



Your skills. Your advantage.

Tosa Microsoft 365 Collaborative Tools

Exam Blueprint

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Introduction to the Tosa[®] Exam Blueprint

For Tosa[®] Assessment and Certification

Tosa® (Test on Software Applications)

Tosa® assessments and certifications are designed to determine a candidate's proficiency level by evaluating their skills in office software and digital tools commonly used in a professional or educational environment.

These tests are specifically developed to validate the professional competencies of candidates looking to enhance their employability (employees, students, job seekers, and individuals undergoing career transitions).

Tosa® assessments and certifications are adaptive tests, developed using scientific methodologies. The scoring is based on Item Response Theory (IRT). The test algorithm adapts to each candidate's response in real time, adjusting the difficulty level of subsequent questions until it precisely determines the candidate's skill level by calculating the upper limit of their competencies. As a result, the tests provide a detailed and unique diagnosis of each candidate's abilities.

The rigor and reliability of Tosa® tests stem from the combination of a mathematical model for analyzing question difficulty and the relevance of the questions selected for each candidate (IRT).

Tosa® Exam Blueprint Objective

This exam blueprint outlines all the skills assessed within the domains and sub-domains of the Tosa® assessment and certification tests for Microsoft 365 Collaborative Tools.

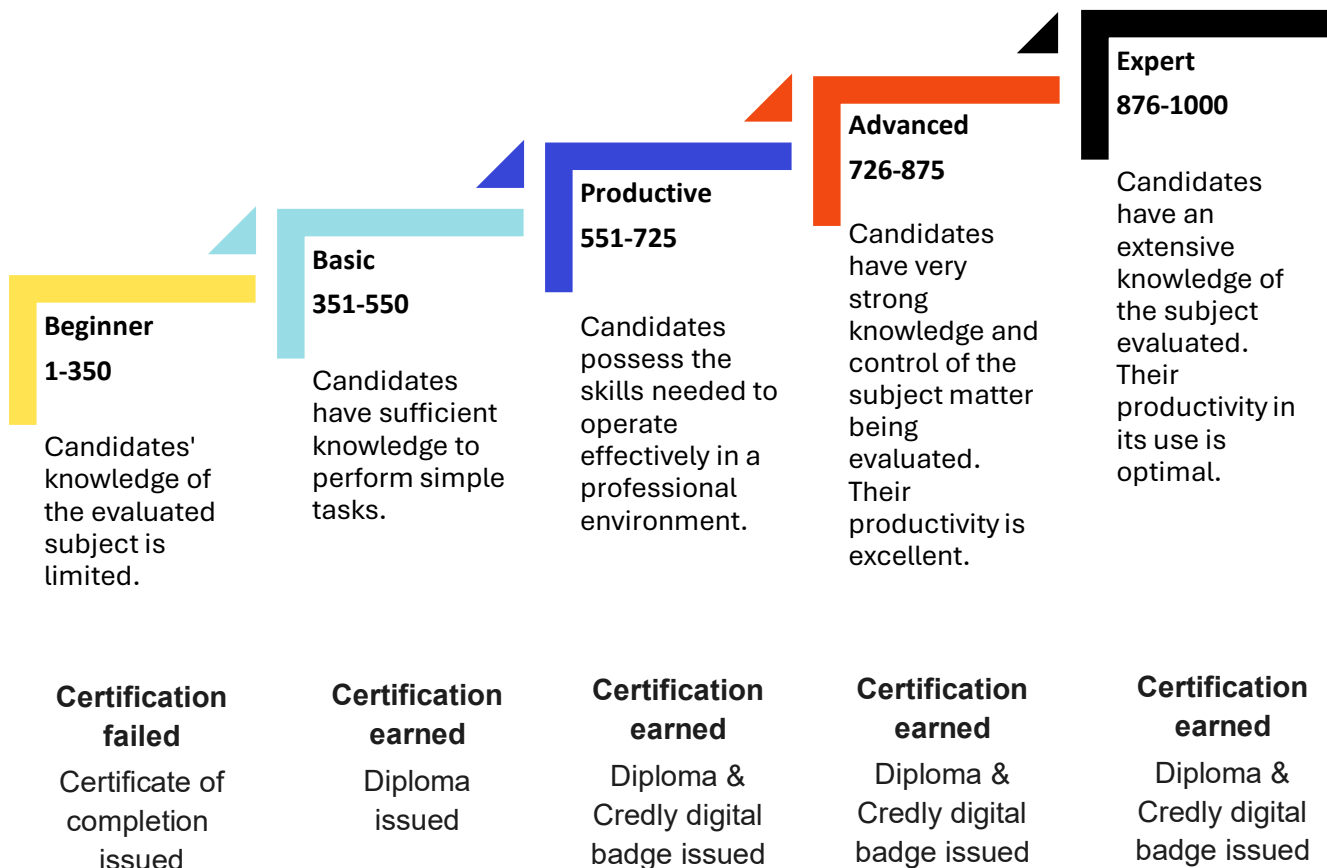
Tosa® assessment and certification solutions are designed to determine learners' proficiency levels using a single scoring scale—ranging from 0 to 1000 for certification—and divided into five levels, from “Beginner” to “Expert,” for the assessment.

The purpose of this blueprint is to specify the technical knowledge expected at each level and within each of the four main skill categories of Microsoft 365 Collaborative Tools. It is intended to help identify the most appropriate teaching or training programs to match a learner's target score.

