



Attend a FREE  
Microsoft Office  
Specialist (MOS)  
Test Fest!

Saturday, May 15th  
9 AM - 3 PM

Sample Testing Center  
2345 Main Street  
Yourtown, State, Zip Code

A [INSERT LARGEST PRIZE HERE] will be awarded to the individual who achieves the highest exam score for the Microsoft Office Specialist exam. A total of [NUMBER OF PRIZE(S)] will be given away!



[NAME OF YOUR SCHOOL] is pleased to partner with Microsoft and Certiport to offer students the opportunity to become acquainted with the Microsoft Office Specialist (MOS) Certification program and potentially acquire a certification, at no cost to you, a [INSERT PRICE] value. The MOS certification is ideal for students looking to add value to their business skills and boost their workforce credentials in this technical world. A certification will differentiate you and help you stand out during a job application process. In the event you do not pass the certification exam, we encourage you to speak to your counselor regarding the Microsoft Office Specialist program.

GROUP #1 Morning	Time	Room Number
Welcome and orientation	9:00-9:15	[ROOM NUMBER]
Exam Prep Session	9:15-10:15	[ROOM NUMBER]
Break	10:15-10:30	[ROOM NUMBER]
Exam Lab	10:30-11:30	[ROOM NUMBER]
Break	11:30-12:30	[ROOM NUMBER]
GROUP #2 Afternoon	Time	Room Number
Welcome and orientation	12:30-12:45	[ROOM NUMBER]
Exam Prep Session	12:45-1:45	[ROOM NUMBER]
Break	1:45-2:00	[ROOM NUMBER]
Exam Lab	2:00-3:00	[ROOM NUMBER]
Prizes and Wrap up	3:00-3:45	[ROOM NUMBER]

Students must be prepared to take the certification exam on the day of the Test Fest. Continental breakfast, lunch and afternoon snacks, and beverages will be served.

If you have any questions, please contact [NAME OF COORDINATOR] at 123-456-7890.

To register for this event, please complete and submit the registration form below. Mail to the address above, fax to 123-456-7890, or email to email@domain.com.

ATTENDEE NAME	MAJOR	YEAR IN SCHOOL
EMAIL ADDRESS (FOR COMMUNICATION REGARDING THIS EVENT ONLY)		PHONE NUMBER



## The Microsoft Office Specialist (MOS) Program

Jobs today require employees to have a blended mix of both business and technical skills that allow them to easily understand and execute on business objectives. Employers are looking for qualified and certified candidates that can fulfill this need. The Microsoft Office Specialist certification validates these real world skills and prepares students for success in any work environment.

By obtaining a MOS certification you hold an industry related credential that validates your qualifications and increases your opportunity to secure a better paying job. You'll have the opportunity to stand out above the crowd and prove you're the right person for the position.

### Microsoft Office Specialist Exam

The MOS certification enables you to tap the full features and functionality of the Microsoft Office System, including Word, Excel, PowerPoint, Outlook and Access, resulting in heightened levels of individual performance, confidence, and differentiation.

Learn more about the  
Microsoft Office Specialist  
Certification program at  
[www.certiport.com/mos](http://www.certiport.com/mos)

YOUR LOGO HERE



**Microsoft**  
Office Specialist