

MOS Excel 2019 & 365 Associate & Expert Online Course

Key Information

Course Format:
Online Course

Price:
£225.00

Assessment:
Assignments

Payment Options:
Spread the cost over 4 monthly payments

Approximate Study Time:
200 Hours of Self Study

Initial Payment of
£90.00

Approximate Delivery Time:
1-2 Working Days via Email

Followed by 3 payments of:
£45.00



The **MOS Excel 2019 & 365 Associate and Expert Course Bundle** is designed for anyone who wants to learn the Microsoft Excel 2019 and 365 software from a beginners level all the way to the Expert level and covers everything that is included in the Microsoft Office Specialist Associate and Expert exams. These courses can be used by anyone wanting to sit the MOS exams or those who need to learn more about the Microsoft Excel software package. Microsoft Excel is one of the most important software packages used in businesses and adding the industry-recognised Microsoft Office Specialist certification to your CV demonstrates that you have gained the necessary expertise to use Microsoft applications to a high standard, and shows you have the skills companies are looking for.

The MOS Excel 2019 & 365 Associate and Expert Course Includes:

- The option to purchase MOS Exam Vouchers for £90.00 to cover the cost of a MOS Exams.
- 12 month access to the course materials;
- Tutor support by a personal course tutor;
- Free GMetrix Test Prep software;
- A Certificate of Completion;

Based on the proven "learn-by-example" principle which, as the name implies, provides real-world examples to illustrate a particular topic or technique, the courses are delivered through the Distance Learning Centre's highly-acclaimed on-line training portal via a standard web browser, such as Chrome, Firefox, Edge, Opera, or Safari. You will also be supported by a personal tutor who is available to provide feedback on your work at any time throughout the period of study.



The MOS Excel 2019 & 365 Associate & Expert Online Course Bundle consists of:

MOS EXCEL 2019 & 365 ASSOCIATE ONLINE COURSE

The MOS Excel Associate course will take students through the essential uses of Microsoft Excel and covers the fundamental uses of the software package.

- Lesson 1 - Managing Worksheets and Workbooks
- Lesson 2 - Managing Data Cells and Ranges
- Lesson 3 - Managing Tables and Table Data
- Lesson 4 - Perform Operations Using Functions
- Lesson 5 - Managing Charts and Objects

MOS EXCEL 2019 & 365 EXPERT ONLINE COURSE

The MOS Excel Expert course will build on what is taught in the Associate course and take students through the advanced features and uses of Microsoft Excel.

- Lesson 1 - Manage Workbook Options & Settings
- Lesson 2 - Managing & Formatting Data
- Lesson 3 - Creating Advanced Formulas & Macros
- Lesson 4 - Managing Advanced Charts & Tables

MOS Excel 2019 & 365 Associate & Expert Online Course

Please view the individual course pages for or more detailed lesson information.

FREE GMETRIX EXAM PREPARATION SOFTWARE:

The course also comes with GMetrix exam preparation software. **The GMetrix Skills Management System** provides everything you need to prepare for the Microsoft Office Specialist (MOS) Certification.

Overview of Test features:

- Practice tests map to the Microsoft Office Specialist (MOS) exam objectives.
- All tests are in-application or performance-based simulations to provide the best assessment of real-world experience.
- All tests have both a testing and a training mode providing step-by-step help on each question.
- Progress at own pace, save test to resume later, return to skipped questions.
- Detailed, printable score report highlighting areas requiring further review.

Please Note: You will need a version of Microsoft Excel 2019 or Microsoft Excel 365 to be able to use the GMetrix software package.

COURSE PREREQUISITES:

There are no particular entry requirements as the course is set out for beginners although students will require their own version of Microsoft Excel 2019 or Microsoft Excel 365 to complete the course.

Please Note: This course covers the PC versions of Microsoft Excel 2019 and Microsoft Excel 365. It will be possible to view the course materials using an Apple Mac although the information within the course will be specific to the PC version of Microsoft Office and will differ slightly from the Mac versions.

COURSE DURATION & SUPPORT:

Students may register at any time and have a full year to complete their studies. You also have access to a personal tutor by mail or email for a 12-month period. Course extensions can be purchased if you do not complete this course within the 12-month period. As the course is self-study you can complete in as little or as long a time as you prefer.

ASSESSMENT:

You will be assessed on assignments which are detailed in the course materials. These assignments will require you to create work on, and create and edit spreadsheet files. Your work can be sent back to your course tutor by email.

MOS EXCEL 2019/365 ASSOCIATE & EXPERT CERTIFICATION:

On successful completion of these courses students will receive our Microsoft Excel 2019 and 365 Associate and Expert Certificates of Completion with feedback from your tutor, and students can also apply for the Microsoft Office Specialist (MOS) Excel Associate MO-200 and Microsoft Office Specialist (MOS) Excel Expert MO-201 exams.

Examinations must be sat at a registered Certiport Testing Centre. Exam vouchers (Valid for 12 Months) can be purchased from our website for £90.00. We usually advise buying a voucher when you are ready to sit your test, although you can add this to your order when you purchase your course.



Students can locate testing centres and schedule appointments on the Certiport Website by following the Test Candidates > Locate a Testing Centre links. **Please Note:** Exam Centres will usually charge an additional proctoring fee (Approximately £15.00) for sitting exams.