Unique Tosa® Scoring

The Tosa® assessments and certifications are based on a unique score, divided into five levels.

- Ranging from 1 to 1000 for the certification.
- Divided into five levels, from Beginner to Expert, for the assessment.



About the Tosa® Microsoft 365 Collaborative Tools certification

The Tosa Microsoft 365 Collaborative Tools Certification relies on a database of more than 250 questions. It is composed of 35 questions from the question database and lasts for 1 hour. The algorithm adapts to each of the candidate's answers to adjust the difficulty level of the questions until reaching the candidate's skill limit. This ensures a precise and accurate result.

Since the test is adaptive, the series of questions that a candidate gets is unique for each test. This algorithm allows for a more accurate evaluation of the candidate's level. It also limits cheating and the memorization of questions on different passages.

Our platform allows individuals to take the certification in a classroom setting, an approved testing center, or remotely via our integrated asynchronous online proctoring solutions.

Our remote proctoring solutions provide added flexibility for both the administrator and the candidate, allowing the certification exam to be taken anywhere, at any time. The candidate only needs an internet connection and a computer equipped with a working webcam and microphone.

Candidates receive a numeric score out of 1000 points. This score corresponds to one of five proficiency levels. Candidates who score between 1 and 350 points do not earn the certification. They receive a certificate of completion in lieu of a diploma. Candidates who score 351 points or above earn the certification and will receive a diploma by email within five business days. If a candidate scores 551 points or above, they will also be eligible to receive a digital Credly badge.

There are no prerequisites to be eligible to take the exam, but to ensure a candidate is well prepared on exam day, we suggest they:

- Take at least one Tosa Microsoft 365 Collaborative Tools adaptive assessment to estimate their level and get familiar with the test format
- Use the free practice tests on our website for training
- Follow an e-learning or training course (average duration per level is between 10 and 15 hours per certification, so around 150 hours total)

Tosa certification diplomas are valid for three years from the date of issue. This three-year period has been set to ensure that our certifications are consistently accurate and relevant, taking into account software version updates as well as the natural evolution of a candidate's skills over time. Limiting the certification period also reflects the need for life-long learning and continual professional development.

Tosa certifications can be retaken when they expire. Earners willing to improve their score and proficiency level can retake the exam at any time.

Tosa Sequence for Progressive Skills Development

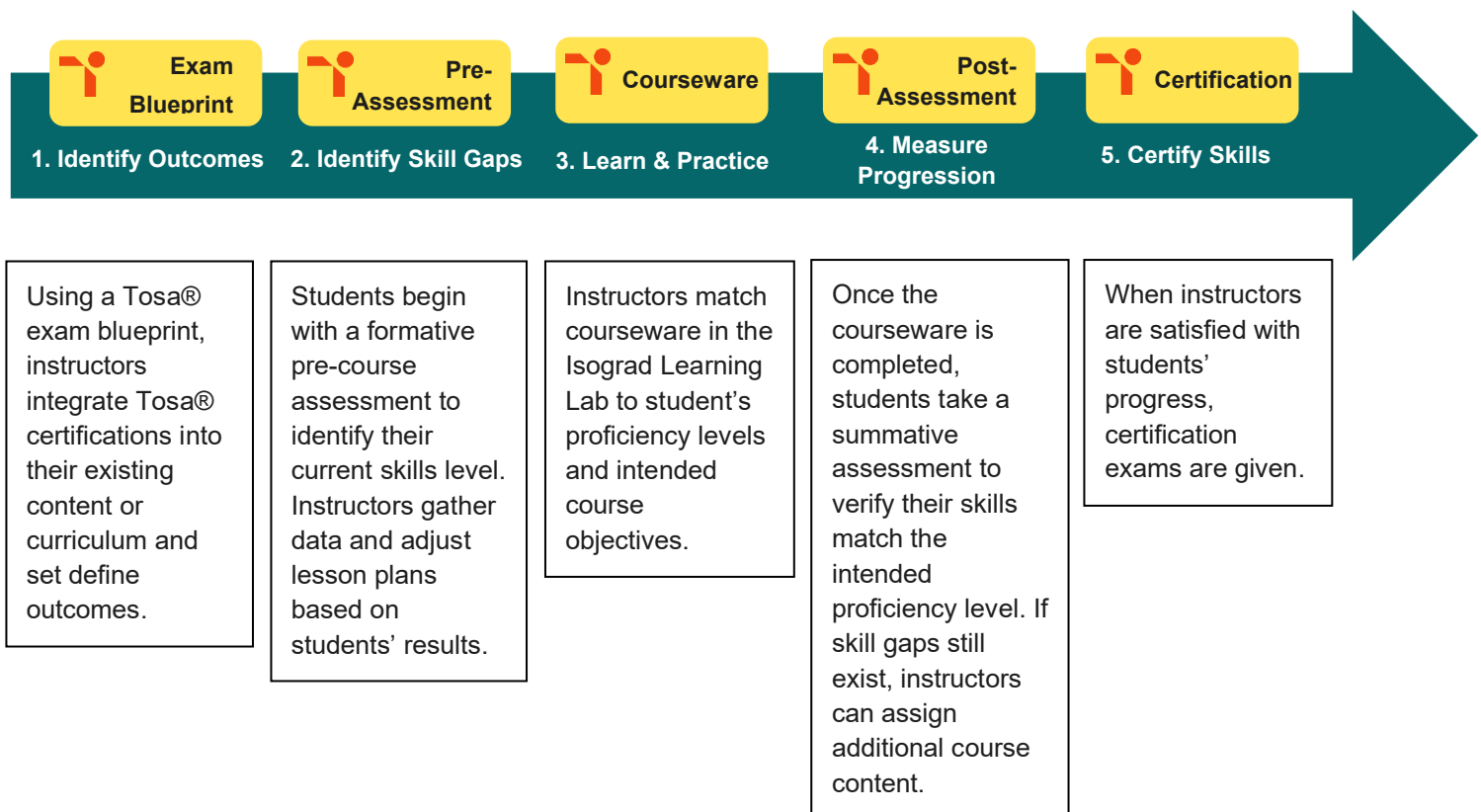
Students and professionals can tailor their certification journey with Tosa through vertical progression, demonstrating increasing proficiency in Microsoft 365 Collaborative Tools. Starting at a productive level, users can advance to advanced and expert levels as their skills grow. This clear path encourages continuous improvement and validates each stage of their development. Tosa's structure makes it easy to track progress and showcase evolving expertise.

