



Certification training

Microsoft Office Specialist

MOS

MOS Associate and Expert · Microsoft 365 Apps

Training for the MOS exams in Word, Excel and PowerPoint: well-structured documents, spreadsheets with sound formulas and clear presentations, with a path from Associate to Expert.

Delivered by Vertex Business, a professional certification training provider.



3 exams
for Associate



Practical tasks
inside the app



Word, Excel
and PowerPoint



Plan with us
before you enrol

Program details and enrolment

vertexbusiness.xyz/programs/mos?lang=en

From using the apps to mastering them, with a credential.



About the training

Most employees use a small part of Word, Excel and PowerPoint and lose time to manual formatting and copying data. The training builds an organized way of working in each app and helps you choose the exams that make up your credential.

The exam at a glance

3 exams for the Associate	50 minutes per exam	33–37 questions in a core exam
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Per Microsoft Learn's Associate and Expert pages and Certiport's exam-length and expiration pages, accessed 15 October 2026. Check the passing score with the issuer.

What the training focuses on



The right tool

Knowing the command that does the job directly, not a workaround.



Accuracy against the clock

Completing each task exactly as asked, in limited time.

IN-APP TASKS

How to work through an app task

01

Read the whole task

Which element, which setting, which exact value?

02

Find the command

Which tab or menu holds it?

03

Check before moving on

Was the setting applied only to the right element?

For those whose daily work runs through Office apps.



This suits you if you:

- ✓ **Are an administrator or executive assistant**
And produce letters, reports and decks all the time.
- ✓ **Work in HR or finance**
And handle large spreadsheets every week.
- ✓ **Are a student or graduate**
And want a Microsoft credential for your office skills.
- ✓ **Teach computer skills**
And want a structured frame for what you teach.



Roles that use these skills

Illustrative roles that rely on these apps daily; hiring requirements vary by employer.

- ✓ **Executive assistant**
Prepares the manager's letters, decks and tracking sheets.
- ✓ **Junior data analyst**
Cleans data and summarizes it in tables and charts.
- ✓ **HR coordinator**
Updates staff records and builds attendance reports.
- ✓ **Reporting specialist**
Turns department figures into one monthly report.

ELIGIBILITY AND VALIDITY

Before you book the exam

Recommended experience

The Excel exam page recommends about 150 hours of hands-on use first.

Validity

Earned on or after 23 Sep 2025: valid five years, renewable once for three. Earlier MOS does not expire.

Exam version

MOS 2016 exams retired on 30 June 2026; confirm the version before booking.

[Credential details on Microsoft's official page](#)

The exam apps and the two credential levels

For the Associate you pass three exams in different programs, at least one a Microsoft 365 Apps exam; Office 2019 exams also count.

Core-level exams

Word · MO-110

Styles and long-document layout

Tables and lists

References, comments and review

Excel · MO-210

Manage worksheets and workbooks

Manage data cells and ranges

Manage tables and table data

Formulas and functions

Manage charts

PowerPoint · MO-310

Slides, layouts and templates

Images, shapes and charts

Transitions and slide show setup

Outlook · MO-400 (2019)

Folders and rules for email

Meetings and the calendar

Contacts and tasks

Associate or Expert?

	Associate	Expert
Requirement	3 exams in different programs	Associate plus 2 Expert exams
Microsoft 365 Apps	MO-110, MO-210, MO-310	MO-111, MO-211
Office 2019	MO-100, MO-200, MO-300, MO-400	MO-101, MO-201
Questions	33–37	23–27
Duration	50 minutes	50 minutes

Source: Microsoft Learn and Certiport pages, accessed 15 October 2026. Excel items are the published MO-210 skills; items for the other apps are illustrative.

Each app solves a recurring office problem.

Each app is taught through the command, then the exam-style task, then a real work file.

01 Structured documents

Heading styles and a table of contents, sections and page numbering, comments and tracked changes.

Applied example A long report loses its numbering whenever someone adds a paragraph.

02 Data and formulas

Tables, relative and absolute references, common functions, and a chart that shows the trend.

Applied example A monthly sales total is added by hand and differs every time.

03 Presenting and communicating

One template for every slide, a chart instead of a crowded table, and organized email and meetings.

Applied example A board deck uses different fonts and colors on each slide.

LEARNING OUTCOMES

What you will be able to do

01 Build a long document

With headings, contents and numbering that update themselves.

02 Build a reliable spreadsheet

With formulas that copy without breaking.

03 Design a consistent deck

From one template, with clear charts.

04 Choose your credential path

From Associate to Expert.

An app is mastered by repetition inside the app.



Practice files

Do each task on a prepared file, then repeat it on a file from your own work without the steps.

Ties the command to a real situation.



Timed practice

A set of short tasks against the clock that shows which commands you still hunt for.

Time is part of what makes the exam hard.

