



Microsoft Office Certification Training

Wednesday, March 4th | 9:30 AM – 3 PM | 605 E. Crawford St. Salina, KS 67401

Directions

- This face-to-face training session will be held at Smoky Hill Education Service Center in Salina - ([click here to view on map](#))

What to Bring

- Laptop
- Lunch will be provided (no need to pack one!)

Pre-work

- Register online ([secondary click here to register](#)) ([post-secondary click here to register](#))
- Login to Microsoft IT Academy Member Site ([click here to login](#))
- Login to Certiport account ([click here to login](#))

Objectives

- How to get students certified in Microsoft Office this school year
- How to augment your current curriculum with the IT Academy resources
- Build understanding of MOS certification and how to administer exams through guidance from Certiport
- Ability to navigate IT Academy websites and access the wide variety of resources through hands-on computer lab exploration. (Majority of time will be hands-on)
- Collaborate with peers to develop plan for IT Academy implementation through group discussions

Agenda

9:30 AM | Arrive

- Sign-In and Log-In (9:30 AM)
 - Login to [IT Academy Member Site](#)
 - Login at [Certiport.com](#)
 - If you need help logging in, please arrive early and we will assist you

10:00 AM | Begin Training

- Welcome and Introductions

10:15 AM | Certiport – Certification Overview (45)

- Certification (Lori & Sara)
 - Value of certification (20)
 - Best practices for certification success (25)
 - IT Requirements

11:00 AM | Microsoft – Hands-on Training (90)

- Hands-on Training to Access ITA Resources (Jason)
 - ITA Member Site – newsletter sign-up
 - MOS Study Guides
 - Online Learning

12:30 PM | Lunch Break (30)

1:00 PM | Certiport – Administering Certification (30)

- Certification (Lori & Sara)
 - Test for Success!

1:30 PM | Microsoft – Hands-on Training (75)

- ITA Hands-on Training Continued (Jason)
 - Lesson Plans
 - Curriculum
 - Professional Development
 - MOAC
 - Support
- Collaboration - time to discuss plan for implementation

2:45 PM | Group Discussion and Q&A

3:00 PM | End Training

Contact:

IT Academy Customer Support

For help with the ITA benefits, contact 1-800-508-8454 or acadsupp@microsoft.com from 8:30am - 8:30pm EST. For additional help or troubleshooting, email your Kansas deployment team at ksita@microsoft.com

Certiport Customer Support

Contact Sara Cox (sara.cox@certiport.com) with questions about Certiport and testing for certification.

Weather Cancellation

If the weather is questionable, please check your local news cancellation lists before departing for training.

Links:

Microsoft IT Academy Member Website

The [IT Academy Member Site](#) is where you access all of your benefits. Click "Member Sign in" from the upper right corner and follow steps to sign in.

Microsoft IT Academy OneDrive

Need a refresher on how to access MOAC, E-Learning or other ITA resources? Visit the [OneDrive](#) for the most up to date Quick Start Guides and helpful tools for Getting Started with your IT Academy program benefits.