



### Who should attend?

Information workers who want to increase their skills with any of the Microsoft® Office applications, including Office Word, Office Excel®, Office PowerPoint®, Office Access™, Office Outlook® or Windows Vista®

The Certiport Desktop Productivity Certification Workshop is designed to develop an employee's ability to work at the highest possible skill level with the Microsoft® Office tools. This workshop will help transform candidates into maximum-performing information workers.

### Workshop Overview:

During this workshop, participants achieve one or more Microsoft® Office certifications. The Workshop utilizes blended learning techniques, including self-paced learning, online learning, remote classrooms, and in-class, instructor-led learning.

The workshop begins with a self-paced learning component that includes access to tools and materials to prepare for certification, combined with remote instructor support for remediation and questions. Once the self-paced portion is complete, the instructor assesses the participant results and tailors the on-site training to resolve any remaining questions or problems.

The instructor then proctors participants through the certification exam(s).

### Workshop Objectives:

To ease the logistical burden of achieving certification for individuals and businesses, increasing productivity gains in a short time-frame

This workshop can be tailored to address a variety of application skills and knowledge and certification requirements, as well as focus on specific application versions, such as 2003 or 2007.

### Prerequisites:

Workshop participants must be at approximately the same knowledge level in the Microsoft Office software applications. Their level is determined through an assessment process, after which participants with similar skill levels are grouped in a single workshop.

Participants must also :

- Have access to a complete installation of Microsoft® Office prior to attending the workshop.  
***This version of Office must coincide with the version of the certifications.***
- Be willing to take a current skills assessment.
- Be able to access the Internet and a toll-free conference line.

### Pricing:

Workshop pricing varies according to the number of participants and certifications. For specific pricing information, please contact your Certiport Sales Representative or send an email to [cpi@certiport.com](mailto:cpi@certiport.com).