Isograd Learning Lab

The Isograd Learning Lab is a multifaceted and adaptable courseware solution designed to help learners prepare for Tosa certification exams. It offers personalized, self-paced, and fully interactive learning experiences, equipping candidates with the essential digital skills that employers seek. These skills span a wide and varied range, applicable to learners just starting their career journey to those wishing to advance on their path.

The browser-based platform supports all learning styles with a wide array of features, including in-application exercises. These in-application capabilities allow learners to experience real-world examples of specific tasks within a given software environment. The lab includes inclusive learning resources, along with extension activities and project-based learning challenges that foster creativity and critical thinking.

All course content on the Isograd Learning Lab is aligned to a Tosa exam blueprint, which is the foundation of any Tosa certification exam. By aligning course content to an exam blueprint, learners will be prepared to take the exam once they complete the courseware.



Tosa® Microsoft 365 Collaborative Tools Level Descriptions

At each level, candidates can:

Beginner

- Use the basic features of Microsoft 365 applications to meet simple needs in professional, social, or personal contexts.
- Access tools such as Outlook for email and Teams for basic communication, but may require assistance with more complex tasks or advanced configurations.

Basic

- Apply basic Microsoft 365 skills to collaborate and share information in daily tasks.
- Use OneDrive to store and share documents, actively participate in Teams meetings, and manage email and calendar with Outlook.
- Perform tasks comfortably without external assistance, as long as the requirements are clear and straightforward.

Productive

- Apply intermediate skills using Microsoft 365 applications for a variety of professional tasks.
- Collaborate effectively through SharePoint, create and manage complex tasks in Planner and To Do, and use Forms to collect data.
- Work independently in most common scenarios, enhancing team productivity.

Advanced

- Use advanced Microsoft 365 skills to optimize workflows and enhance team collaboration. I
- Integrate applications—such as combining Teams, SharePoint, and OneNote for complex projects—and customize work environments to maximize operational efficiency.
- Explore and implement new solutions across a variety of scenarios.

Expert

- Demonstrate expert-level skills in Microsoft 365 applications, suited for complex and innovative environments.
- Demonstrate creativity in leveraging technology, allowing them to solve advanced problems and share their expertise with others with ease.

Business Applications

Achievement of Beginner score defines little or limited knowledge of the Microsoft 365 Collaborative Tools, including the applications' basic functions and features, highlighting the inability to use the applications in a professional environment.

For a marketing assistant or junior project coordinator, skills at this level enable a candidate to use collaborative tools for basic tasks: access shared documents in OneDrive, participate in Teams chats and meetings, schedule events in Outlook, and share simple updates or files with colleagues.

For a marketing coordinator, administrative assistant, or entry-level project manager, these skills enable a candidate to create and refine collaborative content such as co-authoring documents in Word or PowerPoint, managing shared files in SharePoint, coordinating meetings in Teams, and using tools like Forms to gather feedback before sharing results with stakeholders.

For a digital marketing specialist, communications officer, event planner, or team operations coordinator, these skills enable a candidate to organize and structure complex collaborative projects managing shared resources in SharePoint, building structured plans in Planner, maintaining consistent formatting across Teams and documents, and distributing content in the appropriate format for team use.

For a senior project manager, IT systems coordinator, digital collaboration strategist, or operations lead, these skills enable a candidate to customize collaborative environments, manage complex workflows across Microsoft 365 apps, build fully tailored team workspaces, and implement advanced integrations between tools like Teams, SharePoint, Planner, and external platforms.

Domain 1: The 365 Environment

Sub-domain 1: Navigating the Microsoft 365 home page

Covers: Navigating the initial start and use of Microsoft 365 environments. Navigating, signing in, and identifying the core areas of 365 spaces. Customizing and optimizing the environment.

Beginner

- Sign in to Microsoft 365 and access the home page.
- Identify main icons to access different applications.
- Navigate with minimal assistance to find the necessary apps.

Basic

- Sign in and navigate easily on the Microsoft 365 home page.
- Recognize and use main navigation features, such as the search bar and favorites.
- Find and access commonly used applications.

