

MICROSOFT CERTIFIED APPLICATION SPECIALIST (MCAS) TRAINING INSTITUTE



The Microsoft Certified Application Specialist Training program is the only comprehensive, performance-based certification program approved by Microsoft to validate business computer skills using **Microsoft Windows Vista®** and **Microsoft Office®** productivity software: **Excel, Word, Power Point, Access & Outlook.**

Students who complete MCAS certification training earn more than employees who are not certified.

82% of the students who get certified report getting a raise upon receiving their certification.

120 hours Online (Instructor led courses are available)

MCAS Certification Testing Available at Jefferson College

This comprehensive, performance-based program teaches students to be proficient in Microsoft Office 2007: Word, Excel, Power Point, Outlook, and Access. Participants receive a certificate of completion from the college upon successful completion of the course. Students are then well prepared to take the Microsoft Certified Application Specialist Tests.

To earn the **Microsoft Certified Application Specialist (MCAS)** certification for Microsoft Office a student must pass one or more Microsoft certification exams (offered by Microsoft). Office Specialist exams provide a valid and reliable measure of technical proficiency and expertise by evaluating your overall comprehension of Office, your ability to use their advanced features, and your ability to integrate the Office programs with other software programs. This Microsoft Certified Application Specialist Training program will prepare you to sit for the Microsoft exams.

Microsoft Excel

The Complete Guide to Excel teaches users how to create spreadsheets from simple checkbooks to price sheets, market forecast and scenarios.

Microsoft Word

The Complete Guide to Word teaches users how to create documents from simple letterheads and envelopes to custom web pages.

Microsoft PowerPoint

The Complete Guide to PowerPoint offers examples of colorful, animated slideshows.

Microsoft Outlook

The Complete Guide to Outlook teaches users how to set up and use email, an electronic calendar, contacts, tasks, and journal entries effectively. Security, administration and backups are also demonstrated.

Microsoft Access

The Complete Guide to Access teaches users how to create database tables, forms, queries and reports. The focus is on optimizing the databases for efficient data entry and generating comprehensive reports.

- * The latest version of Microsoft Office is required to run this course
- * Adobe Flash Player and Adobe Acrobat Reader are required for this course.
- * Internet Connectivity: a minimum of 56K connection rate is recommended; however, high speed access (Cable or DSL) is preferred. This course cannot be taken from a Mac computer.