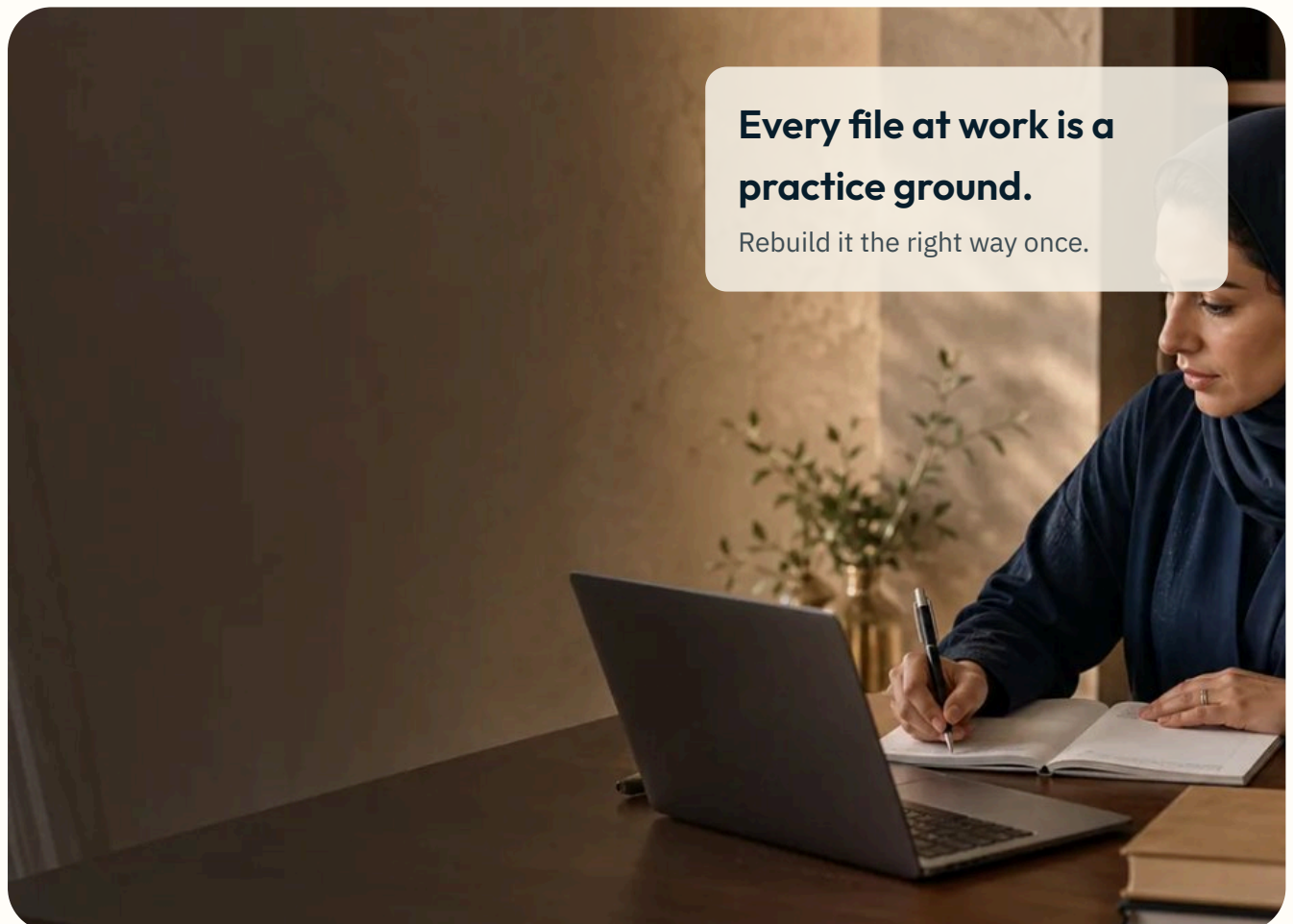


A plan that fits your time

Study format, dates and any accompanying materials are confirmed with the Vertex Business team before enrolment, based on your level and available time.

Every file at work is a practice ground.

Rebuild it the right way once.





STUDY PLAN

A practical plan from your first exam to Expert.

01 Choose your Associate apps
Three different programs, one from Microsoft 365 Apps.

02 Start with the app closest to your work
A first pass sets the rhythm.

03 Master the five Excel skills
From managing workbooks to charts.

04 Practice against time
Fifty minutes per exam, so measure your speed early.

05 Sit the third exam
To earn the Associate.

06 Decide on Expert
Two exams in Word or Excel for those who want depth.

Formatting tasks

Applying a specific setting to a specific element, precisely.

Data tasks

A formula, table or chart that returns the required result.

“What impressed me most was the trainer’s care that the information landed and that everyone had a chance to take part... and pointing out what matters most in the material.”

— CPTD learner about the trainer after a session · translated from Arabic · published on the Vertex site

“An excellent session. I learned important things about the certification and benefited a lot... everything was explained so clearly that I had no questions left.”

— SHRM learner after a live session · translated from Arabic · published on the Vertex site

“This achievement would not have been possible without the support, guidance and training I received... which prepared me for the exam.”

— Learner who earned CPTD · translated from Arabic · public post shown on the Vertex site



About Vertex Business

Vertex Business provides professional certification training in talent development, human resources and project management, alongside a professional diploma in medical research and team training for organizations. Training pairs Arabic explanation that keeps the exam’s English terminology with application to real workplace decisions.

[Company details](#)



Booking the exam

MOS exams are delivered through Certiport and its testing centers; check booking steps and fees with them.

[Official Microsoft MOS Associate page](#)

COMPLETION CERTIFICATE AND PROFESSIONAL CREDENTIAL

Training completion requirements and the Vertex Business completion certificate are confirmed in the enrolment details.

The MOS professional credential itself is awarded by Microsoft under its own requirements, after you pass its assessment.



Discuss your goal and choose how to study.



Scan with your phone camera

YOUR NEXT STEP

- ✓ Training topics and outcomes
- ✓ A level that fits your experience
- ✓ Available study formats and dates
- ✓ Details and price confirmed before enrolment

Open the program page →

01

Open the program page

Scan the code or tap the link.

02

Discuss your goal

Use the WhatsApp button on the program page.

03

Confirm the details

Study format, dates and price before enrolment.

vertexbusiness.xyz/programs/mos?lang=en