Productive

- Use the Microsoft 365 home page efficiently to quickly access applications and documents.
- Customize layout and favorites for more effective navigation.
- Understand and use advanced search tools to quickly find information and resources.

Advanced

- Fully leverage advanced features of the Microsoft 365 home page, such as customizable widgets and activity feeds.
- Use keyboard shortcuts and advanced navigation techniques to save time.
- Integrate third-party productivity tools and customize the interface to optimize work efficiency.

Expert

- Master navigation on the Microsoft 365 home page expertly by customizing every aspect of the interface to meet specific needs.
- Develop custom solutions to integrate complex workflows and third-party applications into the Microsoft 365 environment.
- Analyze and optimize the user experience to ensure maximum productivity and successful adoption of the collaborative platform.

Sub-domain 2: Performing searches in the Microsoft 365 environment

Covers: Navigating 365 environments, specifically with search functions. Understanding the options for navigating, customizing, and optimizing search tools.

Beginner

- Perform simple searches to find documents or emails.

Basic

- Sign in and navigate easily on the Microsoft 365 home page.
- Recognize and use key navigation features, such as the search bar and favorites.
- Find and access commonly used applications.

Productive

- Use the Microsoft 365 home page efficiently to quickly access applications and documents.
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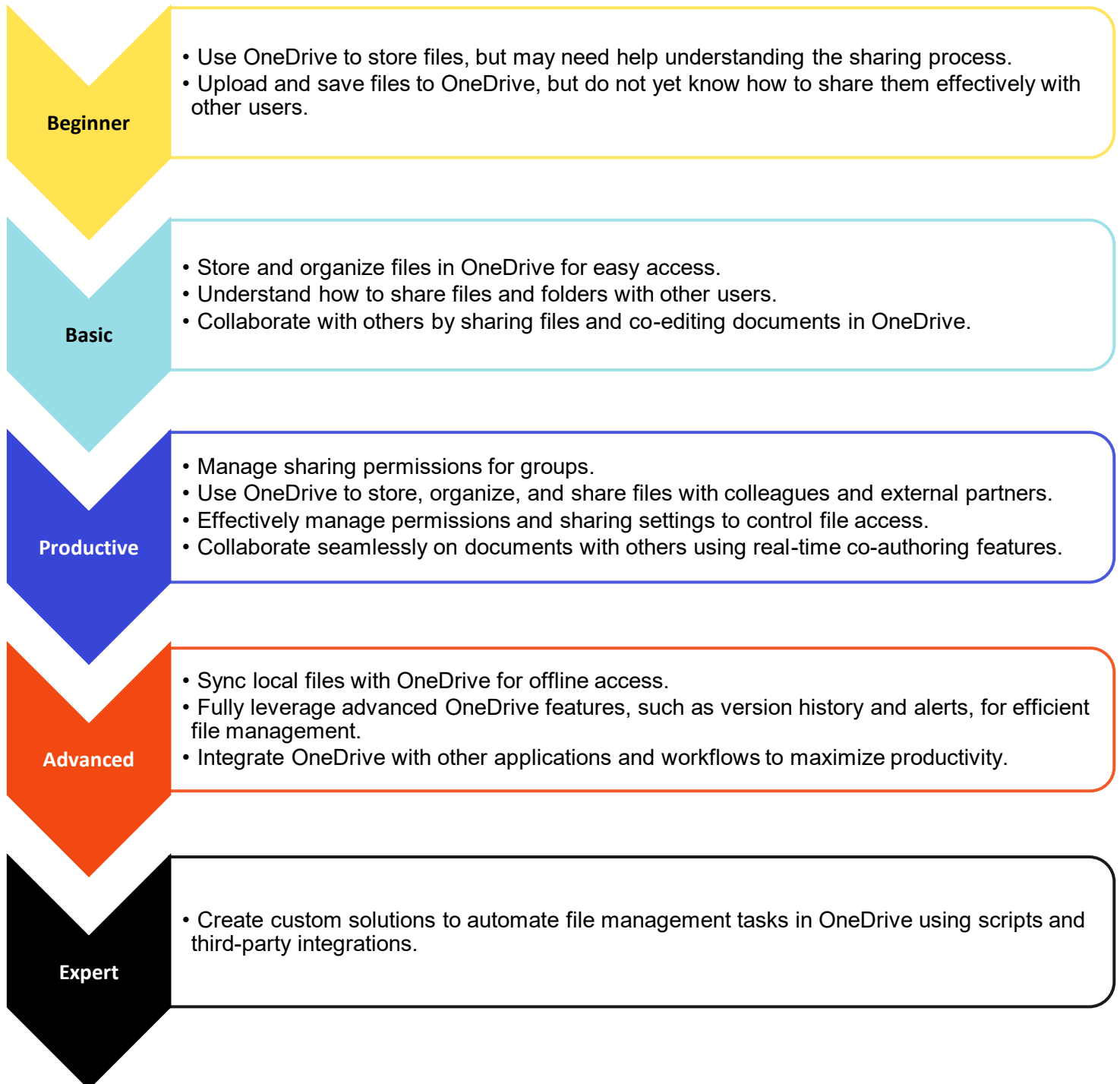
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Domain 2: File Sharing and Storage

Sub-domain 1: Storing and sharing files on OneDrive

Covers: Storing, sharing, and editing files within OneDrive. Leveraging OneDrive for collaboration and organizational needs.



