

# 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.

# TABLE OF CONTENTS

<b>Introduction.....</b>	<b>3</b>
<b>Objective of MOS Certification.....</b>	<b>5</b>
<b>MOS Certificate Valuation.....</b>	<b>6</b>
<b>How To Prepare For Microsoft Office Specialist (MOS) Certification Exam .....</b>	<b>8</b>
<b>MOS Enrollment With Microsoft Imagine Academy (MSIA) For Training .....</b>	<b>8</b>
<b>Microsoft Office Specialist (MOS) Training And Learning Plan .....</b>	<b>16</b>
<b>Certiport Registration For MOS Exam.....</b>	<b>19</b>

## 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



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**

[Compare](#)

[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](#)

### 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,



**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](mailto:mos@sbbwu.edu.pk)



Microsoft **CERTIPORT**  
A PEARSON VUE BUSINESS



# 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 website:

<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:

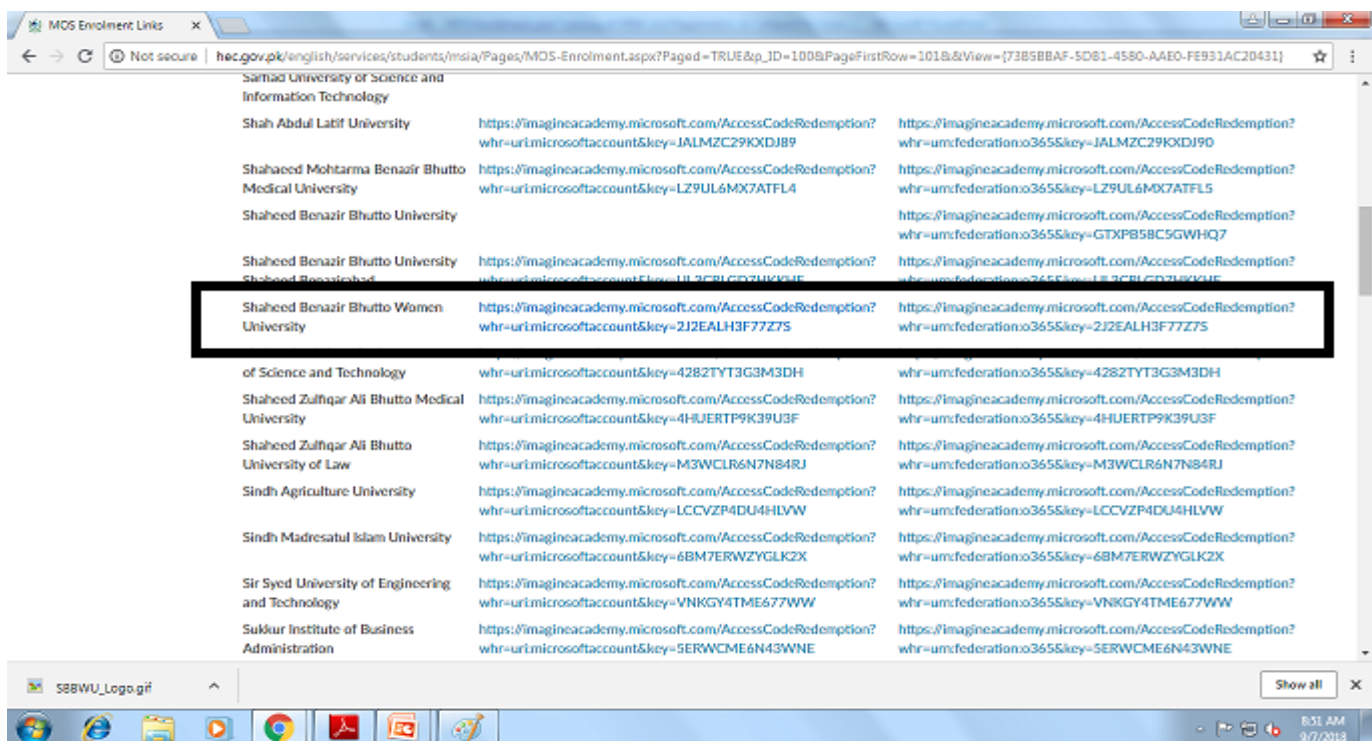
<http://hec.gov.pk/english/services/students/msia/Pages/Microsoft-Office-Specialist.aspx>

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>

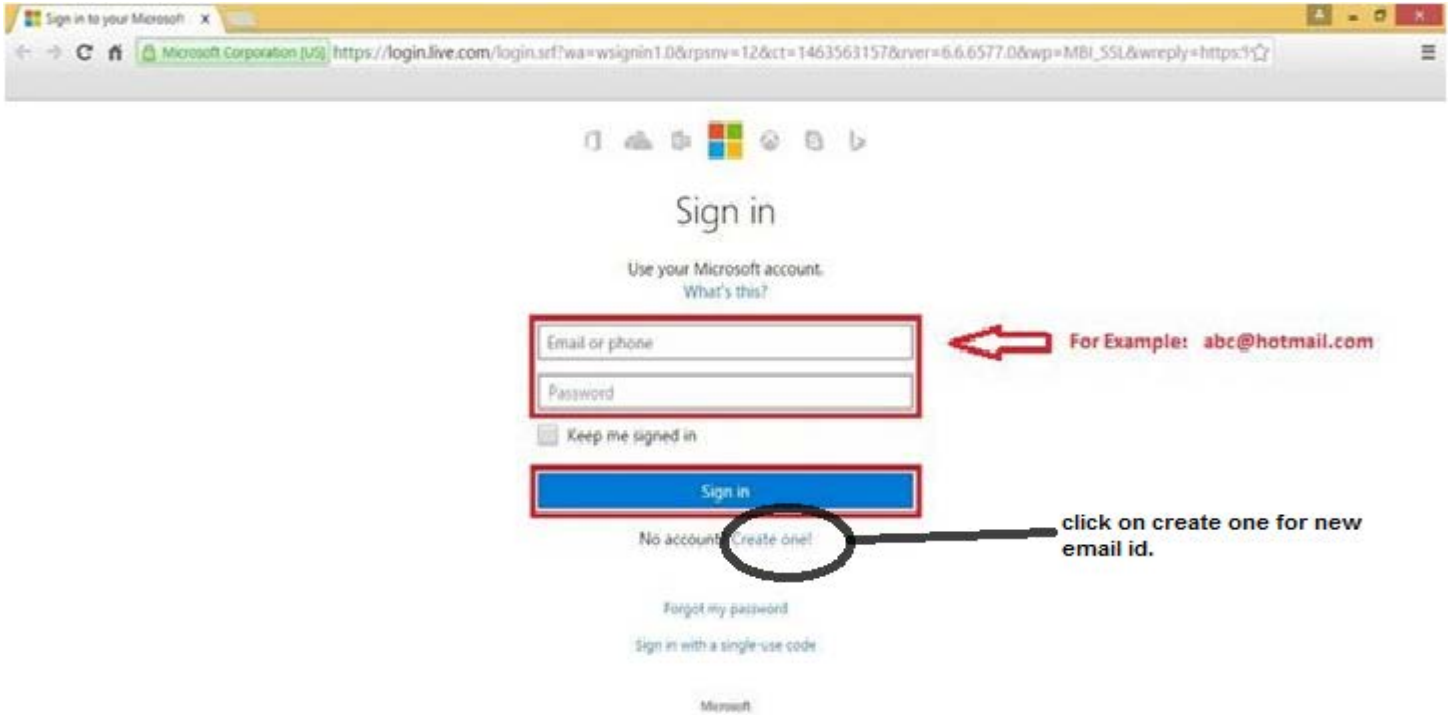
Scroll down till the end of the page and locate “**Shaheed Benazir Bhutto Women University Peshawar**” as shown below and Click on the URL:

[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}](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})

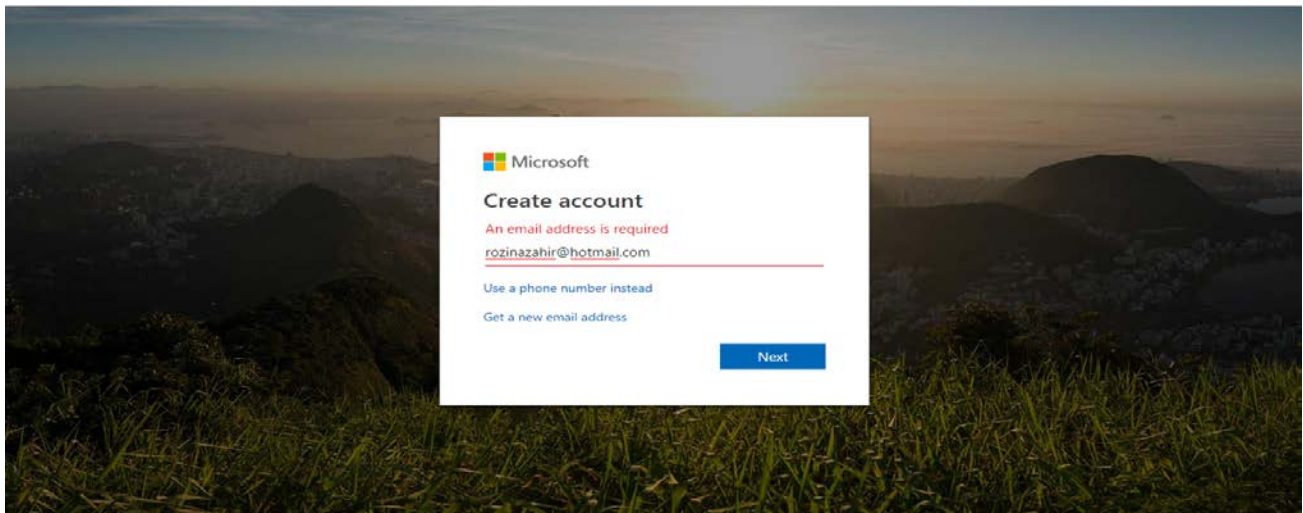


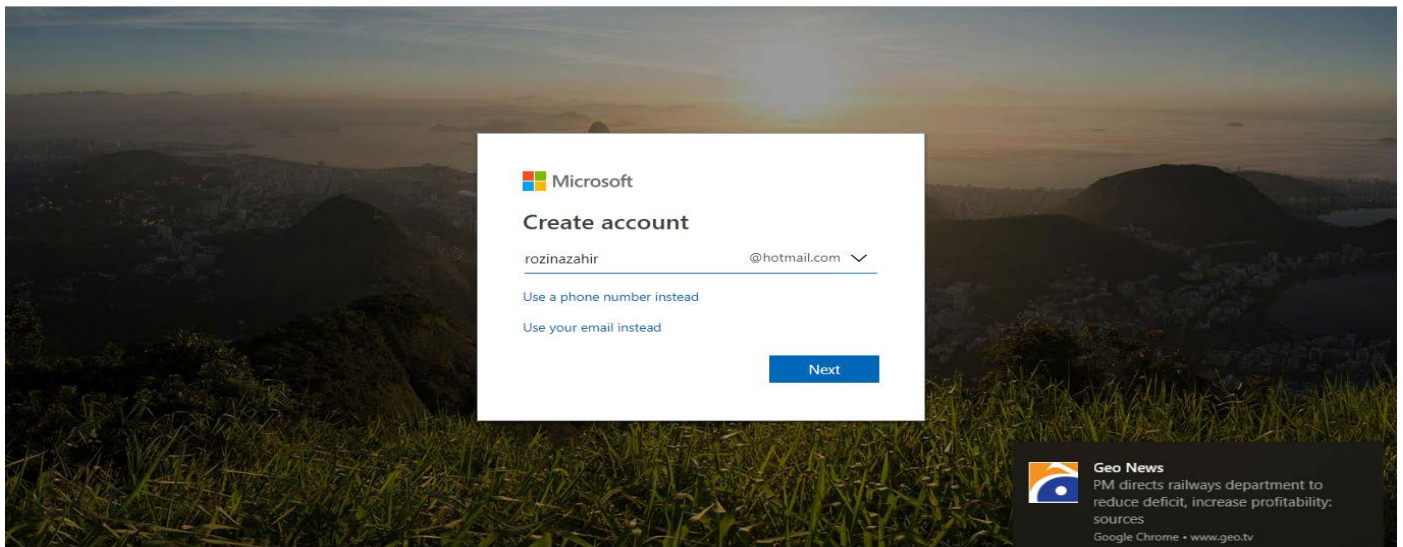


It will lead to **Microsoft Sign-In** page. You may provide either credentials of your **Personal Account (Live.com/ Hotmail.com/ MSN.com/ Outlook.com)** or **School/Faculty Account (Office 365)** as shown below:

