



Microsoft® Office 2007 Master Frequently Asked Questions

Q: What are the benefits of becoming a Microsoft® Office 2007 Master?

A: The Microsoft Office programs are the most widely used desktop programs in the world. The Microsoft Office 2007 Master program is the only program endorsed by Microsoft for verifying an instructor's skill and hands-on ability with Office programs. As certified Microsoft Office 2007 Master you will be recognized by employers, peers, and students as achieving the highest level of certification for the world's leading desktop programs. The test candidate who earns this credential has proven they have at least 75 percent knowledge of each Microsoft Office software program and has been able to prove this through demonstrating the skills on each MCAS exam.

Q: What exams are required in order to earn the Microsoft Office 2007 Master?

A: To earn a Microsoft Office 2007 Master certificate for Microsoft Office 2007, the test candidate must successfully complete the following FOUR Microsoft Certified Application Specialist certification exams:

- Exam 77-601: MCAS: Using Microsoft® Office Word
- Exam 77-602: MCAS: Using Microsoft® Office Excel®
- Exam 77-603: MCAS: Using Microsoft® Office PowerPoint® 2007
- Exam 77-604: MCAS: Using Microsoft® Office Outlook® 2007

Q: What do I get when I achieve this certification?

A: You will receive in the mail a welcome kit which will contain your Microsoft Office 2007 Master certificate as well as a letter from Microsoft Learning, congratulating you on your achievement.

Q: When must I renew my Microsoft® Office 2007 Master certificate?

A: Currently, once you have received a Microsoft Office 2007 Master certificate on a particular version of Microsoft Office, it does not require a renewal.

Q: What is the application process?

A: There is no application process. Once you have met the requirements of the Microsoft Office 2007 Master Certification credential, Certiport will send you a welcome kit which will contain your Microsoft Office 2007 Master certificate as well as a letter from Microsoft Learning, congratulating you on your achievement.

Q: How will my personal information be used?

A: The Microsoft Office 2007 Master program is administered for Microsoft by Certiport, Inc. See the Certiport.com Privacy Statement as it relates to the Microsoft Office Specialist program.

- Read the Certiport.com Privacy Statement (Certiport.com)

Q: Whom do I contact for additional information?

A: Go to www.certiport.com/MCASmaster to find out about Microsoft Certified Application Specialist Exams, learning materials, finding a Certiport testing center, etc. Or contact Certiport at

E-mail: support@certiport.com

Telephone (United States and Canada): 1-888-222-7890

Telephone (outside the United States and Canada): (801) 443-3150 (Int.)

Q: If I lose or damage my Microsoft Office 2007 Master certificate, is there a fee to replace it?

A: Yes. The fee to replace a lost or damaged Microsoft Office 2007 Master Instructor Kit is \$10 USD. Send an e-mail to microsoftoffice2007master@certiport.com to request a replacement.

Q: How do I prepare for the exams?

A: Go to www.business-certs.com and find a list of learning materials and resources to help you study for the exams.

To find out the requirements to become a
Microsoft Office 2007 Master, visit
www.certiport.com/MCASmaster

