



CLASS NUMBER AND NAME:	CM320A—WORD 2007 CERTIFICATION PREPARATION
TOTAL CLOCK HOURS:	25 Hours/1 Unit
PREREQUISITE:	CM310C—Post-Advanced Office: Word and Excel
TEXT AND MATERIALS:	<i>Microsoft Office 2007 (Post Advanced Concepts and Techniques)</i> , Shelly, Cashman and Vermaat, Thomson Course Technology, 2007
CLASS DESCRIPTION:	This class utilizes software training and practice tests for certification preparation for Word. MCAS testing is included in this class.
CLASS OBJECTIVES:	The student will review the concepts and techniques learned in Microsoft Word to obtain MCAS certification.
CLASS FORMAT OVERVIEW:	This class is a lab. Lab time is spent using practice software and testing to prepare for certification.
REQUIREMENTS:	Students are required to maintain a minimum of 80 percent attendance and complete and print tests on a regular basis. After three practice tests are completed at the 95 percent accuracy level and the student has a thorough understanding of the exam objectives, the student will be qualified to take the MCAS exam in Word 2007 for certification.
TESTING:	The final for this class will be the MCAS certification test for Word 2007 administered by the Empire College testing site.
GRADING POLICIES:	Grades will be based on completing all assignments on the class schedule on time.
FINAL GRADE:	This is a Pass or Fail class. To pass the class the student must complete all assignments on time as listed on the schedule with 80% or better attendance. No Incomplete grades will be issued for this course.
ANTICIPATED LEARNING OUTCOMES:	Upon completing this class, the student will: <ol style="list-style-type: none">1. Have practiced Word 2007 concepts utilizing software and training to review the concepts learned in the beginning, advanced, and post-advanced Office courses.2. Utilize the Certiprep software and Office 2007 textbooks to complete at least three practice MCAS tests with 95 percent accuracy or better before attempting and obtaining certification.3. Become prepared to receive MCAS certification in Word.

Instructions

- Since the program is on the Internet, you may work on this at home and do not need a copy of Office 2007 on your computer. Please see the Certiprep user guide section for instructions.
- Each Certiprep Microsoft Office application features a Practice Test and Learning Mode with self-paced learning and exam simulation.
- **Learning Mode** provides feedback and step-by-step instruction for each question.
- **Practice Test** provides a testing experience that is similar to the actual certification exam experience, including time limitations and a similar user interface.

Registering and Logging In

- Purchase a Certiprep license at the bookstore if you don't have one. Ask your instructor where the Certiprep program is located in the lab. Before launching Certiprep 2007, you must hide your task bar. (Right-click on an empty area of your task bar and select **Properties**. In the properties menu, place a check mark in the option for **Auto-hide the Taskbar**.)



Double-click the desktop icon labeled **Certiprep**.

The application will initiate and ask for your username and password. Please register a new account by choosing the **Register User** link. This will take you to the Certiprep Web site to register.

- **Username:** Please use your **first and last name** for your username.
- **Password:** Use your **student ID number two times** for your password.
- **Exam Group:** Register in the Empire College Exam Group by entering the following number: **1078260**
- Follow the directions in the attached Certiprep user guide.
- Once registration is complete, you will be returned to the Certiprep login page.
- When you have a Certiprep account, just use your Certiprep login.

1. The first time you run Certiprep, you will be prompted to enter a license key. Enter the license key you received when you purchased from the bookstore. The license key is alphanumeric text in the form of xxx-xxxx-xxxx, where each 'x' is a number or a letter.
Note: You will see this prompt only the first time you use Certiprep on a given computer.
2. Click **OK** to register your license with your Certiprep account. Once the license key is registered, you must remember and use the same username and password to regain access to the Certiprep software.

Taking a Test



Once you are logged in, you will be presented with a list of available Learning Mode and Practice Test options. Select the learning mode and the program.

Learning Mode

The Learning Mode is not timed or randomized. It offers hints and step-by-step instructions to help you learn the concepts featured in the certification exams. The Learning Mode also provides you with a complete list of the Practice Test questions.

Before the Learning Mode begins, a dialog box is displayed that lets you select a certain number of questions to work through (by entering a starting and ending question number). Indicate whether you want to complete either a selected number

of questions or all the test questions and then click **OK**.

