

## Get Microsoft Office Specialist (MOS) Certified

*Prove your skills! Update your resume!*

Proficiency with Microsoft Office software is now the third most requested job skill across all occupations and employers.

To develop these high-demand skills in our communities, TRL now provides certification testing on Microsoft Office software at Timberland libraries in [Aberdeen](#), [Chehalis](#), [Naselle](#), [North Mason](#), and [Tumwater](#).

Participants can study for a test via one-on-one computer training along with library resources, including Universal Class and Lynda.com. Libraries will provide a free voucher (valued at \$100) for those taking a test at a library testing location.

### Microsoft

Office Specialist

#### Certification Tests Available:

- Word 2013
- Outlook 2013
- Excel 2013
- Word Expert 2013
- Access 2013
- Excel Expert 2013
- PowerPoint 2013

Contact your  
Timberland library for  
more information or  
email Donna Feddern:  
[dfeddern@trl.org](mailto:dfeddern@trl.org)

### How to Get Certified for free at Timberland Libraries

#### Step 1

Decide which test to take and complete a Self-Assessment check list (available in library).

#### Step 2

Study for the test using library resources.

- MOS Study Guides (books and eBooks)
- Microsoft Imagine Academy (online tutorials)
- Universal Class and Lynda.com (online courses)
- One-on-one computer help (in-person tutoring)

#### Step 3

Schedule a test with library staff at any testing location (Aberdeen, Chehalis, Naselle, North Mason, and Tumwater). Library testing locations provide vouchers to cover the cost of the test (\$100 value).

