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Office



Microsoft Office 2007 Program

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**Microsoft
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The Microsoft Business Certification program consists of two credentials:

Microsoft Certified Application Specialist (MCAS)

Microsoft Office Specialist (MOS)

Both credentials feature Web-based pretests, application-specific certification exams, and a series of Microsoft Press step-by-step books that help you demonstrate expertise in accomplishing essential job tasks across multiple applications. After passing just one exam, you become a member of the Microsoft Certified Professional community and receive access to a private Web site. From there, you can access your certification logo so that you can display it in on your resume and other business materials, print transcripts to demonstrate proof of certification, and receive a certificate that verifies your successful completion of the exam.

[Explore MCAS and MOS certifications](#)



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Our goal is to ensure your success in today's demanding job market.

NTAI's instructors are patient and professional, no student gets left behind.



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**Director
Mary Gilleece**

**Mary oversees
the Office 2007
Program.**

**She also teaches
Advanced
Database.**

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Microsoft Office Specialist (MOS)

The Microsoft Office Specialist (MOS) program offers certification tracks for Office 2003, Office XP, and Office 2000. To earn an MOS certification for Microsoft Office, you must pass one or more certification exams. MOS certification exams provide a valid and reliable measure of technical proficiency and expertise by evaluating your overall comprehension of Microsoft Office or Office Project programs, your ability to use advanced features, and your ability to integrate Office programs with other software.

United States military personnel and veterans may qualify for reimbursement for Microsoft Office Specialist exam fees.



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Network Technology Academy classrooms are equipped with new Dell workstations.

Comfortable Classrooms



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MCAS: Windows Vista for the Business Worker [Exam 77-600](#)

MCAS: Microsoft Office Word 2007 [Exam 77-601](#)

MCAS: Microsoft Office Excel 2007 [Exam 77-602](#)

MCAS: Microsoft Office PowerPoint 2007 [Exam 77-603](#)

MCAS: Microsoft Office Outlook 2007 [Exam 77-604](#)

MCAS: Microsoft Office Access 2007 [Exam 77-605](#)



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NTAI has an open door policy,
you can always talk to the
staff when you have
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NETWORK TECHNOLOGY ACADEMY

MCAS: Using Microsoft Office Word 2007

Exam 77-601

About this Exam Candidates for this exam should have the equivalent of six months to one year of hands-on experience creating business deliverables with Microsoft Office Word 2007 and might have experience with previous versions of Microsoft Office Word.

Audience Profile Candidates for this exam should have the equivalent of six months to one year of hands-on experience creating business deliverables with Microsoft Office Word 2007 and might have experience with previous versions of Microsoft Office Word. These candidates are especially strong in creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented. They are also strong in reviewing, sharing, and securing content.

Credit Toward Certification When you pass Exam 77-601: MCAS: Using Microsoft Office Word 2007, you complete the requirements for the following certification(s): Microsoft Certified Application Specialist: Microsoft Office Word 2007



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NETWORK TECHNOLOGY ACADEMY

MCAS: Using Microsoft Office Excel 2007

Exam 77-602

Audience Profile

Candidates for this exam should have the equivalent of six months to one year of hands-on experience creating business deliverables with Microsoft Office Excel 2007 and might have experience with previous versions of Microsoft Office Excel. These candidates are especially effective and efficient at creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data.

•Credit Toward Certification

When you pass Exam 77-602: MCAS: Using Microsoft Office Excel 2007, you complete the requirements for the following certification(s): Microsoft Certified Application Specialist: Microsoft Office Excel 2007

Note This preparation guide is subject to change at any time without prior notice and at the sole discretion of Microsoft. Microsoft exams might include adaptive testing technology and simulation items. Microsoft does not identify the format in which exams are presented. Please use this preparation guide to prepare for the exam, regardless of its format.



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MCAS: Using Microsoft Office PowerPoint 2007 Exam 77-603

Audience Profile

Successful candidates for this exam have the equivalent of six months to one year of hands-on experience creating business deliverables with Microsoft Office PowerPoint 2007 and might have experience with previous versions of Microsoft Office PowerPoint. These candidates are especially effective and efficient at creating and formatting presentation masters and templates, creating and formatting slide content, working with dynamic visual content, and collaborating on and delivering presentations.

