Microsoft® Business Certification
Turn ordinary workers into unstoppable teams.

Validate skills with the 2007 Microsoft® Office system.

The launch of the 2007 Microsoft Office system is an exciting opportunity for businesses worldwide to become more efficient and innovative by utilizing the powerful capabilities of the new release. With this new software comes Microsoft Business Certification, a valuable credential that recognizes the skills needed to use the full features and functionality of the 2007 Microsoft Office system. As an upgrade to the Microsoft Office Specialist Certification, the new Microsoft Business Certification will meet information worker needs and the performance requirements that businesses depend on.

Why get certified?

The new Microsoft Business Certification program specifically targets workplace demand for 2007 Office system skills. Companies can validate and maximize the value of their 2007 Microsoft Office upgrade by hiring certified individuals and getting their existing workforce certified. Certified employees will be qualified to use the full features of the 2007 Office system, and the company will reinforce its technology investment with accelerated productivity and improved organizational performance.

Certified individuals have proven expertise utilizing the new 2007 Office user interface to complete tasks more easily and deliver results faster.

Discover the benefits of Microsoft Business Certification.

Microsoft Business Certification benefits everyone. It helps individuals differentiate themselves in a competitive job market, and enables hiring managers to simplify and shorten the hiring process. It allows teachers to prepare their students with desktop computing skills and expertise. Corporations get the most out of their technology investment by ensuring their staff has the desktop computing skills to tackle the toughest tasks and projects. Most importantly— people who are certified are able to do their jobs better and faster than ever before.

Microsoft Business Certification also gives users the ability to show off their accomplishment. By successfully completing and passing an exam, an individual becomes a member of the Microsoft Certification program and receives an access code to a private Web site, where they can access a certification logo for use in business communications and on a resume. Users also receive a transcript to demonstrate proof of certification and a certificate suitable for display denoting the successful completion of the exam. These valuable benefits provide the individual with evidence of successfully passing a 2007 Microsoft Office system exam and of achieving the skill level associated with a Microsoft Business Certification.

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.

New enhancements to the Microsoft Certification family.

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®
C E R T I F I E D**
*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®
C E R T I F I E D**
*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.**