Sub-domain 2: Storing and sharing files on Teams

Covers: Storing, sharing, and managing files on Teams. Understanding the collaborative functions of Teams. Optimizing workflows and personalizing the environment of Teams.

Beginner

- Upload files to Teams channels, but have not yet explored all file storage and sharing features within Teams.

Basic

- Use file storage features in Teams to upload and organize documents in channels.
- Understand how to share files with team members, though may occasionally need reminders about permissions.

Productive

- Manage files in Teams effectively by organizing them logically and sharing with team members as needed.
- Use advanced file storage and sharing features, such as file conversations and change notifications.
- Collaborate seamlessly on files with team members using real-time co-authoring features.

Advanced

- Fully leverage file storage and sharing features in Teams to manage team resources efficiently.
- Integrate Teams with other applications and workflows to maximize productivity.

Expert

- Master Teams expertly by developing advanced strategies for managing and sharing files in complex team environments.
- Create custom solutions for automation.

Sub-domain 3: Storing and sharing files in SharePoint

Covers: Uploading, storing, and sharing files via SharePoint. Understanding the use of libraries to effectively organize information for sharing. Integrating SharePoint with other applications for increased productivity and personalized, effective workflow.

Beginner

- Access SharePoint.
- Upload files to SharePoint.

Basic

- Use SharePoint to store and organize files, though may need reminders about structuring document libraries.
- Understand how to share files with other users in SharePoint.

Productive

- Manage document libraries in SharePoint effectively by organizing files logically and applying appropriate metadata.
- Use advanced file sharing features in SharePoint, such as access links and specific permissions.

Advanced

- Fully leverage file storage and sharing features in SharePoint to efficiently manage team and organizational resources.
- Integrate SharePoint with other applications and workflows to maximize productivity.
- Develop custom solutions to integrate SharePoint into business processes and distributed work environments.

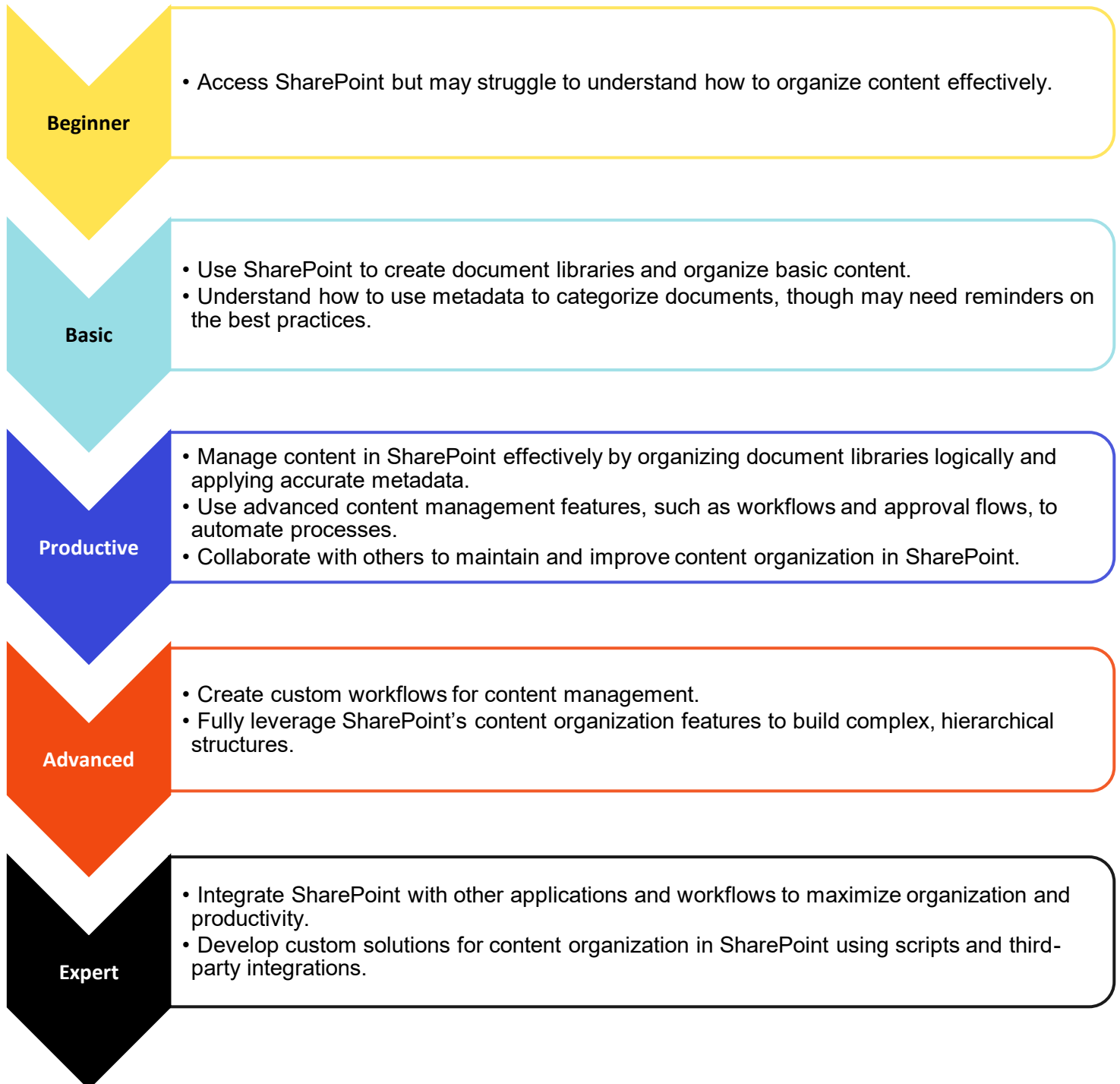
Expert

- Design integrated SharePoint solutions for advanced content management and collaboration.

