



TestOut[®]

OFFICE PRO

CERTIFICATION TRAINING COURSEWARE

TestOut's Office Pro course provides a highly effective all-in-one learning solution for Microsoft Office applications, including Word, Excel, PowerPoint, Access, and Outlook. Our simulated labs are designed to help students both acquire and retain the skills needed to become proficient in using Office applications. TestOut has developed a methodology for teaching Office applications that empowers students to develop skills through our three levels of practice labs.

- **Skill labs:** perform a task
- **Challenge labs:** build mastery
- **Applied labs:** prove competency

PREPARES FOR:



**TestOut Office Pro
Certification Exam**

100% Performance-Based



**Microsoft Office Specialist
Certification Exams**

(Word, Excel, PowerPoint, Access, Outlook)

COURSE TOPICS

- Online Essentials
- Computer Essentials
- Common Office Features
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Microsoft Outlook
- TestOut Office Pro Practice Exams
- MOS 2019 Practice Exams

COURSE SPECS

190 LabSim Simulations

236 Video Lessons

169 Fact Sheets

32 Exams

91 Hours to Complete