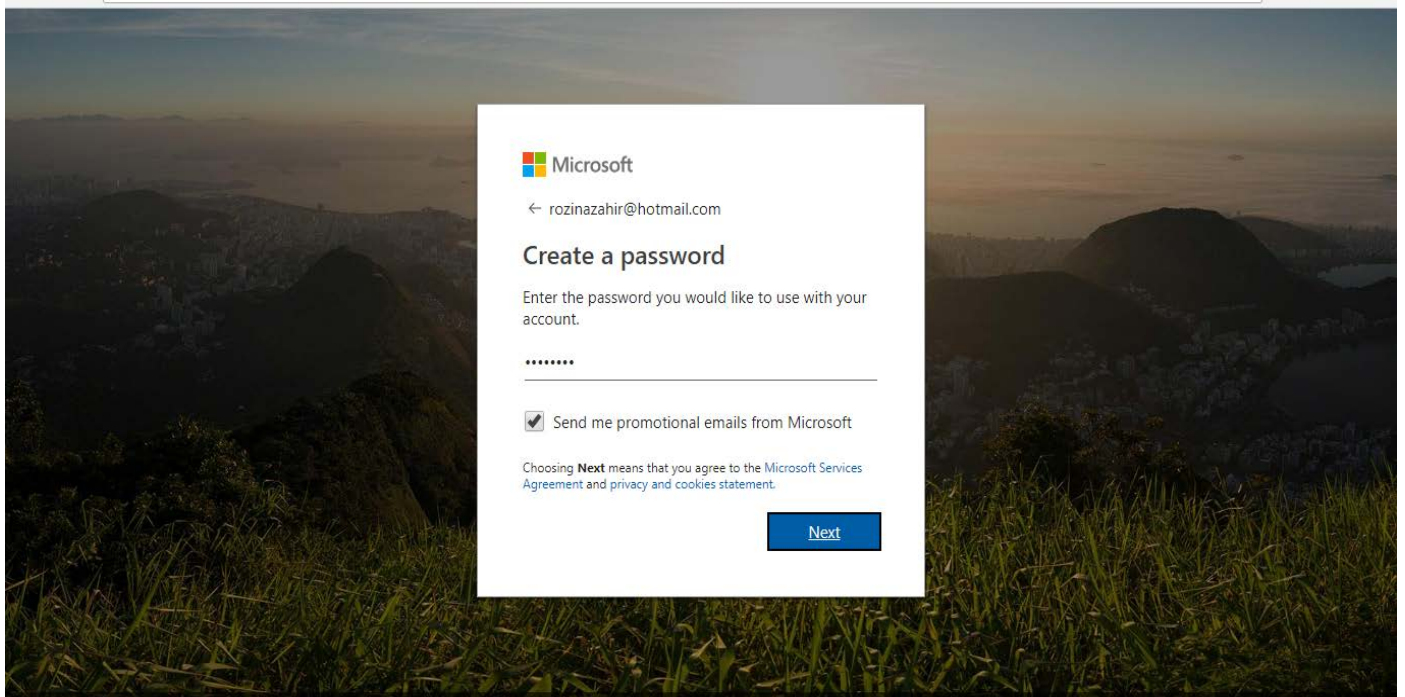


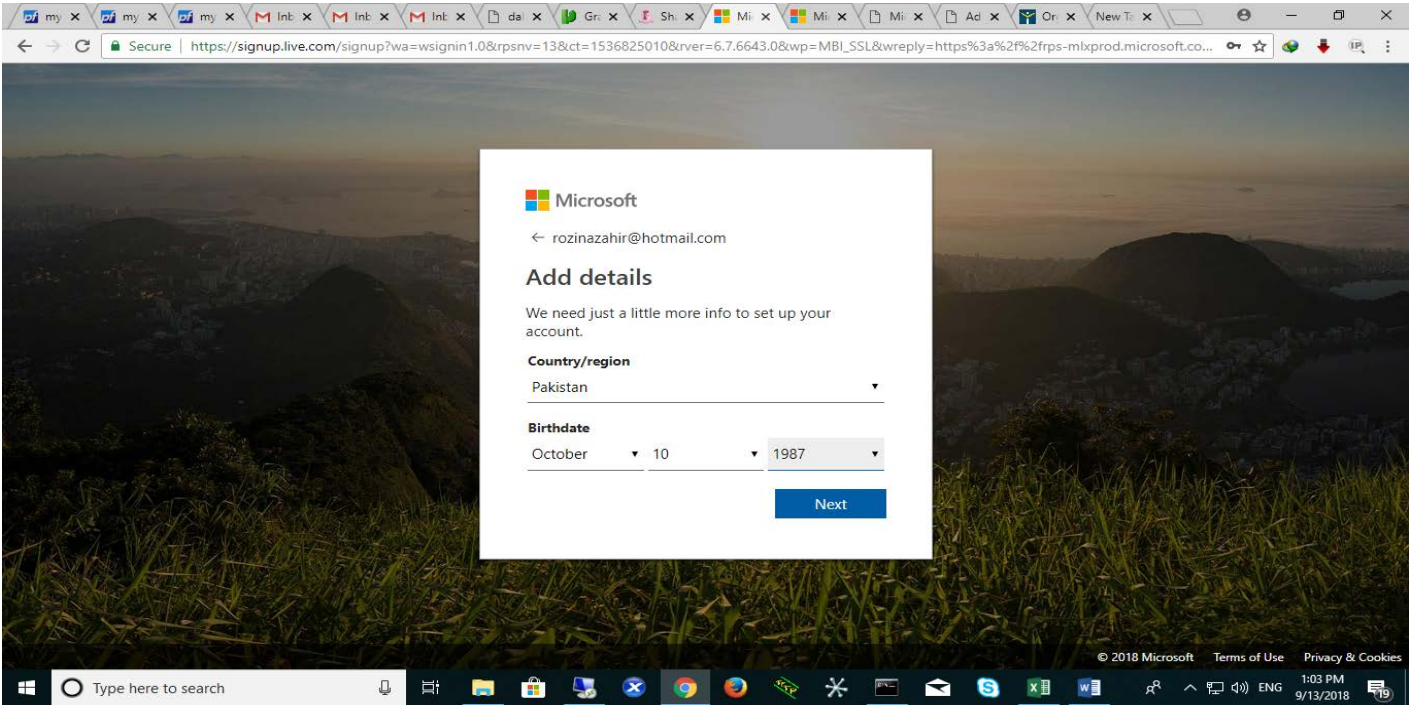
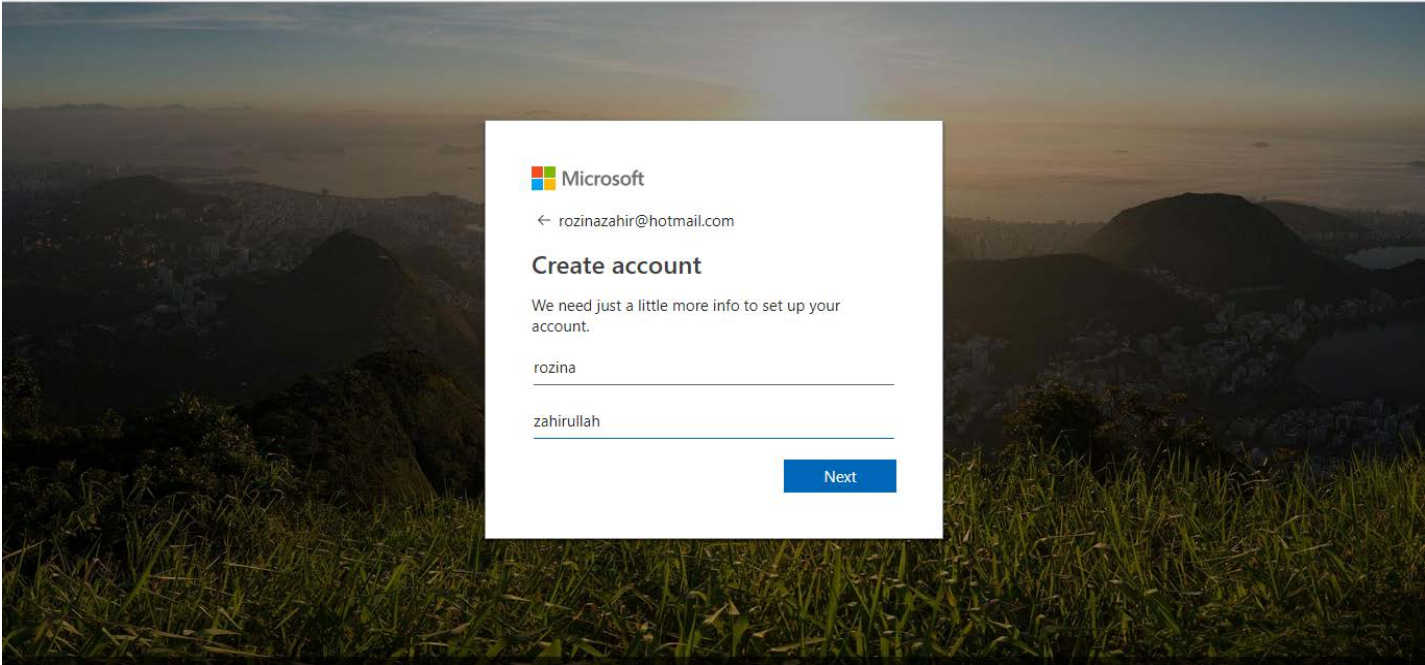
- PM Laptop selected Students can enter their email ID through which they applied for laptop scheme, these students don't need to create new email id. They can use their that email id for tutorials.
- If anyone have Microsoft id then she can enter it or for new email id ,click on create one:

