

# Microsoft Office Specialist - Word Core

## Microsoft skills

Book a 50 minute online test to show you have a fundamental understanding of the Word 2016 environment and the ability to complete tasks independently by creating and editing 2-3 page documents for a variety of purposes and situations.

\$149.00 NZD (GST incl.)

## Assessment

Full details of the skills tested in the exam can be found here;

[http://downloads.certipoint.com/marketing/MOS/doc/MOS\\_OD\\_Word\\_2016\\_020916NB.pdf](http://downloads.certipoint.com/marketing/MOS/doc/MOS_OD_Word_2016_020916NB.pdf)

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](http://www.xcerio.co.nz) before buying a voucher to ensure there is a testing centre near you.

## Learning Recommendations

Free online learning is available from  
[www.gcflearnfree.org/word2016/](http://www.gcflearnfree.org/word2016/)

The Mosgiel Community Learning Centre offers one-on-one training in Microsoft  
[www.op.ac.nz/study/community-learning/](http://www.op.ac.nz/study/community-learning/)

You can buy a 'bundle' that includes online learning and the assessment 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](http://www.xcerio.co.nz/store)

## Tasks

Prepare your answer

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

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