



Microsoft® Business Certification

Turn ordinary workers into Office celebrities.

The new Microsoft Business Certification program is an exciting opportunity for academic institutions to dramatically improve student retention, drive teacher development skills, and enhance course curricula with powerful, cutting-edge capabilities that prepare students to enter the workforce. To meet the growing demand, Microsoft Business Certification recognizes the skills needed to use the full features and functionality of the 2007 Microsoft Office system and meets the performance requirements that companies look for in potential employees. When businesses hire a candidate with Microsoft Business Certification, they know they're getting a 2007 Office system expert!

Prepare students to succeed with certification.

Will your students be ready when they graduate? Will they have practical business skills to help them get started in their careers? Enrich the substance and value of your course curricula with Microsoft Business Certification. With certification, students get the opportunity to develop computing skills and expertise as part of their chosen course of study. And regardless of the course topic, teachers can provide more to their students by personally achieving a mastery skill level with the 2007 Microsoft Office system. Microsoft Business Certification features a series of verifications that provide a simple framework for skills qualification and validation. Certification also verifies a wide variety of skills—not only in using products, but also for specific projects and tasks such as managing budgets and preparing presentations.

Provide your students with a valuable resource.

Use Microsoft Business Certification as a comprehensive addition to your business and technology curricula, and offer students the opportunity to master the computing skills that businesses require. Prepare your students by using the Microsoft Official Academic Course (MOAC) curriculum. Find out more at www.wiley.com/college/microsoft.

Contact us today!

Find out today how to get certified and how certification can work for your students and teachers. 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.

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

- ▶ **Word 2007**
Comprehensive tools and a new user interface simplify creating and formatting documents.
- ▶ **Excel® 2007**
Powerful new features let individuals analyze, share, and manage data with ease.
- ▶ **PowerPoint® 2007**
Professional-looking presentations can be made with just a few clicks.
- ▶ **Access™ 2007**
New tools boost productivity by allowing employees to track, report, and share information in a manageable environment.
- ▶ **Outlook® 2007**
A redesigned interface makes it easier to track information and connect with people.
- ▶ **Windows Vista**
Dramatic improvements help people collaborate and connect to the best resources.