

What is MOUS Certification?

Microsoft® Office User Specialist (MOUS) certification is the globally recognized standard for demonstrating desktop skills with the Microsoft® Office suite of business productivity applications.

The MOUS program is the ONLY Microsoft approved certification program designed to measure and validate users' skills with the Microsoft® Office suite of desktop productivity applications (Microsoft Word®, Microsoft Excel®, Microsoft PowerPoint®, Microsoft Access® and Microsoft Outlook®).

MOUS certification has provided thousands of people with the proof that they are able to more fully utilize the functionality of Microsoft® Office applications and increase their productivity.



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Introductory Level Training Sessions

*Provided by
North Shore Innovations,
Ltd.*



AUTHORIZED TESTING CENTER

Introductory Level Training Sessions



These sessions are designed to provide you the information you will need to train and test for MOUS certifications!

Total Available Training Hours: 12

Introductory Level Courses

(3) 4 hour classes

- Introduction to PCs
- Introduction to Windows
- Introduction to the Internet

Introduction to PCs

Prerequisite: None; suggested for participants who have no prior computer knowledge

Hours: 4

Participants will work with computer components, work with the desktop, windows and basic programs, use the Windows accessories, and work with Startup and Shutdown.

Introduction to Windows 98

Prerequisite: None; suggested for participants who have some prior computer knowledge

Hours: 4

Participants will work Windows 98, use menus, windows and programs, work with views and toolbars, work with the desktop, use My Computer, use the Start Menu, customize the display, and use Windows Explorer.



Introduction to the Internet

Prerequisite: Prior computer knowledge

Hours: 4

Participants will get started with Explorer, use Explorer Basics, search the Internet, use Favorites and History, work with the web pages, and customize Internet Explorer.

