

Computing, Games and IT

Microsoft Office Specialist Excel (2013) Certification

In Brief

Start Date / Duration

This course can be started from September 2022. You will need to complete a minimum of 10 hours of training whilst gaining practical experience with the software. This can be done at your own pace.

Entry Requirements

You will have at least six months of experience using all aspects of the application on a regular basis.

You will achieve

You will achieve a Microsoft Office Specialist (MOS) qualification in Excel, a Microsoft Certification ID and a printed certificate.

Course Overview

Demonstrate that you have the skills needed to get the most out of the Microsoft Excel software program by earning a Microsoft Office Specialist (MOS) certification for the application.

The Microsoft Office Specialist (MOS) certification program has been designed to validate your knowledge of and ability to use, programs in the Microsoft Office 2013 suite (Excel, Word, Outlook, PowerPoint and Access); Microsoft Office 365 and Microsoft SharePoint.

This course is designed to guide you in studying the types of tasks you are likely to be required to demonstrate in Microsoft Excel. As a certification candidate you probably have a lot of experience with the program. Many of the procedures described in the workbook will be familiar to you whilst others might not be.

Course Content

This Microsoft Office Specialist (MOS) certification program is designed for experienced computer users seeking Microsoft Office Specialist certification in Excel.

You will learn the fundamental features of Excel, including how to create and manage worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects. Training is done live within the Excel application in order to confirm that you can demonstrate the ability to complete a realistic Excel project.

How will I be assessed?

Once you are ready to complete the course, you will need to sit an exam at Barnsley College (or any other Microsoft registered exam centre).

MOS exams for individual programs are practical rather than theoretical. You must demonstrate that you can complete certain tasks or projects rather than simply answering questions about program features.

What Equipment Will I Need?

You will need the use of a computer or laptop installed with Microsoft Excel software.

Where will I study?

You will study at home in your own time.

What can I do next?

You can select another Microsoft Office Specialism (MOS) Certification or study a full-time Digital course or Higher Level Apprenticeship.

How much does the course cost?

This course costs £70. There is no funding available for this course and so all students must pay this fee.

Extra information

Full Fee Payable

If the course is listed as full fee payable, you will have to pay for the course.

Contact the Information Unit

For further information please contact our friendly Information Team on +44 (0)1226 216 123 or email info@barnsley.ac.uk [mailto:info@barnsley.ac.uk]

Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

Last updated: 24th June 2022

Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**

