



Credentials for a Digital World.

Why Should You Become Certified

Certification gives you the tools to build a brighter future

- Achieve industry-recognized certification
- Prove you have the skills employers are looking for
- Boost your workforce resume
- Gain valuable experience and confidence
- Enhance your higher education prospects
- Prepare yourself for a successful future



Certification = Employability for Students

91% of hiring managers consider employee certification as a criterion for hiring¹

81% of hiring managers feel that certified individuals perform better¹

79% of hiring managers feel that certified individuals are more efficient¹

50% of individuals believe obtaining a certification makes them more marketable²

89% of supervisors say that Microsoft Office certified employees are more proficient users of Microsoft Office programs³

"It's truly a global marketplace, especially in the IT world. If you don't have a certification that validates you have the needed skills, you're at a significant disadvantage."

Bill Doherty, @ONE Project,
College System of California

Sources

1 MCP Program Satisfaction Study 2010

2 Intrepid Survey

3 Certiport Research 2009

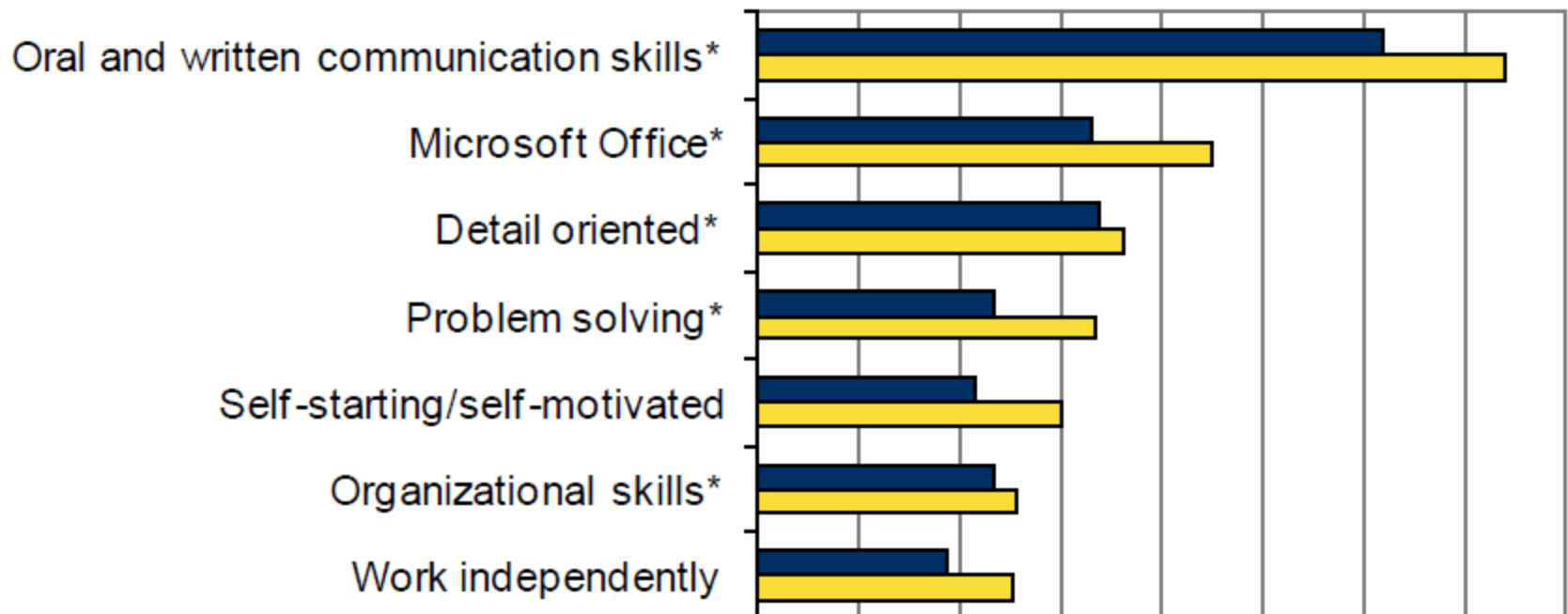
It is not merely enough to understand which occupations will be high growth and high salary; today's educators must impart the skills that will be required for those jobs, too. To determine those skills, IDC examined 14.6 million job postings between April and September 2013 from 25,000 job boards and staffing companies' corporate web sites.

The only software package called out within the top 20 skills across high growth/high salary occupations was Microsoft Office, ranking #2 in top skills.

Source: IDC, based on WANTED Analytics and U.S. Bureau of Labor Statistics data, October 2013

Microsoft Skills Make a Difference

Comparison of Top Skills for High-Growth/High-Wage Occupations and All Occupations in the United States



MOS Mapping to Key Job Roles by Application

Specialist	Administration	Sales	Marketing	Public Relations/ Affairs	Accounting	Finance	Operations	Legal	Training
Word		X	X	X				X	
Excel		X	X	X	X	X		X	
PowerPoint		X	X	X	X	X		X	
Outlook		X	X	X	X	X		X	
Access					X	X			
SharePoint		X	X	X	X	X		X	
Expert									
Word								X	
Excel					X	X			
Master*	X						X		X

*Master Cert requires Word Expert, Excel Expert, PowerPoint, and either Outlook, Access, SharePoint, or One Note

Now Hiring: Experienced Accountant

Technical Skills and Prior Experience

Five to seven years prior supervisory experience in the financial reporting/general ledger area

Experience working in a law firm or professional services firm is preferred

Experience with Intuit Accounting system or other automated accounting system a plus

*Must be PC proficient and able to thrive in a fast-paced setting

*Must have strong experience with Microsoft Excel, Access & Word

*Certification validates these requirements



Become Certified



NAME HERE

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

OFFICE WORD 2013

Office Word 2013
Office Excel® 2013
Office PowerPoint® 2013

Date of achievement: April 29, 2014
verify.certport.com ABCD123


Satya Nadella
Chief Executive Officer

Microsoft
Office Specialist