



## Microsoft® Business Certification

Turn ordinary workers into Office celebrities.

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 credentials to validate their effectiveness and ensure employers get workers with the skills they require.

### Deliver a Microsoft Business-certified workforce.

Developing training programs that prepare job seekers for a competitive job market is essential to the longevity of publicly-funded programs. Microsoft Business Certification can provide a critical, cost-effective measurement of the value of job training and placement programs. Agencies can employ certification to quantify the positive impact of their programs while ensuring they deliver skilled workers with tested expertise.

### Prepare program participants to succeed.

Microsoft Business Certification verifies the most in-demand skills using the 2007 Office release. By successfully completing a certification exam, program participants are prepared to be productive on the job. Moreover, certification can be used as a benchmark to help you improve program outcomes by verifying the most relevant skills needed in the workplace.

### Contact us today!

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).

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.