Be sure to close any dialog boxes before you click **Next**. In Excel, if you have started typing in a cell, be sure to either press **Enter** or select another cell before you click **Next**. In the Learning mode, after you answer a question, a question recap page will display the parts of the question that you answered correctly, as well as the parts you answered incorrectly. You can then click the **Retry Question** button to attempt the question again, or you can click the **Retry with Help** button to try the question again with step-by-step instructions. (The Instructions will appear in red text within the list of tasks to perform.) You may also choose **Next Question** to move on to the next question.

Practice Test

When you have completed the Learning Mode portion of the class, the Practice Test is timed and presents a smaller, randomized selection of questions. Though slightly longer than the certification exams, Practice Tests are intended to mimic the actual experience of taking a certification exam.

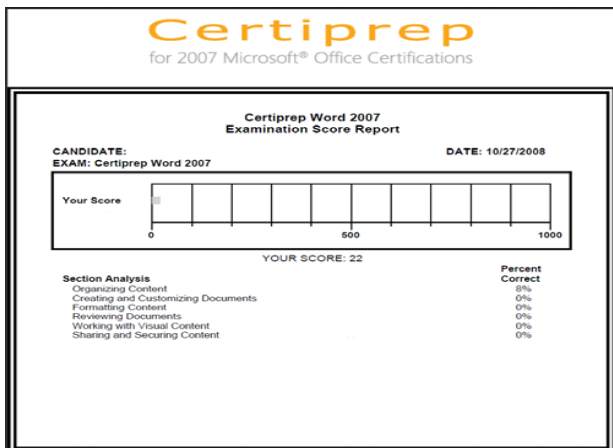
Use your Empire College Exam Group ID **1078260** before beginning the Practice Test, and then click **Validate Exam Group ID**. If the Exam Group ID is valid, the Exam Group name will be displayed. Click **Start**.

Answering Test Questions

For each question in the Practice Test or Learning Mode, a list of tasks will appear at the bottom of the screen, and a live application (e.g. Word, Excel, etc.) will appear above the task list. Complete the list of tasks to the best of your ability. Unless otherwise noted, keyboard shortcuts, menu commands, toolbar commands, and context menus all function. Although the final result is graded, the methods you used to achieve that result are not graded.

Be sure to close any dialog boxes before you click **Next**. In Excel, if you have started typing in a cell, be sure to either press **Enter** or select another cell before you click **Next**. In the Learning mode, after you answer a question, a question recap page will display the parts of the question that you answered correctly, as well as the parts you answered incorrectly. You can then click the **Retry Question** button to attempt the question again, or you can click the **Retry with Help** button to try the question again with step-by-step instructions. (The Instructions will appear in red text within the list of tasks to perform.) You may also choose **Next Question** to move on to the next question.

Test Results



After completing either the Practice Test or Learning Mode, you can access an *Examination Score Report*.

Following the Learning Mode, the *Examination Score Report* displays a breakdown of how you performed within each skill group. You can also produce a personalized study guide by clicking **Print Certiprep Study Guide**. **If you are unable to print your results, hit the PrintScreen button on your keyboard, open Microsoft Word and hit the paste button to paste the results in Word. Print the Word document and save it to your USB drive.** You may choose to have your instructor initial your assignment sheet to verify your results instead of printing.

Following the Practice Test, the *Examination Score Report* displays your overall test score. By clicking the **Print Examination Score Report and Study Guide** button, you will receive a more detailed score report (which includes a breakdown of how you performed in each exam skills area) and a personalized study guide **If you are unable to print your results, hit the Print Screen button on your keyboard, open Microsoft Word and hit the paste button to paste the results in Word. Print the Word document and save it to your USB drive.** You may choose to have your instructor initial your assignment sheet to verify your results instead of printing.

In the dialog box that follows, click **OK** to exit Certiprep

MCAS Certification Testing

1. When you have completed all of the training and have a thorough understanding of the concepts covered on the test, let your computer lab instructor know you are ready to schedule your MCAS test.
2. Schedule your exam with Michaela DeBiase in the testing center located on the second floor near the back stairs. **The test will take longer than one class period.** Go to the bookstore to receive a voucher.
3. Remember to take two forms of identification with you on your scheduled appointment.
4. Submit a copy of your tests results with an assignment cover sheet.

