



## Microsoft Certified Master (Office 2007)

**Key Information:** 2009-10 Workforce Florida, Inc. Technical Skill Attainment list. Certification is on the CAPE funding list for 2009-10. DOE Code is MICRO017.

### GENERAL CERTIFICATION INFORMATION

To become a Microsoft Certified Master in Office 2007 you must pass the following Microsoft Certified Application Specialist (MCAS) exams:

- MCAS: Microsoft Office Word 2007
- MCAS: Microsoft Office Excel 2007
- MCAS: Microsoft Office PowerPoint 2007
- MCAS: Microsoft Office Outlook 2007

After you successfully complete the exams, you receive your Microsoft Office 2007 Master certificate, and the credential appears on your digital transcript.

### THE EXAMS

Test content for each of the MCAS exams can be found on the Microsoft Website. Click to see the specific skills that will be tested for each exam:

Word 2007 (Exam 77-601): <http://www.microsoft.com/learning/en/us/exam.aspx?ID=77-601&locale=en-us#tab2>

Excel 2007 (Exam 77-602): <http://www.microsoft.com/learning/en/us/exam.aspx?ID=77-602&locale=en-us#tab2>

PowerPoint (Exam 77-603): <http://www.microsoft.com/learning/en/us/exam.aspx?ID=77-603&locale=en-us#tab2>

Outlook (Exam 77-604): <http://www.microsoft.com/learning/en/us/exam.aspx?ID=77-604&locale=en-us#tab2>

### TEST PREP

The *Microsoft Certified Application Specialist Study Guide* is a \$39.99 prep guide for all MCAS exams. It can be purchased on-line here: <http://www.microsoft.com/learning/en/us/book.aspx?ID=12291&locale=en-us>. On-line training is also available through Microsoft's website. The level of training is varied. Additional informational about the options available can be found below:

Word 2007 (Exam 77-601): <http://www.microsoft.com/learning/en/us/exam.aspx?ID=77-601&locale=en-us#tab2>

Excel 2007 (Exam 77-602): <http://www.microsoft.com/learning/en/us/exam.aspx?ID=77-602&locale=en-us#tab3>

Access 2007 (Exam 77-605): <http://www.microsoft.com/learning/en/us/exam.aspx?ID=77-605&locale=en-us#tab3>

PowerPoint (Exam 77-603): <http://www.microsoft.com/learning/en/us/exam.aspx?ID=77-603&locale=en-us#tab3>

Certiport provides an on-line assessment, exam information and preparation helps on their website:

[http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/mbc\\_mcas.html](http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/mbc_mcas.html) Classroom

learning is available through Training Options of Ft. Myers and it is possible that the Perkins Professional

Development Institute could offer training and/or certification as well. The district CTE office will have more information that training becomes available.

### TEST OPPORTUNITIES

All the Microsoft Business exams are given through Certiport test centers. Braden River High and MTI are Certiport Centers. In the event that you prefer not to test within the district, check Certiport's website for other locations:

<http://www.certiport.com/Portal/Pages/LocatorView.aspx>.