



Microsoft® Business Certification

Turn ordinary workers into unstoppable teams.

Validate skills with the 2007 Microsoft® Office system.

The new Microsoft Business Certification is an exciting opportunity to dramatically improve workforce training programs by providing verifiable skills utilizing the full features and functionality of the 2007 Microsoft Office system. Training programs can use the new credential to validate their effectiveness and ensure employers get the skilled workers they require.

Why is certification important?

The new Microsoft Business Certification program specifically targets workplace demand for 2007 Microsoft Office system skills. As organizations worldwide upgrade to the 2007 Microsoft Office release, the need for 2007 Office system skills will dramatically increase. Successful training programs will meet this challenge by preparing workers with skills using the most up-to-date technologies.

Microsoft Business Certification provides an important, cost-effective validation of the effectiveness of training programs. Individuals certified in the 2007 Microsoft Office applications plug into all the new features of the new release to be more productive on the job, and complete tasks and projects more efficiently.

The benefits of a Microsoft Business Certified workforce.

While experience is always important, using a limited set of skills over and over does not necessarily equate to mastery of a software product. Research shows that a comprehensive level of skill proficiency is directly linked to an immediate increase in on-the-job performance, regardless of the actual job function.*

Certification enables job training and placement programs to fill job vacancies quickly. Staffing agencies and employers will minimize new-hire ramp-up time, retain the most productive employees, as well as validate and maximize their return on resources and technology. And this new program verifies a wide variety of skills—not only in programs like Microsoft Office Word and Excel but also for job functions 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 training and job placement programs.

Use Microsoft Business Certification as a cost-effective validation of the effectiveness of your training programs, and offer job seekers the opportunity to master the skills required by businesses today. 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.

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