



Microsoft® Business Certification

Turn ordinary workers into Office celebrities.

The launch of the 2007 Microsoft Office system is an exciting opportunity for businesses to become more efficient and innovative by utilizing the full features of the new release. As more businesses take advantage of the new technology, the workplace need for 2007 Office system skills is expected to grow dramatically over the next five years. The new Microsoft Business Certification meets this growing demand for the verifiable capabilities that organizations worldwide will depend on.

Discover the benefits of Microsoft Business Certification.

Microsoft Business-certified individuals have proven expertise utilizing the powerful new features and functionality of the 2007 Microsoft Office system. With the new user interface, individuals can complete tasks more easily, getting the most out of the Microsoft Office products they use every day in order to work smarter and deliver better results. And certification verifies a wide variety of skills—not only in products such as Microsoft Office Word and Excel, but also for specific projects and tasks such as managing budgets and preparing presentations.

Certification can work for you.

Microsoft Business Certification can help individuals become more competitive in the job market, enable hiring managers to simplify and shorten the hiring process, allow teachers to prepare their students with desktop computing skills and expertise, help corporations to prove the value of their technology investment, and ensure employees have the skills and credentials to tackle the toughest jobs.

Contact us today!

Find out today how certification can work for you—Contact us at [000-000-0000](tel:000-000-0000).
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.

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The advantages of a Microsoft Business certified workforce.

Hiring certified workers and developing training programs to certify your existing workforce can help you get the most out of your software investment. Studies show that a comprehensive level of skill proficiency is directly linked to an increase in on-the-job performance, regardless of the actual job function.* Individuals certified in the 2007 Microsoft Office products are able to plug into the new features and functionality to complete tasks more easily and work smarter, not harder, to be more productive.

Choose a comprehensive skills validation solution.

Install certification on site in your learning centers and start offering cost-effective, time-saving certifications as a component of your training program. When you hire a Microsoft Business Certified employee, you're getting a 2007 Office system expert—someone who knows how to get the most out of the new release and who can share this knowledge with other employees, greatly impacting your company's productivity.

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