

Microsoft Office Specialist Courses

We can supply a variety of approved self-study CBT courses on CD-Rom for Microsoft **Office 2007** and **Office 2003**, as well as for older versions - Office XP and Office 2000.

These are completely self contained courses that can be used on a multimedia PC running Windows. They do not require any special software to be installed, but it is expected that learners would have a basic level of computer literacy and experience.

Our CBT courses have been developed by LearnKey - the industry leader in the field of computer based training.

Learn new skills...



These courses teach students how to utilise the Microsoft Office suite of applications and make more effective use of Desktop IT facilities at work or at home.

The courses provide step-by-step training for beginners, as well as advanced users, and can also be used for revision and reference. Courses cover **Access**, **Excel**, **Outlook**, **PowerPoint** and **Word**.

Become Office certified...



As well as enabling users to become more proficient in their use of the Office products, each curriculum is also a Microsoft approved study guide that can be used to prepare students for Microsoft certifications:

- **Microsoft Office Specialist, (MOS)**
- **Microsoft Certified Application Specialist (MCAS)**
- **Microsoft Certified Application Professional (MCAP)**

Those who choose to take the certification exams may do so at a Microsoft approved test centre.

Steps to Office Specialist certification are explained overleaf.

Details of available courses and prices are shown on page 4.

Please note that our prices do not include the cost of optional certification exams, which would need to be arranged at a local Microsoft approved test centre. These tests may be taken separately for each subject.

WISE.CO.UK is independent from Microsoft Corporation and not affiliated with Microsoft in any manner. These CDs may be used in assisting students to prepare for a Microsoft Office Specialist Exam. Neither Microsoft, its designated programme administrator or courseware reviewer, nor WISE.CO.UK warrants that use of this CD will ensure passing.



A guide to becoming a Microsoft Office Specialist

Microsoft Office Specialist is the premier Microsoft desktop certification, a globally recognized standard for demonstrating desktop skills. The exams provide a reliable measure of technical proficiency and expertise - evaluating overall understanding of Office products, the ability to use their advanced features, and the ability to integrate Office programs with other software programs. The certification programme provides individuals with three levels of certification to meet the need for varying skill levels as follows:

| | |
|-------------------------|---|
| SPECIALIST level | requires one exam to be passed in any one of Access, Excel, Outlook, PowerPoint, Project or Word exams. |
| EXPERT level | requires passes in either Excel or Word EXPERT exams. |
| MASTER level | requires passes in all three of Excel EXPERT, Word EXPERT and PowerPoint, plus one elective exam in either Access or Outlook. |

Microsoft Office Specialist Master Instructor certification is for professionals who teach desktop applications using Microsoft Office desktop programs.

Trainers need to be certified at MASTER level in the Office suite they will teach in and also provide proof of instructional skills, e.g. the Certified Trainer Assessment Programme (TAP) from the Training Foundation.

Microsoft Office Specialist Certification is currently available in each of the following three tracks which are explained below:

| | | |
|--------------------|------------------|--------------------|
| Office 2003 | Office XP | Office 2000 |
|--------------------|------------------|--------------------|

(Office Specialist Certification is not available for Microsoft Office 2007. Instead Microsoft Certified Application Specialist & Microsoft Certified Application Professional apply and our Office 2007 courses can be used to help prepare for these certifications.)

| Microsoft Office 2003 Editions Track | | | |
|--|-------------------|------------------|------------------|
| Master Certification: candidates must pass three required exams & one elective exam. | | | |
| Required Exams | Excel 2003 Expert | PowerPoint 2003 | Word 2003 Expert |
| Elective Exams | Access 2003 | Outlook 2003 | |
| Expert Certification: candidates must pass any one of these expert exams. | | | |
| Expert Exams | Excel 2003 Expert | Word 2003 Expert | |
| Specialist Certification: candidates must pass any one of these specialist exams. | | | |
| Specialist Exams | Access 2003 | Excel 2003 | Outlook 2003 |
| | PowerPoint 2003 | Word 2003 | |



| Microsoft Office XP Track | | | |
|--|-------------------|------------------|------------------|
| Master Certification: candidates must pass three required exams & one elective exam. | | | |
| Required Exams | Excel 2002 Expert | PowerPoint 2002 | Word 2002 Expert |
| Elective Exams | Access 2002 | Outlook 2002 | |
| Expert Certification: candidates must pass any one of these expert exams. | | | |
| Expert Exams | Excel 2002 Expert | Word 2002 Expert | |
| Specialist Certification: candidates must pass any one of these specialist exams. | | | |
| Specialist Exams | Access 2002 | Excel 2002 | Outlook 2002 |
| | PowerPoint 2002 | Word 2002 | Project 2002 |

