



# E-Learning

## for Microsoft® Business Certification

Workforce Development

### Self-paced, interactive online instruction for Microsoft Office certification

E-Learning for Microsoft® Business Certification offers flexible learning with interactive content that engages Test Candidates preparing for Microsoft Office certification. Available anytime, anywhere at the click of a mouse, E-learning's application-specific courses help develop Microsoft Office skills through activities, exercises, games, and hands-on virtual labs.

### E-Learning at a Glance

<b>Courses</b>	Catalog provides learning for all Microsoft Office certification exams, including Microsoft Word, Excel®, PowerPoint®, Outlook®, Access®, and Windows™ Vista
<b>Versions</b>	For Office 2000, XP, 2003, and 2007
<b>Lessons per Application</b>	Each application course generally has between 5-8 lessons
<b>Lesson Duration</b>	1-2 hours
<b>Accessibility</b>	Available through the Internet with Username and Password
<b>Reporting</b>	Completion and activity reports for both individuals and groups
<b>Flexibility</b>	Ability to exit in-progress lessons and re-enter at the same point in a new visit
<b>License Type</b>	Per user, 12-month license
<b>Products for Purchase</b>	Single application or entire library available in most Microsoft Business Certification program languages

### Learning as Easy as 1-2-3

1. **Purchase E-Learning + Exam bundles today** by logging into the Certiport.com Web site; or, talk to your Certiport representative or Solution Provider for more details.
2. **E-Learning Access Keys and instructions are delivered via e-mail within 2-3 days of purchase.** There is no need to wait for complicated hardcopy manuals. You'll have what you need to help your Test Candidates unlock dynamic E-Learning content online right away.
3. **Send E-Learning Access Keys and URL to your Test Candidates.** We include a template e-mail you can send to Test Candidates to help them get started. With an Internet connection and information you provide, they can self-enroll and begin learning immediately.

### Anyone call a specialist?

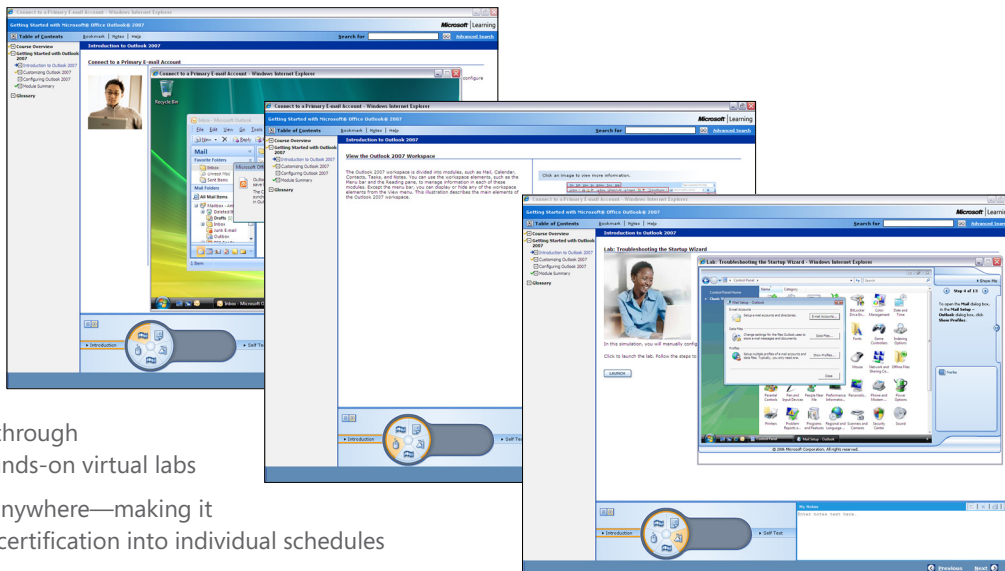
Whether the individuals you serve need fine-tuning in spreadsheets, coordinating calendars, or building presentations, we have certifications that cover the applications their potential employers use most:

- |                         |                       |
|-------------------------|-----------------------|
| <b>Word 2007</b>        | <b>Excel® 2007</b>    |
| <b>PowerPoint® 2007</b> | <b>Access® 2007</b>   |
| <b>Outlook® 2007</b>    | <b>Windows Vista®</b> |

Learn more about certification at [www.certiport.com](http://www.certiport.com)

### State-of-the-Art Learning:

- Test Candidates can assess their knowledge before and after training, as well as track their progress and save their learning history
- Targeted learning for certification: Offers pin-point learning on weaker skill areas for the exam
- Addresses multiple learning styles, allowing individuals to learn the way they want to learn: through activities, exercises, games, and hands-on virtual labs
- Delivers online training anytime, anywhere—making it easier to incorporate learning for certification into individual schedules



### Benefits for Testing Center Administrators:

- Provides easy-to-use, reliable, and cost-effective learning for certification
- Meets rigors of highly demanding certification standards by providing tailored learning experiences
- Features the most up-to-date content developed by Microsoft technology experts for the most relevant learning experience available
- A license to E-Learning for Microsoft Business Certification provides a consistent and high-quality learning experience that readies your Test Candidates for the exam



### Product Options

**Single Application + Exam**  
(MCAS Only)

**Full Library + 5 MOS Exams**  
(E-Learning: All Office 2007 & 2003 content)

**Full Library + 6 MCAS Exams**  
(E-Learning: All Office 2007 & 2003 content)

### Get E-Learning Today!

To learn more or to order your license, e-mail the Workforce Development Solutions Team at [WFD@certiport.com](mailto:WFD@certiport.com) or call 1-888-999-9830.

### About Certiport

Certiport prepares individuals with current and relevant digital skills and credentials for the competitive global workforce. These solutions are delivered by more than 12,000 Certiport Centers worldwide and include Certiport Internet and Computing Core Certification (IC<sup>3</sup>®), the official Microsoft® Office certification programs and the Adobe® Certified Associate certification program. For more information, visit [www.certiport.com](http://www.certiport.com).

**CERTIPORT®**  
Achieve • Distinguish • Advance