



**OKLAHOMA**  
**CareerTech**

## Badge Details

<b>Name</b>	0136 - TOSA Word Certification
<b>Description</b>	<p>This certification, endorsed by Microsoft, measures an individual's knowledge of Microsoft Word. It can be used to assess new job candidates or to identify training needs. As the test is adaptive, it can also be used to gauge candidate's progress after completion of a Word training course.</p>
<b>Criteria</b>	<p><b><i>Candidates receiving this certification will take an exam with the following criteria:</i></b></p> <p>This exam is composed of 35 questions</p> <ul style="list-style-type: none"><li>• Software environment (save, print, protect, etc.)</li><li>• Page layout and formatting</li><li>• Editing tools</li><li>• Graphic objects and tables</li></ul>