



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 latest release. With this 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 products 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

- Start 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.

Microsoft
CERTIFIED
Application
Specialist

Office Word 2007
Office Excel® 2007
Office PowerPoint® 2007
Office Access™ 2007
Office Outlook® 2007
Windows Vista™

Benefits of Microsoft Business Certification

1. Microsoft Business Certification validates the effectiveness of training programs.
2. Certification offers quantifiable proof that program participants are prepared with in-demand business skills.
3. Microsoft Business Certification meets the skill requirements that government agencies have for their employees, as well as those of individuals participating in job training and placement programs.
4. The Microsoft Business Certification program offers a complete, cost-effective training and skills verification solution.
5. When used as a consistent measurement of program effectiveness, certification can help organizations improve their training outcomes.
6. Individuals with proven expertise in the new 2007 Office system technology differentiate themselves in the job market.
7. Certification verifies a wide variety of skills—not only in using products, but also in delivering on a specific project or task such as managing budgets and preparing presentations.
8. Certified workers with proven skills contribute to a more knowledgeable and productive working environment, lending increased competence, productivity, and credibility to their departments as well as the organization.

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

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.

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.**

For more information contact:

CCI Learning Solutions Inc.

3420 East Shea Boulevard, #200
Phoenix, AZ 85028

1-800-668-1669

www.ccilearning.com

sales@ccilearning.com



CCI Learning Solutions Inc.