•Credit Toward Certification

When you pass Exam 77-603: MCAS: Using Microsoft Office PowerPoint 2007, you complete the requirements for the following certification(s): Microsoft Certified Application Specialist (MCAS): Microsoft Office PowerPoint 2007



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NETWORK TECHNOLOGY ACADEMY

MCAS: Using Microsoft Office Access 2007

Exam 77-605

Audience Profile

Successful candidates for this exam have the equivalent of six months to one year of hands-on experience using Microsoft Office Access 2007 and might have experience using previous versions of Microsoft Access. They are especially effective and efficient at structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data, and managing and maintaining the overall database. These candidates are the Office Access 2007 gurus within their organizations.

•Credit Toward Certification

When you pass Exam 77-605: MCAS: Using Microsoft Office Access 2007, you complete the requirements for the following certification(s): Microsoft Certified Application Specialist: Microsoft Office Access 2007



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MCAS: Using Microsoft Office Outlook 2007

Exam 77-604

About this Exam

Successful candidates for this exam have the equivalent of six months to one year of hands-on experience managing their own time, tasks, e-mail, and projects by using Microsoft Office Outlook 2007 and might have experience with previous versions of Microsoft Office Outlook.

Audience Profile

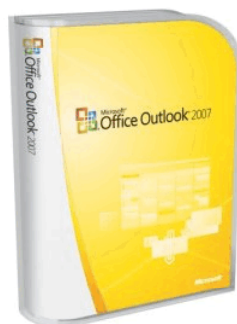
Successful candidates for this exam have the equivalent of six months to one year of hands-on experience managing their own time, tasks, e-mail, and projects by using Microsoft Office Outlook 2007 and might have experience with previous versions of Microsoft Office Outlook. These candidates are especially effective and efficient at managing messaging (including automated messages and message security), managing schedules and tasks, managing contacts and personal contact information, and organizing information.

•Credit Toward Certification

When you pass Exam 77-604: MCAS: Using Microsoft Office Outlook 2007, you complete the requirements for the following certification(s): Microsoft Certified Application Specialist: Microsoft Office Outlook



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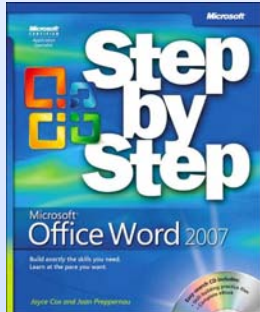
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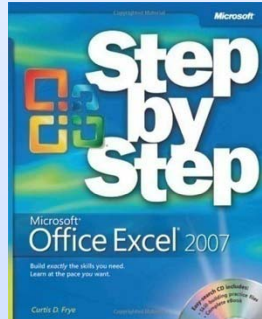
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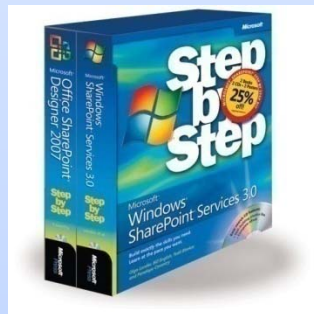
Books are available at Amazon.com



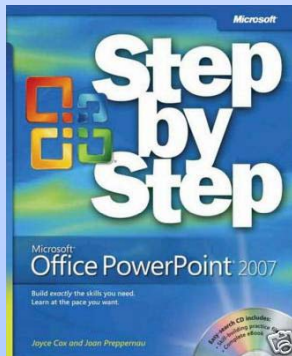
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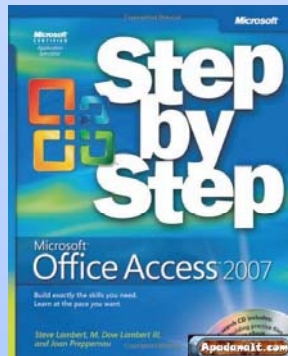
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MOS Certification Tests are \$125.00 each

MCTS Tests are \$125.00 each



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