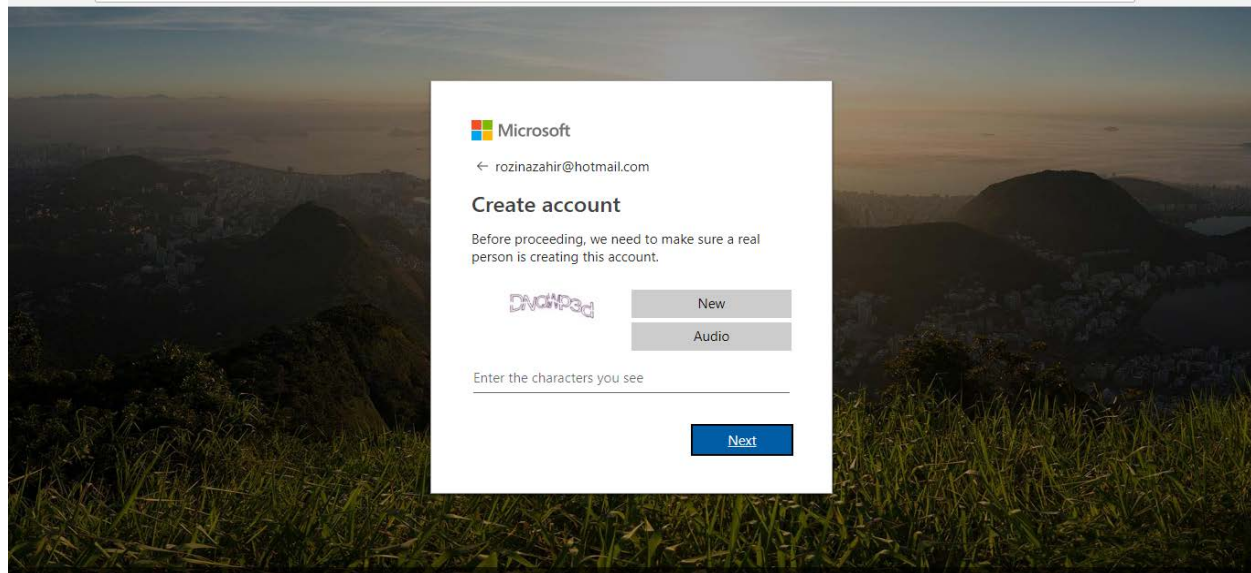




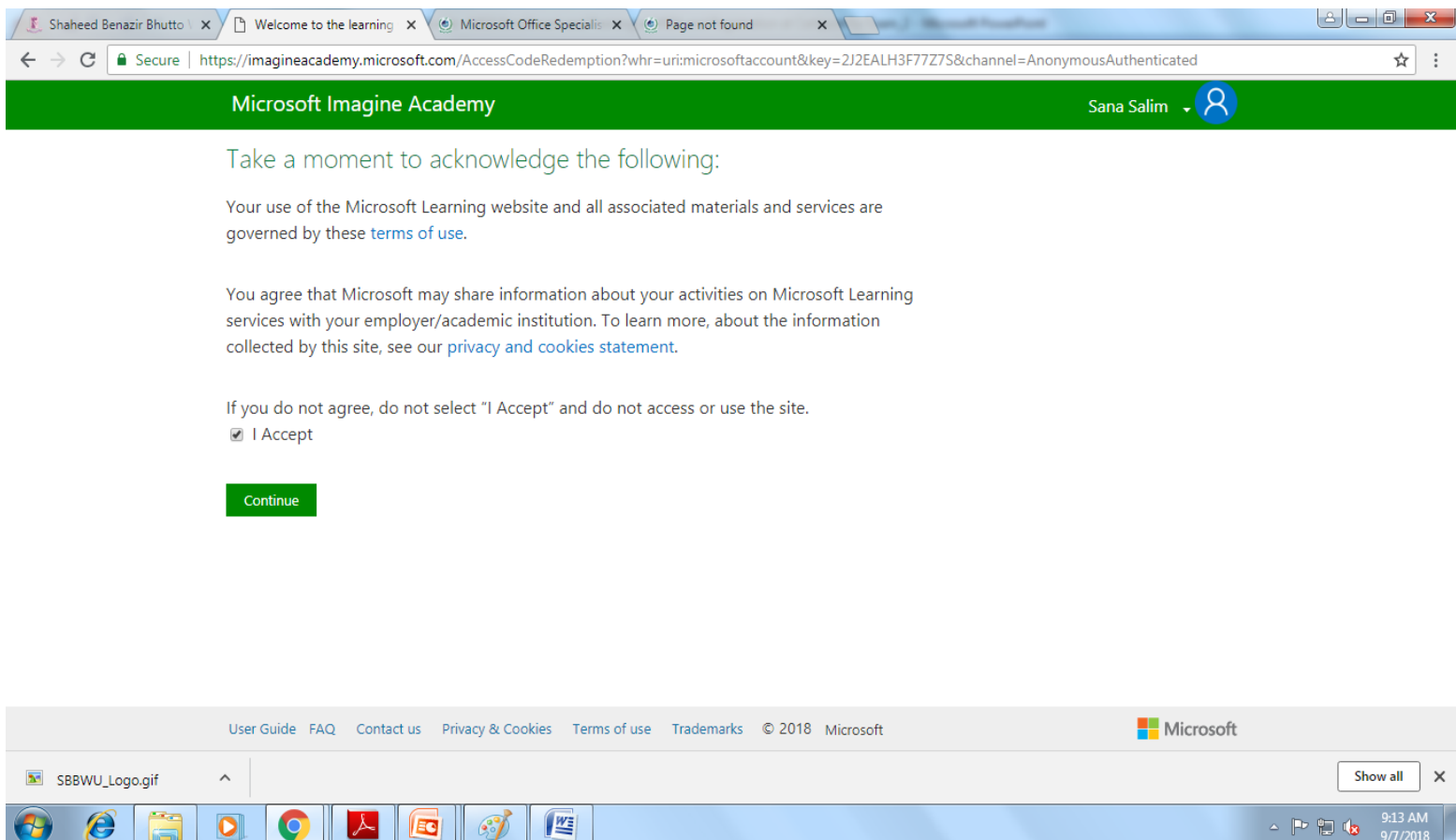
➤ Passwords must have at least 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers, and symbols. & password can't contain the part of your email address that comes before the @ sign.







