

Microsoft Elevate America  
 Microsoft Business Certification Exams  
 Vouchers Required

# Microsoft® Elevate America

**Microsoft Business Certification Exams:**

Many businesses hire job candidates who are proficient with using Microsoft Office software. Having a certification shows employers that you aren't just claiming to have the skills, you actually have them! If you are in or going into a career pathway that requires using word processing, email, presentations, spreadsheets, or database software, having certification can give you the competitive edge.

The Microsoft Business Certification Exam vouchers are used by individuals to redeem at locations offering Business Worker Certification Exams. You can prepare for these exams by completing the corresponding Business Worker Online Courses listed in the table below.

Technical Professional Certification Exams are not part of this voucher program.

A voucher can be used for one Business Certification Exam attempt, and, if needed, one retake. Successful completion of an exam results in a certificate. Multiple vouchers can be issued, so individuals may complete all of the exams for either Office 2003 or Office 2007.

All vouchers issued to take Business Certification Exams must be used before October 31, 2009.

The distribution of vouchers takes place between July 31 - October 31, 2009.

**For more information, visit the Illinois workNet Microsoft Elevate America web page:**  
<http://www.illinoisworknet.com>.



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

<b>Certification Exams: Office 2007 (MCAS)</b>	<b>Number of Vouchers Required to take Exam</b>	<b>Corresponding Business Worker Course Collection (to be taken prior to Certification Exam)</b>
Microsoft Office Word 2007 - Exam 77-601	1	Core Word 2007
Microsoft Office Excel 2007 - Exam 77-602	1	Core Excel 2007
Microsoft Office PowerPoint 2007 - Exam 77-603	1	Core PowerPoint 2007
Microsoft Office Outlook 2007 - Exam 77-604	1	Core Outlook 2007
Microsoft Office Access 2007 - Exam 77-605	1	Core Access 2007

<b>Certification Exams: Office 2003 (MOS)</b>	<b>Number of Vouchers Required to take Exam</b>	<b>Corresponding Business Worker Course Collection (to be taken prior to Certification Exam)</b>
Microsoft Office Word 2003	1	Core Word 2003
Microsoft Office Excel 2003	1	Core Excel 2003
Microsoft Office PowerPoint 2003	1	Core PowerPoint 2003
Microsoft Office Outlook 2003	1	Core Outlook 2003