| Microsoft Office 2000 Track | | | |
|--|-------------------|------------------|------------------|
| Master Certification: candidates must pass three required exams & one elective exam. | | | |
| Required Exams | Excel 2000 Expert | PowerPoint 2000 | Word 2000 Expert |
| Elective Exams | Access 2000 | Outlook 2000 | |
| Expert Certification: candidates must pass any one of these expert exams. | | | |
| Expert Exams | Excel 2000 Expert | Word 2000 Expert | |
| Specialist Certification: candidates must pass any one of these specialist exams. | | | |
| Specialist Exams | Access 2000 | Excel 2000 | Outlook 2000 |
| | PowerPoint 2000 | Word 2000 | Project 2000 |

- Exams do not need to be taken all at the same time, while there is no limit on re-sitting exams if necessary.
- It is not necessary to progress through Specialist to Expert, so if you are confident enough in your abilities you can go straight for an Expert exam and bypass the Specialist exam.
- Each exam (including re-sits) costs approximately £88 + VAT.
- Exams can be taken throughout the world at iQcenters and we can help you to locate your local centres in the UK, see www.wise.co.uk/support/testcentres.htm.



Costs for our Microsoft Office Curriculumms are as follows:

Note that our Microsoft Office Curriculumms are mainly supplied by LearnKey and are self contained on one or more CD-ROMs. Where they come from different suppliers the supplier is listed.

| Microsoft Office 2007 | | | |
|---|-------------|-----------------------|---------------|
| Curriculum | Ref. | No. of modules | UK £ |
| Office 2007 Series Training Course includes Access, Excel, Outlook, PowerPoint & Word | LKms2007 | 19 (57 hours) | £480.00 + VAT |
| Access 2007 Training Course | LKmsa07 | 5 (15 hours) | £130.00 + VAT |
| Excel 2007 Training Course | LKmse07 | 5 (15 hours) | £130.00 + VAT |
| Outlook 2007 Training Course | LKmsol07 | 3 (9 hours) | £80.00 + VAT |
| PowerPoint 2007 Training Course | LKmspp07 | 3 (9 hours) | £80.00 + VAT |
| Project 2007 Training Course by Keystone | KSmspr07 | 6 (18 hours) | £230.00 + VAT |
| Word 2007 Training Course | LKmsw07 | 5 (15 hours) | £130.00 + VAT |
| Office 2007 Training Course by Keystone includes Access, Excel, Outlook, PowerPoint & Word | KNms2007 | 16 (48 hours) | £350.00 + VAT |

| Microsoft Office 2003 | | | |
|--|-------------|-----------------------|---------------------|
| Curriculum | Ref. | No. of modules | UK £ |
| Office 2003 Professional Training Course includes Access, Excel, Outlook, PowerPoint & Word | LK200538 | 19 (57 hours) | £460.00 + VAT |
| Access 2003 Training Course | LK200188 | 3 (9 hours) | £80.00 + VAT |
| Excel 2003 Training Course | LK200268 | 5 (15 hours) | £130.00 + VAT |
| FrontPage 2003 Training Course | LKmsfp23 | 3 (9 hours) | £80.00 + VAT |
| Outlook 2003 Training Course | LK200108 | 3 (9 hours) | £80.00 + VAT |
| PowerPoint 2003 Training Course | LK200488 | 3 (9 hours) | £80.00 + VAT |
| Project 2003 Training Course | LKmsp203 | 3 (9 hours) | £80.00 + VAT |
| Publisher 2003 Training Course | LKmspb23 | 3 (9 hours) | £80.00 + VAT |
| Visio 2003 Training Course from KeyStone | KSmsv203 | 9 (9 hours) | £150.00 + VAT |
| Visio 2003 from NETg <i>List Price of £69 + VAT (limited stock available)</i> | 75060D | (6 hours) | £20.00 + VAT |
| Word 2003 Training Course | LK200048 | 5 (15 hours) | £130.00 + VAT |

| Microsoft Office XP (2002) & Office 2000 |
|---|
| Curriculumms |
| A complete suite or a full range of courses is available on request for each of Access, Excel, Outlook, PowerPoint or Word. |

Value Added Tax at the prevailing rate (currently 17½%) must be added to these prices for sales within the UK or European Union.

Delivery is free to UK addresses

Prices do not include the cost of optional certification exams at £88+ VAT each that need to be arranged at a local Prometric or VUE test centre if required.

To see more details or to order our courses visit our web site at www.wise.co.uk or call 0800 093 9491