

Microsoft Office Specialist - Outlook

Microsoft skills

Book a 50 minute online test to show you can create and edit professional-looking email messages, maintain calendars across time zones, and schedule tasks for a variety of purposes and situations, using Outlook 2016.

\$149.00 NZD (GST incl.)

Assessment

To buy the exam 'voucher' simply click on the Book Online Test button on your Account page. Once you've paid, we will be in touch to arrange a time for your 50 minute exam, and give you all the details of where to come.

If you live outside the Dunedin area your test voucher can be used in other locations - please search for a testing centre at www.xcerio.co.nz before buying a voucher to ensure there is a testing centre near you.

Learning Recommendations

Free Microsoft Online Learning

<https://support.office.com/en-us/article/Outlook-training-8a5b816d-9052-4190-a5eb-494512343cca?ui=en-US&rs=en-US&ad=US>

The Mosgiel Community Learning Centre offers one-on-one training in Microsoft

www.op.ac.nz/study/community-learning/

You can buy a 'bundle' that includes online learning and the test fee. Please note that if you choose this option, you do not need to buy a test from this site.

The cost of the test is part of the Xcerio 'bundle'.

www.xcerio.co.nz/store

Tasks

Prepare your answer

Prepare your answer to this EduBit by completing your proof of learning.

International **+64 3 477 3014**
New Zealand **0800 762 786**
Email **info@op.ac.nz**

Dunedin Campus
Forth Street, Dunedin
Private Bag 1910
New Zealand 9054

Central Otago Campus
Corner Erris & Ray Streets
PO Box 16, Cromwell
New Zealand 9342

Auckland Campus
Level 2, 350 Queen Street
PO Box 5268, Auckland
New Zealand 1141