➤ Accept agreement and click on “Continue” button shown as under:



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

Microsoft Imagine Academy Catalog Search for courses University of Agr... Rifaqat k...

Profile

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

**First name**  
Rifaqat

**Last name**  
khalil

**Contact email**  
rifaqatkhalil@gmail.com

**Default language**  
English (English)

**Location**  
Pakistan (پاکستان)

**Give yourself a unique ID**  
A54888  
Example: A12345

Save Cancel

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

Search the web and Windows 3:14 PM 5/3/2016

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

Activating



\* Location

Give yourself a unique ID

Example: A12345

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Microsoft Imagine Academy Khushnood Yousaf

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

\* First name

Saving profile changes



\* Location

Give yourself a unique ID

Example: A12345

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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 asbelow:

Microsoft Imagine Academy Catalog Search for courses Shaheed Benazir... | Rifaqat u... -

← My courses (6)

LEARNING PLAN Demo

LEARNING PLAN Microsoft Office Specialist (MOS)

Microsoft Access 2013 Essentials Last accessed 1 June 2016

Microsoft Excel 2013 Essentials Last accessed 31 August 2018

On October 1, 2018, this Online Learning site will no longer be available. Please complete your training and download or print any transcripts you need before that date. Please consult with your teacher or MSIA program admin for further direction on accessing new online learning resources.

Microsoft Imagine Academy Catalog Search for courses Shaheed Benazir... | Rifaqat u... -

← Watch now complete

Loading course



Microsoft Imagine Academy Catalog Search for courses Shaheed Benazir... | Rifaqat u... -

← Watch now complete

Show all Progress Time (Excludes labs and knowledge checks)



Click on highlighted button to view the “**SYLLABUS**” as shown under:

Microsoft Imagine Academy Catalog Search for courses Virtual University... | Khushnoo...

**LEARNING PLAN**  
Microsoft Office Specialist (MOS)

Microsoft Access 2013 Essentials

Microsoft Excel 2013 Essentials

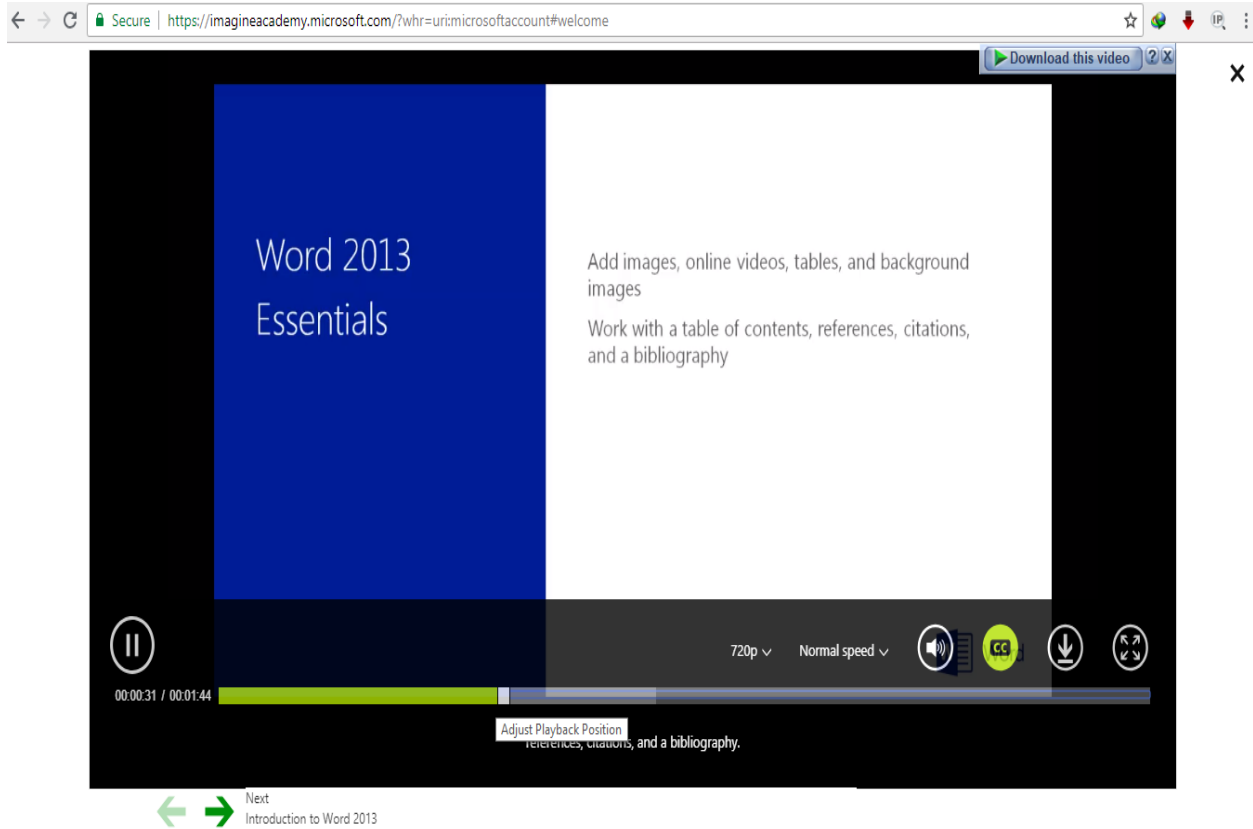
User Guide FAQ Contact us Privacy & Cookies Terms of use Trademarks © 2016 Microsoft Microsoft

Microsoft Imagine Academy Catalog Search for courses Shaheed Benazir... | Rifaqat u...

