



## Microsoft Certified Application Specialist (MCAS) - Bundle

**Key Information:** 2009-10 Workforce Florida, Inc. Technical Skill Attainment list. Certification on the CAPE funding list is for the MCAS “Bundle.” (See notes below for explanation of the “Bundle” certification.) DOE code: MICRO061.

### GENERAL EXAM INFORMATION

DOE and Workforce Florida created the MCAS “Bundle” certification in an attempt to standardize the hours required to get a certification. You will not find it listed as a certification on the Microsoft website. The MCAS Bundle requires passing four certification exams in Microsoft Office 7: Word, Excel, Access and PowerPoint. There is currently a request to have the individual MCAS certifications approved for next year’s list as it was on last year’s list. (The Microsoft Office 2007 Master Certification listed on the Microsoft site requires four exams, Word 2007, Excel 2007, PowerPoint 2007 and Outlook 2007. The difference is that Outlook is required and Access is not.)

The website information for MCAS is here: <http://www.microsoft.com/learning/en/us/certification/mbc.aspx#tab1>

### THE EXAM

Test content 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>

Access 2007 (Exam 77-605): <http://www.microsoft.com/learning/en/us/exam.aspx?ID=77-605&locale=en-us#tab2>

PowerPoint (Exam 77-603): <http://www.microsoft.com/learning/en/us/exam.aspx?ID=77-603&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 available through Microsoft’s website. The level of training is varied. Additional information 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 if that training becomes available.

### TEST OPPORTUNITIES

All the Microsoft Business exams are given at the Certiport test centers. Braden River High and MTI are Certiport Test 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>.