

# TOSA desktop

## Microsoft Office Word



This certification is for all Microsoft Word users who wish to certify their skills regardless of their proficiency level.

### Expected Proficiency Level by Career:

- **Beginner:** the candidate is not able to use the software in a professional environment
- **Basic:** administrative assistant, sales, logistics manager;
- **Productive:** customer service manager, HR, recruitment manager;
- **Advanced:** marketing project manager, human resources coordinator;
- **Expert:** executive assistant.

### Skill Domains:

#### Environment / Methods

- Knowing and customizing the display mode
- Knowing and customizing the software environment
- Using the basic functions of the software

#### Page Layout and Formatting

- Applying formatting options to texts with fonts
- Using layout tools on paragraphs
- Creating, handling, and customizing styles in documents
- Using layout options

#### Editing Tools

- Using and handling automation tools in documents
- Using entry aid tools
- Managing selection and displacement in a document
- Inserting and customizing references in documents

#### Graphic Objects and Tables

- Using graphic object tools
- Managing tables
- Inserting and modifying graphic objects

### Expertise Report :

Comprehensive and easy-to-interpret skills reports are generated at the end of each assessment test. They help you :

- **Identify** candidates' skills at a glance,
- **Adapt** your programs to their training needs,
- **Measure** the effectiveness of your programs,
- **Obtain** group reports or progress reports.

#### Assessment

✓ 25 questions

⌚ 40 minutes

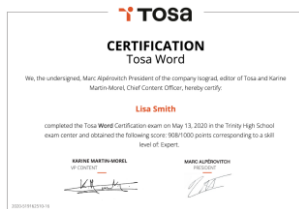
#### Certification

✓ 35 questions

⌚ 60 minutes

#### In-app questions <sup>1</sup>

Adaptive testing



### Languages and Versions :

English, French,	2010
Spanish, German,	2013
Dutch	2016
	2019
	365

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## Why certify with Tosa?

It is essential to make a difference in the job market. **Tosa certifications enable candidates to measure and attest to their digital skills.** Tosa certifications deliver a score out of 1,000 for candidates to put on their resume or on their professional networks.

**According to our certified candidates, the Tosa certification:**

- 🔧 Gives them more confidence in their skills (86%)
- 🔧 Adds value on their CV (76%)

## Understanding the Tosa score

The Tosa certification is based on a single score scale, available in five levels:

Level	Scores	Certification status & documents issued	Description
Expert	876 - 1000	Certification earned - diploma & Credly digital badge issued	Candidates have a comprehensive knowledge of the subject being assessed. Their productivity in its use is optimal.
Advanced	726 - 875	Certification earned - diploma & Credly digital badge issued	Candidates have a very good command of the subject evaluated. Their productivity is excellent.
Productive	551 - 725	Certification earned - diploma & Credly digital badge issued	Candidates are autonomous on the current operations they encounter in their professional environment.
Basic	351 - 550	Certification earned - diploma issued	Candidates have sufficient knowledge to perform simple tasks.
Initial	1 - 350	Certification failed - certificate of completion issued	Candidates have notions on the subject evaluated to understand its use in a given context.

## What is an in-app question?

Beyond traditional MCQs, our tests offer the candidate practical exercises (or in-app questions) directly in the development environment or software.

- 🔧 **Online in-app question:** a software window opens directly in the test environment. Candidates *do not* need to have the software installed on their computers.
- 🔧 **Desktop in-app question:** to respond to the exercise, candidates must download the answer file and *open it in the software that must be installed on their computer*. Then, the candidate must submit the file on the Tosa platform.
- 🔧 **Web in-app question:** candidates have a connection link to the software in its web version with login credentials. They must click on the link that opens a new tab, log in, and answer the question.

## What is adaptive testing?

Our technology adapts the test's difficulty to the candidate's answers. The more difficult the questions asked, the higher the candidate's proficiency level.