Domain 3: Organization

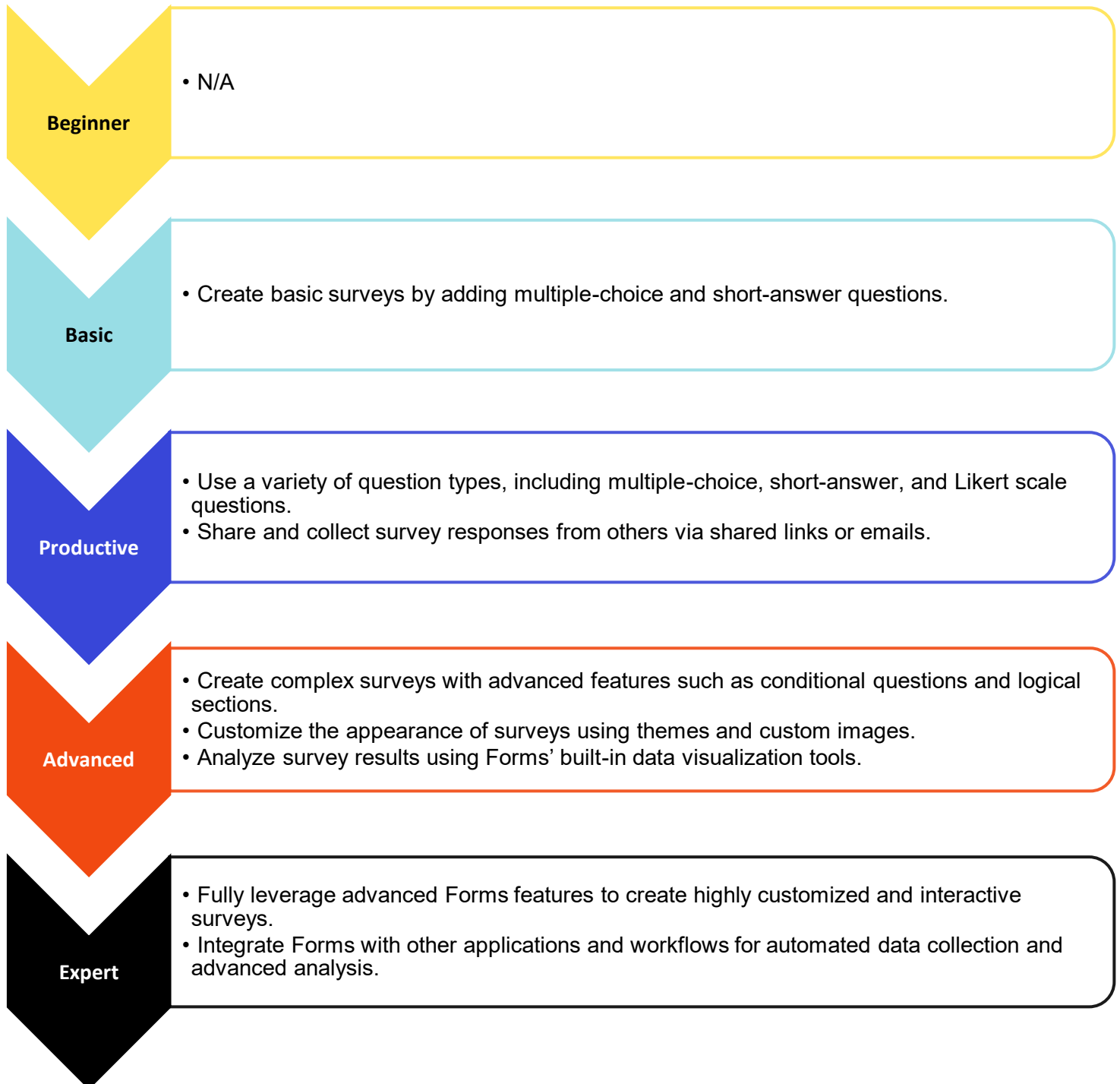
Sub-domain 1: Organizing content in SharePoint

Covers: Demonstrating knowledge in the best practices for organizing content in SharePoint. Collaborating with others through effectively organized materials. Automating processes and workflows within SharePoint for increased productivity.



Sub-domain 2: Creating materials in Forms

Covers: Creating materials in Forms for a variety of organizational needs. Customizing surveys in Forms. Collecting and analyzing data from Forms.



Sub-domain 3: Managing prioritizing tasks in To Do

Covers: Creating tasks and managing workflow using To Do. Integrating To Do with other applications to enhance productivity and personalize workflows. Leverage the functions within To Do to fully master task management through To Do.

Beginner

- Use To Do to create simple task lists, but may need assistance to understand all available features.

Basic

- Create basic tasks by adding descriptions and due dates.

Productive

- Use features such as lists, labels, and due dates to organize tasks.
- Collaborate with others by sharing task lists and assigning specific tasks.

