microsoft and click on " **SUBMIT**" button as shown under:

On this screen, you can see that you're registered with Microsoft for MOS Certification. Now, click on "**NEXT**" button as shown below:

Finally, click on "**FINISH**" button to complete the registration with Certiport as shown under:

Upon successful completion of regeistration, candidate, i.e., SBBWUP Student / SBBWUP Faculty / Staff can see his/her accounts's home page as shown under:

For details visit our Microsoft IT Academy icon/link on website on front page
or

Click here