

## Are You Ready...



## To become a Microsoft Office Specialist?

Would you like to differentiate yourself and boost your resume?

Want to be recognized worldwide?

Then you need to take a 50 min online exam at a **Microsoft Authorized Testing Centre**.



To become a Microsoft Office Specialist, you need to do the following:

- 1 Know What You Want:**
  - ☺ Select the Application
  - ☺ Specify the Version
  - ☺ Select Core/ Expert
- 2 Study and Prepare:**
  - ☺ Books or Online
  - ☺ GMetrix Practice Tests
  - ☺ Our Dedicated Training
- 3 Create An Account:**
  - ☺ It's Free...Go To
  - ☺ [www.Certiport.com](http://www.Certiport.com)
  - ☺ Remember Credentials
- 4 Schedule Your Exam:**
  - ☺ Call, Text or E-mail us
  - ☺ Your Time Preferences
  - ☺ We'll Check Availability
- 5 Pay Online**
  - ☺ [www.OfficeInstructor.ca](http://www.OfficeInstructor.ca)
  - ☺ Credit, Debit or PayPal
  - ☺ Single or Retake
- 6 The Exam is 50 Min**
  - ☺ Passing Score 70%
  - ☺ Result Appears Online
  - ☺ Certificate Mailed in 3 W

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