Advanced

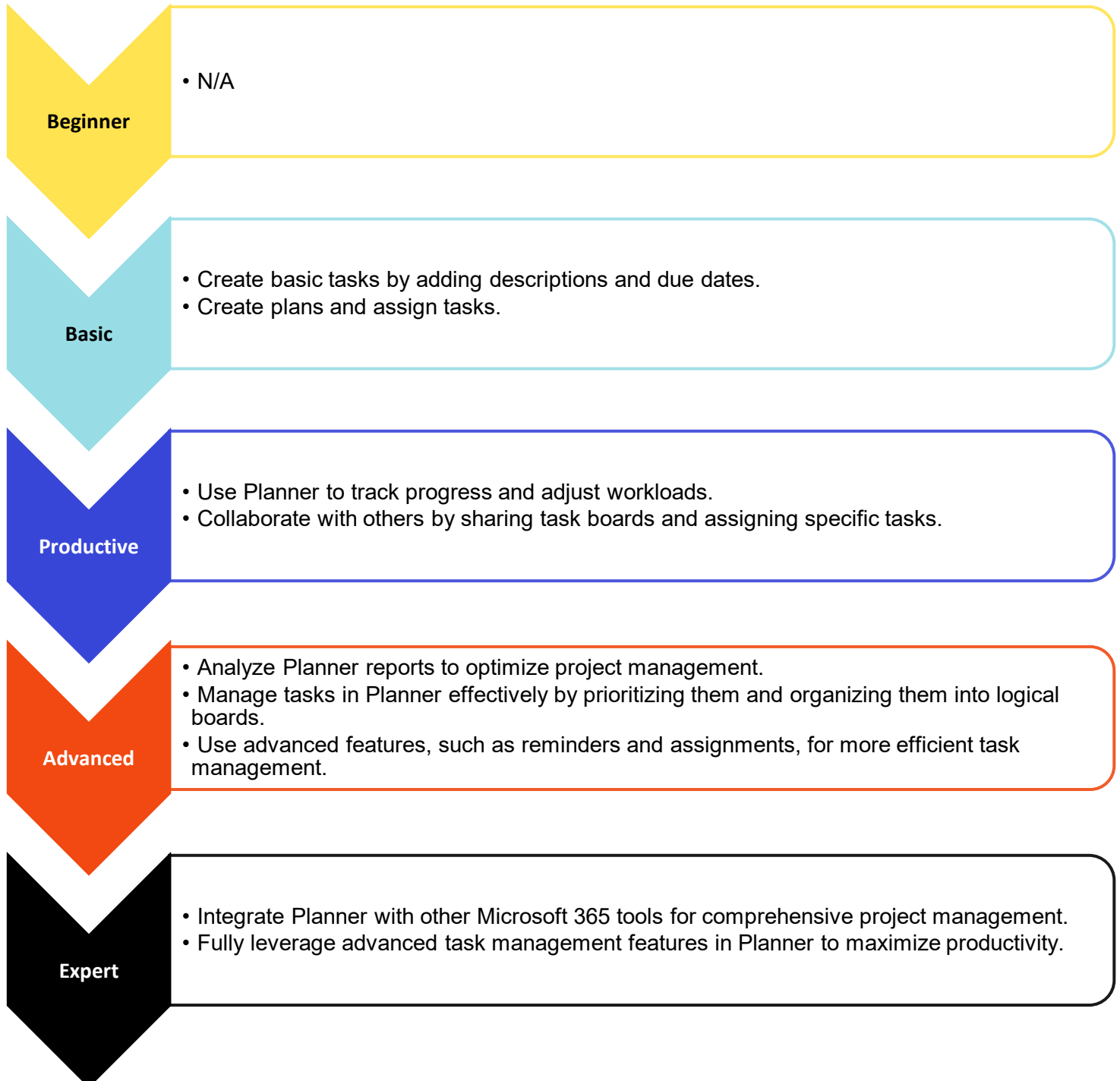
- Integrate To Do with Outlook for unified task and calendar management.
- Manage tasks in To Do effectively by prioritizing them and organizing them into logical lists.
- Use advanced features, such as reminders and subtasks, for more efficient task management.
- Collaborate with others by sharing task lists and working together on projects.

Expert

- Optimize time management strategies through organization using To Do.

Sub-domain 4: Managing prioritizing tasks in Planner

Covers: Creating tasks and planning workflows with Planner. Collaborating with others to prioritize tasks and manage workloads. Integrating Planner with other 365 applications for productivity optimization.



Sub-domain 5: Creating and sharing lists with Microsoft Lists

Covers: Tracking and managing workflows using Microsoft Lists. Demonstrating capacity to organize, share, and modify lists to optimize workflows. Integrating Lists within a wider 365 environment.

Beginner

- Create basic lists but may need assistance to customize them for specific needs.

Basic

- Use predefined templates to create task lists, project trackers, and more.
- Share lists with other users and grant the necessary permissions for collaboration.

Productive

- Manage lists in Microsoft Lists effectively by customizing them to meet specific team or project needs.
- Use advanced features, such as calculated columns and custom views.

Advanced

- Automate list entries and notifications.
- Fully leverage advanced Microsoft Lists features to create complex and highly customized lists.

Expert

- Integrate Microsoft Lists with other Microsoft 365 applications for advanced data management.

Sub-domain 6: Storing and sharing information in OneNote

Covers: Creating, managing, and sharing information using OneNote. Optimizing the OneNote environment for increased productivity.