Overview Syllabus System requirements

Show all	Progress	Time (Excludes labs and knowledge checks)
<ul style="list-style-type: none"> <li>Module 1: Introduction</li> <li>Module 1: Introduction                             <ul style="list-style-type: none"> <li>Getting Started ✓</li> <li>Introduction to Word 2013 00:00:09 / 00:00:25</li> <li>Demo 00:00:00 / 00:04:03</li> <li>Practice ✓</li> <li>Module Conclusion 00:00:00 / 00:00:16</li> </ul> </li> <li>Module 2: Initial Layout</li> <li>Module 3: Reviewing and Revising Content</li> <li>Module 4: Final Layout</li> </ul>	<ul style="list-style-type: none"> <li>40% complete</li> <li>0% complete</li> <li>0% complete</li> <li>0% complete</li> </ul>	<ul style="list-style-type: none"> <li>00:03:52</li> <li>00:00:00</li> <li>00:00:00</li> <li>00:00:00</li> </ul>

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 MOSonline exam. For this purpose, please visit URL: <http://www.certiport.com> and click on "REGISTER" button as shown under:

**CERTIPOINT**  
A PEARSON VUE BUSINESS

Register LOGIN Support for...  
QUICK SITE MENU

HOME PRODUCTS TEST CANDIDATES PARTNER WITH CERTIPOINT TESTING CENTERS ABOUT US SHOP

TEST CANDIDATES PARTNER WITH CERTIPOINT TESTING CENTERS

Microsoft Office Specialist CERTIFIED ASSOCIATE Microsoft Technology Associate AUTODESK Certified User AUTODESK Certified Professional QuickBooks Certified User lp ICB DIGITAL LITERACY CERTIFICATION

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Provide the required information and click on “NEXT” button as shown below:

The screenshot shows the Certiport User Registration page. The Certiport logo is at the top left. The page title is "User Registration". On the left is a navigation menu with items: "Welcome to Certiport", "Account Setup", "Personal Information", "Profile", "Choose A Purpose", and "Summary". The main content area has a "Preferred language:" dropdown set to "English" and a "Country:" dropdown set to "Pakistan". Below this is a welcome message. A checkbox labeled "Certiport Privacy Statement" is checked, with a red arrow pointing to it from the text "Check the Certiport Privacy Statement". Below the checkbox is a paragraph of text explaining the terms. A captcha image shows the characters "Y8611H" with a red arrow pointing to it from the text "Enter the Characters of the Captcha Here". Below the captcha is an input field containing "Y8611H". At the bottom are "Next" and "Cancel" buttons. The footer contains copyright information, a privacy policy link, and social media icons.

Provide the following information and click on “NEXT” button as shown under:

Secure | <https://www.certiport.com/portal/Pages/Registration.aspx>

## CERTIPORT

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### User Registration

- Welcome to Certiport
- Account Setup**
- Personal Information
- Profile
- Choose A Purpose
- Summary

First name: \*

Middle name:

Last name: \*

Display surname first:

This is exactly how your name will appear on your certificate(s).

Birthdate: \* Day:  Month:  Year:

If you forget your username or password and need to use automated assistance to retrieve them, you will be asked for your birthdate in order to verify your identity.

#### LOGIN INFORMATION

Username: \*

Password: \*

Confirm password: \*

Your username must have at least 6 characters. Your password must have at least 8 characters, and is case sensitive. Neither username nor password may contain spaces.

You will use this information to login to take exams, view your results, and access tools at [www.certiport.com](http://www.certiport.com). You will receive an email containing this information. **Keep your credentials in a safe place.**

#### SECURITY QUESTIONS/ANSWERS

### 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.

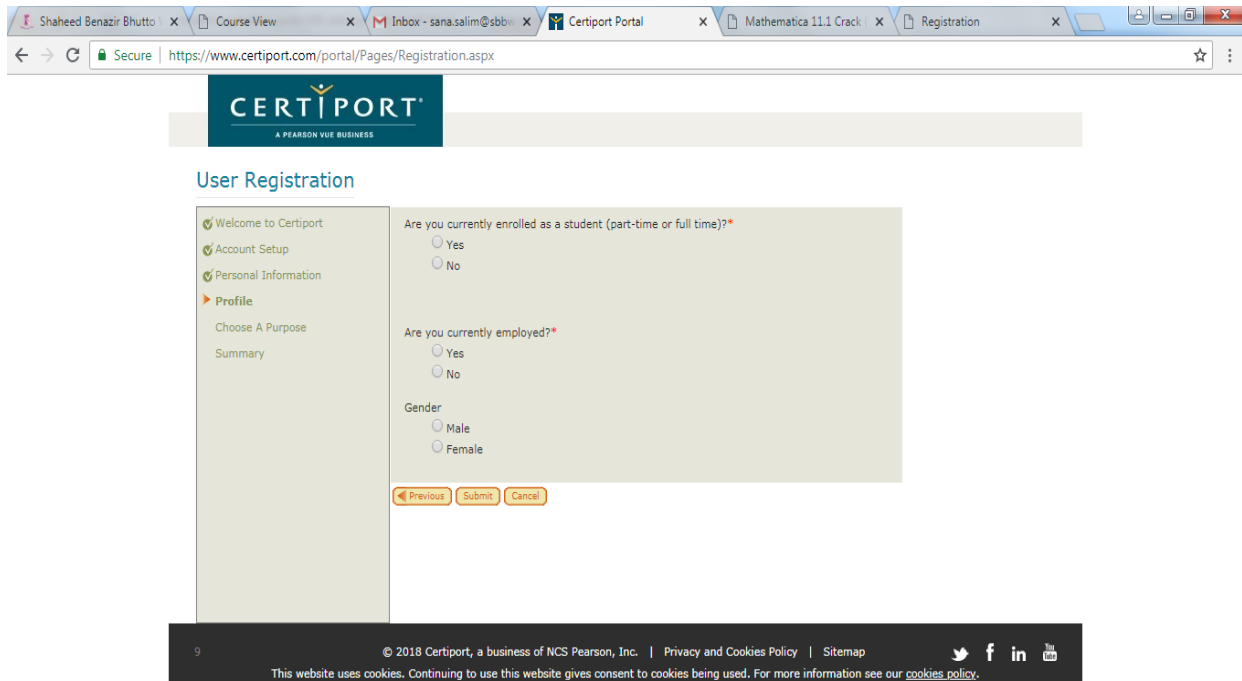
Enter the required information and click on “NEXT” button as shown under:

The screenshot displays the Certiport User Registration page. The browser's address bar shows the URL <https://www.certiport.com/portal/Pages/Registration.aspx>. The page features a navigation menu on the left with the following items: Welcome to Certiport, Account Setup, Personal Information (selected), Profile, Choose A Purpose, and Summary. The main content area is divided into two sections: CONTACT INFORMATION and MAILING ADDRESS. The CONTACT INFORMATION section includes a note: "Your email address will be required if you forget your username or password and for official Certiport communications." Below this are input fields for Email, Confirm Email, Phone, and Student ID. A checkbox is present for "Allow Certiport to contact me via e-mail regarding new programs, promotional offers, and events." The MAILING ADDRESS section includes a Country dropdown menu set to "Pakistan". Below this is a preview of a business card for Sana Ayan, showing the Certiport logo and the name "Sana Ayan". Below the preview are input fields for Line 1, Line 2, City, and Zip/Postal Code.