CERTIPREP NOTES — PLEASE READ CAREFULLY

1. **COMPLETE AS MANY QUESTIONS ARE YOU CAN DURING A CLASS PERIOD.** When you begin the program, it will be difficult to complete all of the test questions in the Learning Mode in one class session. Complete as many as you can and print your results. (Please see the printing explanation on this page.) The next day advance the program to the question that you need and continue with the test. Print your results daily and soon you will be able to complete the entire test in one day.
2. **PRINT YOUR PROGRESS EACH DAY.** This will enable you to move through all questions and help you familiarize yourself with Certiprep. If you are able to complete all questions in one hour that is wonderful, but if not, this enables you to know what question you left off on and continue the following day. For your first week's assignment turn in ALL of your printouts for the week—this shows that you are making progress in the program.
3. In **LEARNING MODE** you are able to start with questions that you have not completed, but in **PRACTICE TEST MODE** you will not have this feature. For the first two weeks you are using **LEARNING MODE**; this will enable you to be more comfortable with the program. Being comfortable with the tasks will help you to excel in the Certiprep program. Use your resources (books and assignments that you have done in the class) to help you better understand the program that you are doing in Certiprep (Word, Excel, PowerPoint, Access, etc.).
4. **VERY IMPORTANT:** Do not run through the assignments to get the class completed. If you do, you will probably not pass your real test and receive your certificate. Really use this time, your books, and this program to KNOW the program and use the features that are available. This will help you once you are looking for a job, and they ask you to do something with Excel, PowerPoint, Word, Access. Anyone can just move through the assignment to get it done but to really know what you are doing and use every feature available to you on the program will really help you in your future and the career that you hope to begin once you graduate Empire College.

Printing: The PDF does not print properly so follow these steps to print:

1. Once you have completed your tasks and are ready to exit the program a screen pops up that has a print Certiprep button- click this button and it will take you to a PDF. Leave this open and open a blank Word document.
2. Return to the PDF and press the print screen button located on your keyboard (right side on the top row).
3. Return to the Word document you have opened and click paste in the clipboard section on the home tab in Word.

4. If you would like to print every page on the PDF you must return to the PDF and press the page down key on the keyboard and press the print screen button again and follow step 3 until you have copied all of the pages on the PDF.

Certiprep User Guide (for home use)

Getting Started	<p>Thank you for purchasing Certiprep for 2007 Microsoft ®Office Certifications. This product, developed by Certiport, Inc., assesses your computer skills in terms of the objectives of the Microsoft® Certified Application Specialist (MCAS) certification exams through hands-on exercises. Certiprep is a preparation tool for certification exams. It features two modes—Practice Tests and Learning Mode—for the very best in self-paced learning and certification exam simulation.</p>
Important Reading before Launching Certiprep 2007	<ul style="list-style-type: none"> • Certiprep 2007 is accessed through the Internet. For best results, a high-speed connection is recommended. • Before launching Certiprep 2007, you must hide your task bar. (Right-click on an empty area of your task bar and select Properties. In the properties menu, place a check mark in the option for Auto-hide the Taskbar.) • If your computer system uses dual monitors, you must disable dual-monitor mode before using Certiprep 2007. • To see a full list of technical requirements and FAQs, including score-report printing, visit www.certiport.com/CertiprepReadNow.
System Requirements	<p>OS: Windows ®2000; Windows® XP; Windows® Vista Disk Space: 3 MB Display: 1024 X 768 resolution or better Internet Connection: High Speed Required. Other: NET 1.1 or newer</p>
Installation	<p>The Single User Version of Certiprep is hosted on a series of Remote Terminal Servers by Certiport, Inc. In order to access these servers, you must download and install a software program that will connect you properly to these servers. The name of this program is the 2X ApplicationServer Client. Installing and running the 2X Application Server Client from your computer will ensure that you have immediate access to the Certiprep Servers once it is installed.</p> <p>The 2X ApplicationServer Client install is downloaded by following this link: ftp://ftp.certiport.com/Certiprep/TerminalServices/CertiprepSetup.exe</p> <p>Once you have followed the link above, install 2X Application Server Client in the following way:</p> <ul style="list-style-type: none"> • Choose to run the application directly to begin the install or save the file to a location on your computer. • If you save the installation files to your computer, double-click the new 2X Install icon to begin the installation. Follow the instructions to the completion of the install process. • The installation places an icon labeled Certiprep on your desktop.
Registering	<ol style="list-style-type: none"> 1. Double-click the desktop icon labeled Certiprep.