Beginner

- Create basic notes but may need help organizing and structuring the information.

Basic

- Create notes in OneNote.
- Use sections and pages to organize information logically.
- Share notes with other users and grant the necessary permissions for collaboration.

Productive

- Manage information in OneNote effectively by organizing it hierarchically and using features such as tags and labels.
- Use advanced features, such as inserting files, tables, and media into notes.
- Collaborate with other users by sharing notebooks and working together on content.

Advanced

- Fully leverage OneNote's advanced features to create complex, well-structured notes.
- Integrate OneNote with other Microsoft 365 applications and workflows to maximize productivity.

Expert

- Master OneNote expertly by developing advanced strategies for creating, managing, and sharing notes in complex enterprise environments.
- Create custom solutions to automate note management tasks in OneNote using scripts and third-party integrations.

Domain 4: Communication

Sub-domain 1: Communicating on teams

Covers: Mastering the use of teams for communication in professional environments.
Leveraging tools and meeting functionality to optimize organizational communication.

Beginner

- Join discussions and meetings, but may need help starting new conversations.

Basic

- Participate in group discussions and online meetings.
- Use features such as direct messages and mentions to interact with other users.

Productive

- Manage communications in Teams effectively by organizing discussions and tracking conversation threads.
- Schedule and host online meetings using Teams features.
- Collaborate with other users by sharing files and using co-authoring capabilities.

Advanced

- Organize live events, manage teams, and handle complex configurations.
- Integrate third-party applications into Teams to enhance communication.

Expert

- Develop integrated communication strategies using Teams to enhance collaboration across an organization.

Sub-domain 2: Creating and sharing interactive reports and presentations in Sway

Covers: Creating, managing, and sharing reports and presentations using Sway.

Collaborating with others within the Sway environment. Innovating and customizing to enhance presentations.

Beginner

- Recognize the purpose of Sway for creating interactive reports and engaging presentations, but may not yet know how to use it.

Basic

- Create basic reports and presentations.

Productive

- Create interactive reports and presentations in Sway with some autonomy.
- Use predefined templates to get started and customize presentations based on needs.
- Share presentations with others via shared links.

Advanced

- Create interactive reports and presentations in Sway effectively using advanced features such as embedded media and interactive cards.
- Customize the appearance of presentations using themes and styles.
- Collaborate with others by sharing presentations and working together on the content.

Expert

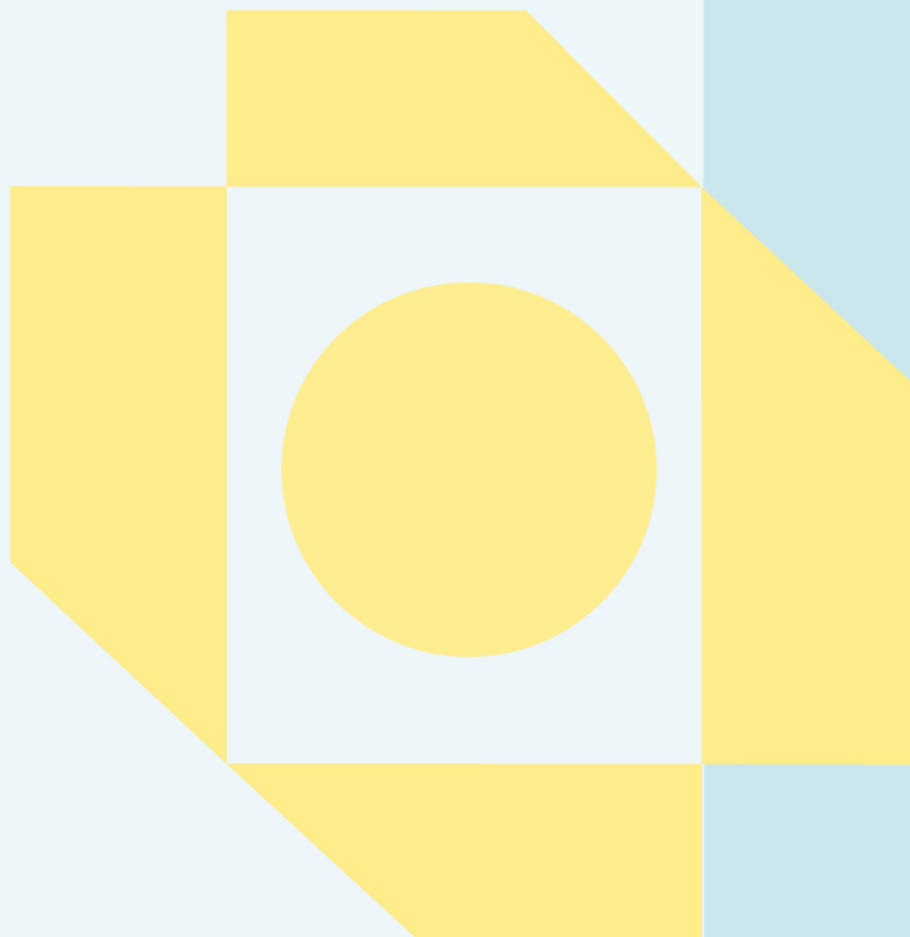
- Fully leverage Sway's advanced features to create interactive and dynamic presentations.
- Integrate Sway with other Microsoft 365 applications and workflows to maximize productivity.

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