

# Validate Your Microsoft Expertise

*Get certified in the technology you use every day*

Proficiency using Microsoft Office is a staple of every professional job. With today's competitive global workforce, employees with **validated technical expertise** ensures greater and immediate impact to the bottom line.


Microsoft Office Specialist (MOS) certification will give you:

- The ability to produce higher quality work in less time.
- Reduced dependence on internal and external resources (IT, vendors).
- The confidence to pursue challenging stretch goals and projects.

Take a look at the checklist and see if you're ready for the next step.

## CERTIFICATION READINESS CHECKLIST

### Microsoft Office Specialist

Business Experience	Training Budget	Technology	Time	Confidence	
<input type="checkbox"/> Do you have <b>3+ years experience</b> using Microsoft Office in a business setting?	<input type="checkbox"/> Do you have <b>\$700-\$1500 USD for certification</b> (over 12 months)? The cost depends on the number of certifications pursued and study methods.	<input type="checkbox"/> Do you have a <b>PC laptop</b> with <b>Office 365/2019</b> or <b>Office 2016</b> ? <input type="checkbox"/> Are you authorized to <b>install the prep software</b> on that computer?	<input type="checkbox"/> Do you have the time to invest in completing up to <b>five exams in one year</b> ? Budget <b>~10 hours</b> of studying time per exam.	<input type="checkbox"/> Do you feel <b>confident pursuing certification</b> in the app you use the most, such as Outlook?	

If you answered "yes" to the questions above, you're *ready* for certification.

## ACHIEVE CERTIFICATION FASTER

If you are using Microsoft Office in a business setting, you are closer to certification than you think. Join the **RedCape MOS Study Group** to get the support you need, connect with other high performers around the world, and get certified in less than 30 days.

## STAY UP TO DATE WITH THE LATEST TECHNOLOGY

Keep your tech skills current as new updates and features are released by joining the **RedCape Academy**. With live monthly classes and a library of on-demand courses, the Academy will give you the ongoing mastery you need to excel in your career.



**LEARN MORE** at [redcapeco.com/ExecSecTechMOS](https://redcapeco.com/ExecSecTechMOS)

**We train the world's smartest people how to use their technology.**

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