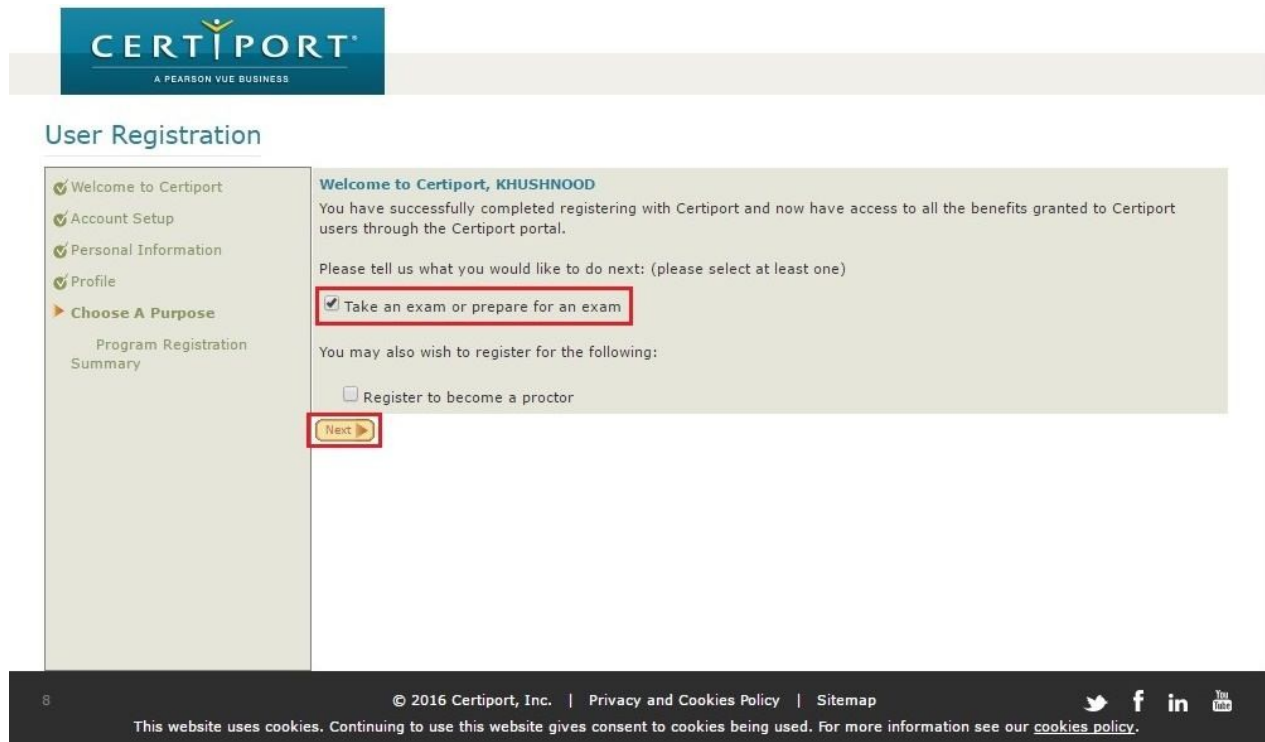
## NOTE:

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:

**CERTIPOINT**  
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## User Registration

- ✓ Welcome to Certiport
- ✓ Account Setup
- ✓ Personal Information
- ✓ Profile
- ✓ Choose A Purpose
  - ▶ **Program Registration Summary**

To take an exam, you must be registered with the certification program.

**Certiport** You are registered. [Edit registration data](#)

- IC3 (IC3)
- Certiprep for Microsoft Office Certifications (CPMCAS)
- Business Fundamentals (BIZ)

**Microsoft** [Register](#)

- Microsoft Office Specialist (MOS)
- Microsoft Technology Associate (MTA)
- Microsoft Certified Educator (MCE)

**Adobe** [Register](#)

- Adobe Certified Associate (ACA)
- Adobe Certified Expert (ACE)

**Intuit** [Register](#)

- Intuit QuickBooks (QBC)

**Autodesk** [Register](#)

- Autodesk Certified User (ACU)
- Autodesk Certified Professional (ACP)




[Previous](#) [Next](#) [Cancel](#)

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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:



### Microsoft Registration

Attention Microsoft Technology Associate (MTA) and Microsoft Office Specialist (MOS) candidates: You can include your name and address in your local language (double-byte characters) in addition to the required English alphabet fields. eCertificates and Microsoft official transcripts can be made available with your double-byte character name if you enter it here.

Required Fields (Romanized Characters Only for name and address, i.e. o namae)      Optional Fields (Double-Byte Characters Only, i.e. お名前)





Click this button to fill in your Microsoft profile from your Certiport profile.

First name:*	<input type="text"/>	First name:	<input type="text"/>
Middle name:	<input type="text"/>	Middle name:	<input type="text"/>
Last name:*	<input type="text"/>	Last name:	<input type="text"/>
Phone:	<input type="text"/>		
Email:*	<input type="text"/>		
Company:	<input type="text"/>		
Job title:	<input type="text"/>		
Language:*	English ▼		
Country:*	<input type="text"/>	Country:	▼

(\* indicates a required field)

*Microsoft Non-Disclosure Agreement*      Non-Disclosure agreement status: Not accepted  
You must accept the Non-Disclosure Agreement before you can take an exam.

Microsoft may use the contact information I have provided to contact me regarding important security, product and event information.  
 Microsoft Partners may use the contact information I have provided to contact me regarding important security, product and event information.

