



## Microsoft® Business Certification

Turn ordinary workers into unstoppable teams.

### Validate skills with the 2007 Microsoft® Office system.

The launch of the 2007 Microsoft Office system is an exciting opportunity for academic institutions to dramatically improve student retention, drive more relevant teacher development, and enrich course curricula with powerful, cutting-edge business capabilities. With this new software comes Microsoft Business Certification, a valuable, globally recognized credential that recognizes the skills needed to use the full features and functionality of the 2007 Microsoft Office system. The new credential can put your students one step ahead of the competition by giving them the skills and expertise that businesses will depend on.

### Why is certification important to students?

As more and more businesses take advantage of new technologies, the workplace need for Microsoft Office system skills is expected to dramatically increase. Microsoft Business Certification will enable students to start their careers with proven 2007 Microsoft Office system skills. Based on globally recognized standards, the certification is an important and distinguished credential for students when applying for jobs or applying for college.

Now is your opportunity to deepen the substance and value of your business and technology curricula with Microsoft Business Certification credentials. With certification, your students get the opportunity to develop skills and expertise as well as leading-edge proficiency with the 2007 release. Teachers can give more to their students by themselves achieving a mastery skill level of Office 2007, regardless of the course topic.

### The growing need for a Microsoft Business Certified workforce.

Certification provides a standard that helps employers to fill job vacancies quickly, minimize new hire ramp-up time, retain the most productive employees, and maximize their return on company resources and technology. Experience is always important; however, using a limited set of skills over and over does not necessarily equate to mastery of the software program. Research shows that a comprehensive level of skill proficiency is directly linked to an increase in on-the-job performance, regardless of the actual job function.\* And certification verifies a wide variety of skills—not only using programs, but also for specific projects and tasks such as managing budgets and preparing presentations. Employers know that when they hire a Microsoft Business Certified candidate, they're getting a 2007 Microsoft Office system expert.

Validate skills on the most popular Microsoft Office programs and the Windows Vista™ operating system.

#### Word 2007

- Spend more time writing, less time formatting, with the new Ribbon in Office Word 2007.
- Reduce file sizes and improve document retention.
- Connect documents to business information.

#### Excel® 2007

- Explore large amounts of data with more rows, columns, and other new features.
- Create, format, and expand tables with new Excel table enhancements.
- Use shared charting in the 2007 versions of Excel, Word, and PowerPoint.

#### PowerPoint® 2007

- Add designer-quality SmartArt™ graphics.
- Use new themes, layouts, Quick Styles, tables, and charts.
- Share information and collaborate with users of different operating systems.

#### Access™ 2007

- Get started quickly using pre-built tracking applications.
- Complete tasks faster with the new user interface.
- Effectively share tracked information with others.

#### Outlook® 2007

- Instantly search all information.
- Easily manage daily priorities and information.
- Connect with people easily and effectively.

#### Windows Vista™

- Improve security and compliance.
- Optimize your desktop infrastructure.
- Find and use information more easily.
- Better enable your mobile workforce.

\*Microsoft Office Specialist: Improving the Workplace, Robert Hunt, Ph.D and Sean P. Gyll, Ph.D, 2001.

**Microsoft Business Certification—perfect for your curriculum.**

Microsoft Business Certification provides cost-effective, practical content for your courses, and offer your students the desktop computing expertise that businesses want. The new Microsoft Business Certification features a series of verifications that provide a simple framework for skills qualification and validation. They include an entry level Pre-Test to identify baseline skills, an Application Specialist credential that validates product-specific skills, and an Application Professional credential that validates expertise to deliver on a specific project or task.

**Microsoft Official Pre-Test Series**

Pre-Tests provide a simple, low-cost way for individuals to identify their skill level. Pre-Tests are taken online, making the first step towards certification easy and convenient. Through the Pre-Test, individuals can receive a custom learning path with recommended training, Microsoft E-Learning, and Microsoft Press® Step by Step books to help prepare for the certification exams.

**Microsoft  
Official Pre-Test**

**Microsoft Certified Application Specialist Series**

The core Microsoft Office Specialist certification has been upgraded to validate skills with the 2007 Microsoft Office system as well as with the new Windows Vista operating system. The Application Specialist credential targets information workers and covers the most popular Microsoft Office applications: Word 2007, Excel 2007, PowerPoint 2007, Access 2007, and Outlook 2007.

**Microsoft  
CERTIFIED**  
*Application  
Specialist*

Office Word 2007  
Office Excel® 2007  
Office PowerPoint® 2007  
Office Access™ 2007  
Office Outlook® 2007  
Windows Vista™

**Microsoft Certified Application Professional Series**

The new Application Professional certification is designed to meet the needs of workers utilizing the 2007 Microsoft Office suites to deliver on specific projects and tasks. This credential demonstrates advanced, cross-industry skills and collaboration capabilities. Focus areas include Managing Budgets, Managing Presentations, Managing Team Collaboration, and Supporting Organizations.

**Microsoft  
CERTIFIED**  
*Application  
Professional*

Managing Budgets  
Managing Presentations  
Managing Team Collaboration  
Supporting Organizations

**The Microsoft Business Certification impact:**

“Providing our candidates with access to certification ensures that we are able to offer our clients highly skilled professionals with proven technical skills.”

Katherine Spencer Lee,  
Executive Director of Robert Half Technology

“After certifying and tracking over 2,600 employees, we determined that Microsoft Business Certified individuals are earning 12% more than non-certified employees, they are placed at a higher rate compared to the industry average, and are converted to full-time employment 50% more often than non-certified individuals.”

Robert Half International (RHI) Data, Human Resources

**Proven results:**

A recent IDC survey\* found that **89 percent of Microsoft Office certified employees do not require additional supervision to perform their duties.** In addition, **3 out of 4 supervisors believe that administrative support employees proficient in Microsoft Office technology play an important role in setting the standards for their organization’s work processes.**

**Contact us today!**

Microsoft Business Certification is poised to make a tremendous impact on global business performance. Find out today how certification can work for you. Get the latest information on Microsoft Business Certification and the 2007 Microsoft Office system—sign up for the Office newsletter at [www.microsoft.com/office/newsletter](http://www.microsoft.com/office/newsletter).

\* IDC White Paper sponsored by Microsoft, Preventing Bad Hires: The value of objective Pre-hire Assessment. November 2006.