and Logging In	<p>2. The application will initiate and ask for you username and password. If you already have a Certiport account, you can log in using your Certiport credentials. If you are unable to log in, you may register a new account by choosing the Register User link. This will take you to the Certiport Web site to register; once registration is complete, you will be returned to the Certiport login page.</p> <p>3. The first time you run Certiprep, you will be prompted to enter a license key. Enter the license key you received when you purchased your Certiprep product or the number given to you by the purchaser or another source. The license key is alphanumeric text in the form of xxx-xxxx-xxxx where each X is a number or a letter.</p> <p>Note: You will see this prompt only the first time you use Certiprep on a given computer.</p> <p>4. Click OK to register your license with your Certiport account. Once the license key is registered, you must remember and use the same username and password to regain access to the Certiprep software.</p>
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Testing

Taking a Test	Once you are logged in, you will be presented with a list of available Learning Mode and Practice Test options. Select the desired activity.
Learning Mode	<p>The learning Mode is not timed or randomized. It offers hints and step-by-step instructions to help you learn the concepts featured in the certification exams. The Learning Mode also provides you with a complete list of the Practice Test questions.</p> <p>Before the Learning Mode begins, a dialog box is displayed that lets you select a certain number of questions to work through (by entering a starting and ending number). Indicate whether you want to complete either a selected number of questions or all the test questions and then click OK.</p>
Practice Test	<p>The Practice Test is timed and presents a smaller, randomized selection of questions. Though slightly longer than the certification exams, Practice Tests are intended to mimic the actual experience of taking a certification exam.</p> <p>If you have been given an exam group ID (by a teacher or a trainer, for example), to use to track your progress, enter the ID number before initiating the Practice Test, and then click Validate Exam Group ID. The Exam group for Empire is 1078260. If the Exam Group ID is valid, the Exam Group name will be displayed.</p> <p>Click Start.</p>
Answering Test Questions	<p>For each question in the Practice or Learning Mode, a list of tasks will appear at the bottom of the screen, and a live application (e.g. Word, Excel, etc.) will appear above the task list. Complete the list of tasks to the best of your ability. Unless otherwise noted, keyboard shortcuts, menu commands, toolbar commands, and context menus all function. Although the final result is graded, the methods you used to achieve that result are not graded.</p> <p>Be sure to close any dialog boxes before you click Next. In Excel, if you have started typing in a cell, be sure to either press Enter or select another cell before you click Next. In the Learning Mode, after you answer a question, question recap page will display the parts of the question that you answered correctly, as well as the parts you answered incorrectly. You can then click the Retry Question button to attempt the question again, or you can click the Retry with Help</p>

	<p>button to try the question again with the step-by-step instructions. (The instructions will appear in red text within the list of tasks to perform.) You may also choose Next Question to move on to the next question.</p>
<p>Test Results</p>	<p>After completing either the Practice Test or Learning Mode, you can access an Examination Score Report.</p> <p>Following the Learning Mode, the Examination Score Report displays your overall test score. By clicking the Print Examination Score Report and Study Guide button, you will receive a more detailed score report (which includes a breakdown of how you performed in each exam skills area) and a personalized study guide. In the dialog box that follows, click Ok to exit Certiprep.</p>
<p>Technical Support</p>	<p>Technical Support</p> <p>You can access troubleshooting information for a wide variety of common problems by visiting www.certiport.com/CertiprepReadNow.</p> <p>If you encounter problems you cannot resolve, please contact Certiport eSupport:</p> <p>http://esupport.certiport.net</p> <p>You can also reach us via phone at 1-888-222-7890 (US and Canada) or (801) 443-3150 (International).</p>

Exam 70-601:
Using Microsoft® Office
Word 2007 Exam Objectives

Before you take the exam, please make sure you have a complete understanding of the following concepts which will be on your exam. Questions will not match the Certiprep software.

