

Software Training and Technological Services
The University of Akron

Microsoft Office Specialist Review – Excel 2003 Core Skills

1. Review the list of prerequisite skills. [Click here](#).

If you do not have these skills or are not experienced in the use of Excel, register for the stepped classes to acquire the skills. The Excel courses, Steps 1 through 6, are available at <https://www.uakron.edu/seminars> .

2. Register for the MOS Review – Excel 2003 Core Skills course. This course meets over a period of several weeks. When you register, you are signing up for **all** the sessions. It is **highly recommended** that you register for only one of the MOS Review courses at a time; either register for the Excel MOS Review course **OR** the Word MOS Review course.
3. You must attend the first session of the course. If you miss the first session of the course, you are canceled from the other sessions.
4. When you complete the course, you may schedule a practice test at the Computer Center. This test allows you to experience the format and procedures of the Microsoft Office Specialist exam. A schedule of available times will be provided to you at the end of the course.
5. Study any skills that were weak, as evidenced in the practice test.
6. When your studying is complete, you schedule and pay for your MOS exam at a Microsoft Authorized Testing Center. If you would like, you may schedule the exam at the Wayne campus testing center by e-mailing Angie Boothe at aboothe@uakron.edu .

The Wayne testing center hours are:
Monday from 9:00 AM – 2:00 PM
Thursday from 3:00 PM – 8:00 PM
Friday from 9:00 AM – 2:00 PM

Appointments must be made 24 hours in advance.

The test is approximately one hour in length.

For any questions about this course, contact pstrain@uakron.edu.

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Microsoft Office Specialist Review – Word 2003 Core Skills

1. Review the list of prerequisite skills. [Click here](#).

If you do not have these skills or are not experienced in the use of Word, register for the stepped classes to acquire the skills. The Word courses, Steps 1 through 6, are available at <https://www.uakron.edu/seminars> .

2. Register for the MOS Review – Word 2003 Core Skills course. This course meets over a period of several weeks. When you register, you are signing up for **all** the sessions. It is **highly recommended** that you register for only one of the MOS Review courses at a time; either register for the Word MOS Review course **OR** the Excel MOS Review course.
3. You must attend the first session of the course. If you miss the first session of the course, you are canceled from the other sessions.
4. When you complete the course, you may schedule a practice test at the Computer Center. This test allows you to experience the format and procedures of the Microsoft Office Specialist exam. A schedule of available times will be provided to you at the end of the course.
5. Study any skills that were weak, as evidenced in your practice test.
6. When your studying is complete, you schedule and pay for your MOS exam at a Microsoft Authorized Testing Center. If you would like, you may schedule the exam at the Wayne campus testing center by e-mailing Angie Boothe at aboothe@uakron.edu .

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