8      © 2016 Certiport, Inc. | [Privacy and Cookies Policy](#) | [Sitemap](#)         

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

The screenshot shows the Certiport user registration interface. At the top left is the Certiport logo with the tagline "A PEARSON VUE BUSINESS". Below the logo is the heading "User Registration". On the left side, there is a vertical navigation menu with the following items: "Welcome to Certiport", "Account Setup", "Personal Information", "Profile", "Choose A Purpose", and "Program Registration Summary". The "Program Registration Summary" item is highlighted with a red arrow. The main content area displays a message: "To take an exam, you must be registered with the certification program." Below this message, there are four sections, each representing a different certification provider:

- Certiport**: "You are registered." with a link to "Edit registration data". Below this are three items: "IC3 (IC3)", "Certiprep for Microsoft Office Certifications (CPMCAS)", and "Business Fundamentals (BIZ)". A red arrow points down from the "Business Fundamentals (BIZ)" item to the "Microsoft" section.
- Microsoft**: "You are registered." with a link to "Edit registration data". Below this are three items: "Microsoft Office Specialist (MOS)", "Microsoft Technology Associate (MTA)", and "Microsoft Certified Educator (MCE)". The "You are registered." text is highlighted with a red box.
- Adobe**: "Register" button. Below this are two items: "Adobe Certified Associate (ACA)" and "Adobe Certified Expert (ACE)".
- Intuit**: "Register" button. Below this is one item: "Intuit QuickBooks (QBC)".
- Autodesk**: "Register" button. Below this are two items: "Autodesk Certified User (ACU)" and "Autodesk Certified Professional (ACP)".

At the bottom of the main content area, there are three buttons: "Previous", "Next", and "Cancel". The "Next" button is highlighted with a red box. At the very bottom of the page, there is a dark footer bar containing the text: "© 2016 Certiport, Inc. | Privacy and Cookies Policy | Sitemap". To the right of this text are social media icons for Twitter, Facebook, LinkedIn, and YouTube. Below the footer bar, there is a line of text: "This website uses cookies. Continuing to use this website gives consent to cookies being used. For more information see our [cookies policy](#)."

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

The screenshot shows a web browser window with the URL <https://www.certiport.com/portal/Pages/Registration.aspx>. The page features the Certiport logo at the top, which includes the text "CERTIPORT" and "A PEARSON VUE BUSINESS". Below the logo is the heading "User Registration".

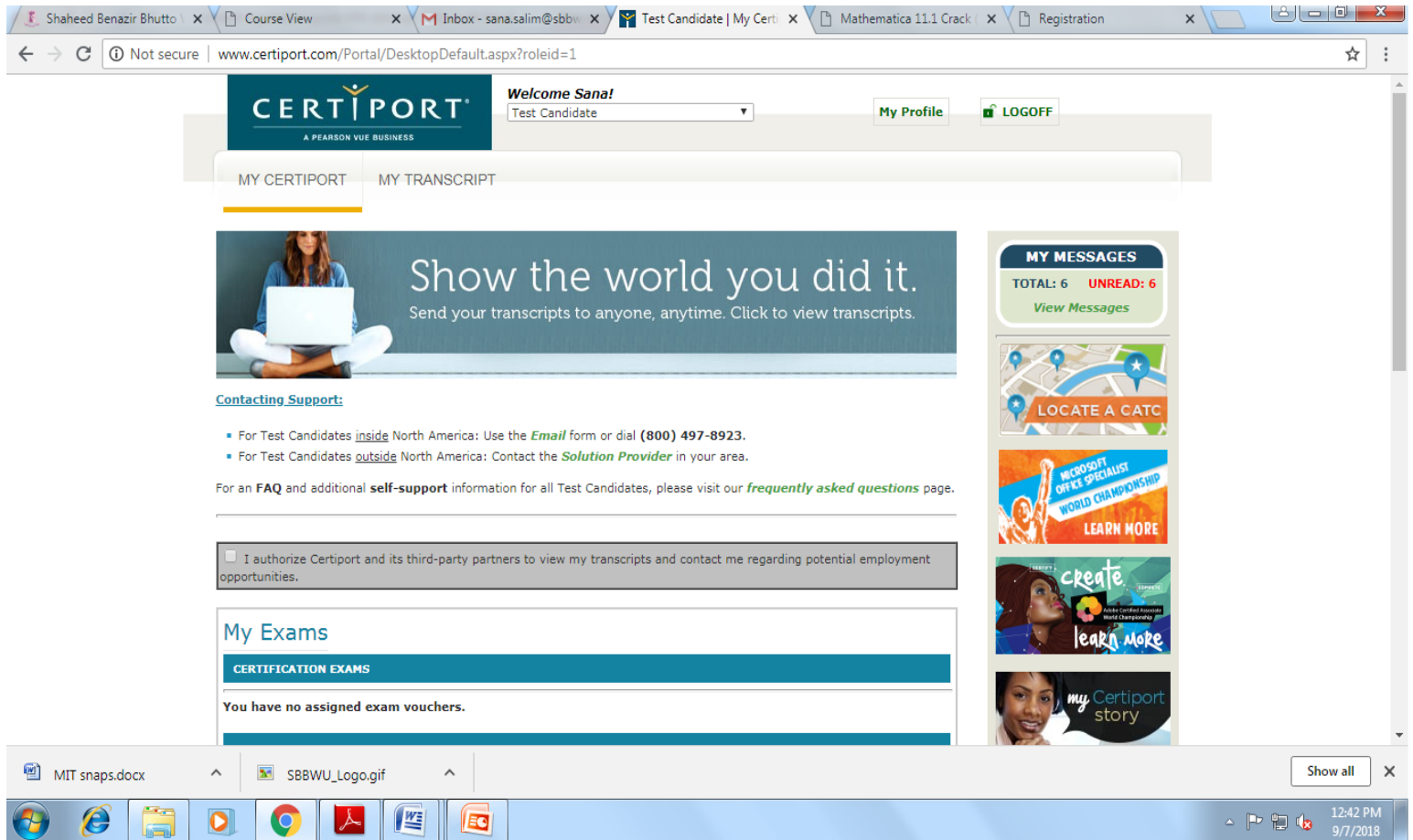
On the left side, there is a vertical list of registration steps, each with a checkmark: "Welcome to Certiport", "Account Setup", "Personal Information", "Profile", "Choose A Purpose", "Program Registration", "Accept Proctor Agreement", and "Summary". The "Summary" step is highlighted with a right-pointing arrow.

On the right side, the text reads: "Congratulations Sana. You have successfully completed...". Below this, there is a list of completed steps: "Account Setup", "Personal Information", "Profile", "Program Registration", and "Accept Proctor Agreement". A paragraph follows: "Please be sure to keep your personal profile updated and visit the Certiport portal to access information regarding your certification(s) and the many other benefits available to you." At the bottom of this section is a yellow "Finish" button.

At the bottom of the page, there is a dark footer bar containing the text: "© 2018 Certiport, a business of NCS Pearson, Inc. | Privacy and Cookies Policy | Sitemap". To the right of this text are social media icons for Twitter, Facebook, LinkedIn, and YouTube. Below the footer bar, a cookie notice states: "This website uses cookies. Continuing to use this website gives consent to cookies being used. For more information see our [cookies policy](#)."

The browser's taskbar at the bottom shows several open applications: "MIT snaps.docx", "SBBWU\_Logo.gif", and a "Show all" button. The system tray on the right shows the time as 12:41 PM on 9/7/2018.

Upon successful completion of registration, 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](#)