1. Creating and Customizing Documents

- 1.1. Create and format documents
- 1.2. Lay out documents
- 1.3. Make documents and content easier to find
- 1.4. Personalize Office Word 2007.

2. Formatting Content

- 2.1. Format text and paragraphs
- 2.2. Manipulate text
- 2.3. Control pagination

3. Working with Visual Content

- 3.1. Insert illustrations
- 3.2. Format illustrations
- 3.3. Format text graphically
- 3.4. Insert and modify text boxes

4. Organizing Content

- 4.1. Structure content by using Quick Parts
- 4.2. Use tables and lists to organize content
- 4.3. Modify tables
- 4.4. Insert and format references and captions
- 4.5. Merge documents and data sources

5. Reviewing Documents

- 5.1. Navigate documents.
- 5.2. Compare and merge document versions
- 5.3. Manage tracked changes
- 5.4. Insert, modify, and delete comments

6. Sharing and Securing Content

- 6.1. Prepare documents for sharing
- 6.2. Control document access
- 6.3. Attach digital signatures

http://www.certiprep.com/portal/common/DocumentLibrary/MCAS_Objectives_Word.pdf

CM320A — Word Cert Prep

Evening Schedule

Evening Schedule		
6-Week	3-Week	
Week 1	Week 1	Week 1 Schedule
Week 2		Week 2 Schedule
Week 3	Week 2	Week 3 Schedule
Week 4		Week 4 Schedule
Week 5	Week 3	Week 5 Schedule
Week 6		Take MCAS Certification Exam

Word 2007 Certification Preparation Weekly Schedule

This class is designed to prepare the student for Word 2007 MCAS certification. Once the student has completed three Certiprep practice exams with 95% or better accuracy and has a thorough understanding of all the exam objectives, he or she is eligible to schedule the MCAS exam. Please read all instructions before beginning the program.

	Assignment	Turn in	Instructors Initials
Week One	Use CERTIPREP software to take the LEARNING MODE EXAMS for Word 2007. Use your books to research and study the concepts. The following link will take you to the exam objectives. http://www.certiprep.com/portal/common/DocumentLibrary/MCAS_Objectives_Word.pdf	Assignment 1 Complete, print, and submit with an assignment cover sheet your LEARNING MODE tests or have your instructor initial this sheet for each test.	
Week Two	Use the CERTIPREP software to take at least 2 learning mode exams for Word 2007. Use your books to research and study the concepts.	Assignment 2 Complete, print, and submit at least 1 learning mode test with a score of 95 percent or better or have your instructor initial this sheet for each test.	
Week Three	Use the CERTIPREP software to take at least 3 Practice Tests for Word 2007. Use your books to research and study the concepts.	Assignment 3 Complete, print, and submit 1 practice test with a score of 95 percent or better or have your instructor initial this sheet for each test.	
Week Four	Use the CERTIPREP software to take at least 3 practice exams for Word 2007. Use your books to research and study the concepts Schedule and take the MCAS Word 2007 exam after you have successfully completed 3 practice tests with at least 95 percent accuracy, have studied your textbooks, and have a thorough understanding of all the exam objectives as listed in this syllabus.	Assignment 4 Complete, print, and submit at least 2 practice tests with a score of 95 percent or better or have your instructor initial this sheet for each test.	
Week Five	Use CERTIPREP software to take at least 3 practice exams for Word 2007. Use the Office 2007 books to research questions and study for the MCAS certification exam. Schedule and take the MCAS Word 2007 exam after you have successfully completed 3 practice tests with at least 95 percent accuracy, have studied your textbooks, and have a thorough understanding of all the exam objectives as listed in this syllabus.	Assignment 5 Complete, print, and submit at least 3 practice tests with a score of 95 percent or better or have your instructor initial this sheet for each test.	
Final	Take and pass the Word 2007 MCAS certification exam. Please take a copy of your test results or certificate to your instructor to submit for grading. You will not receive a grade for the class unless a copy is on file.	Take and pass the Word MCAS exam. Submit a copy of your results with an assignment cover sheet. If your instructor signed this sheet,	

		please submit it with your results.	
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