



CCI Learning[™] Academy

**Introduction to Certification Exams
For Microsoft Office
Compass in the Classroom**

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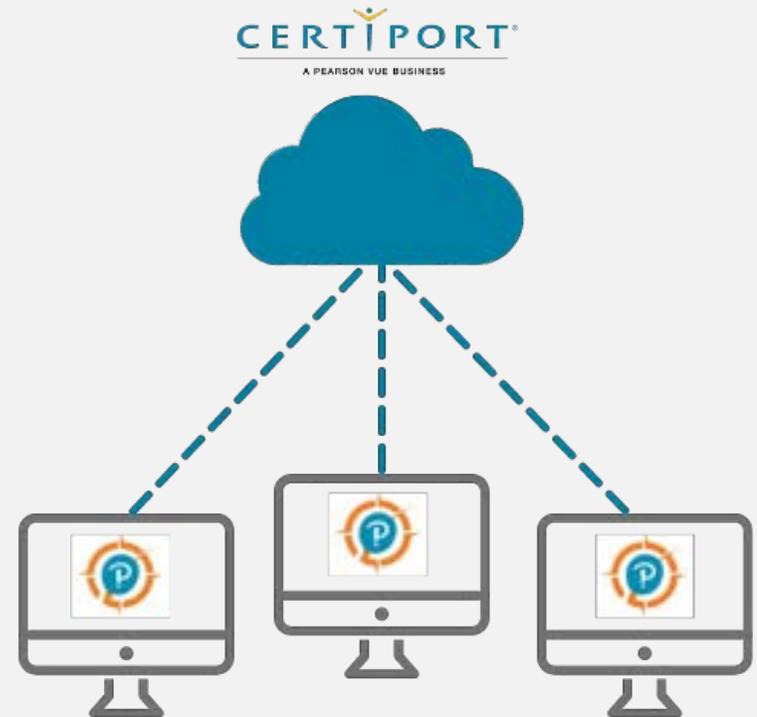
What is a certification exam?

What are certification exams?

Microsoft Office Specialist Certificates in Office applications provide verifiable proof that a person has the foundational knowledge to use that application.

Certiport, Microsoft, and industry have come together to determine which skills are necessary in the workplace.

Having these certifications on your resume will put yours to the top of the pile! Anyone taking these exams, regardless of the country they come from, will have the same foundational understanding, and will be ready to work in more productive way.



Creating my personal Certiport account

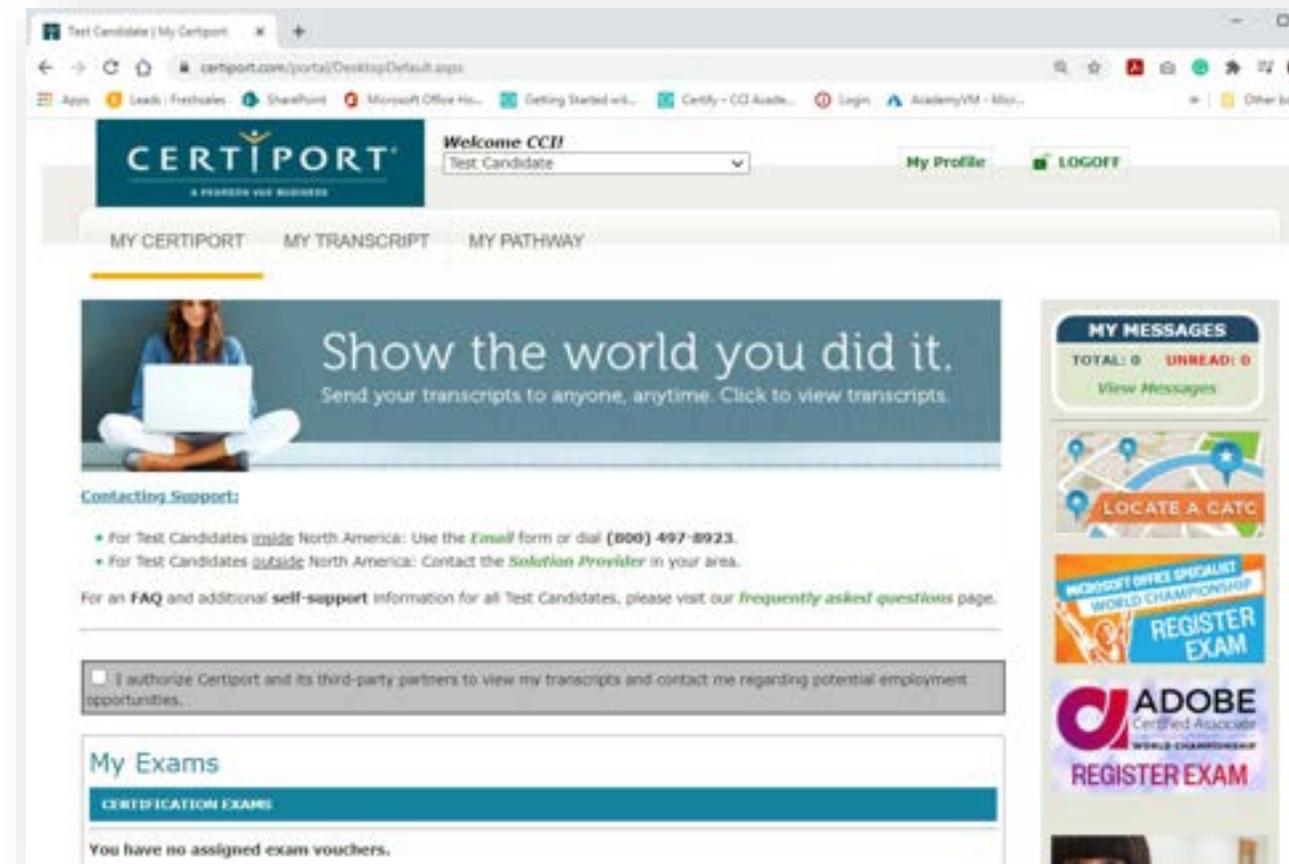
Create your Certiport Account

You need this account PRIOR to taking a certification exam

1. Go to the [Certiport](https://certiport.com) website



2. Click on the Register button under New Users



Key points for filling out your profile

1. Use your name as it appears on your driver's license (for future ID).
2. We recommend to use your email address as a username. It is easy to remember and unique to you.
3. Select the [guide](#), to see step by step instructions.

QRG – TEST CANDIDATE REGISTRATION

CERTIPORT
A Division of Pearson

Guide Summary

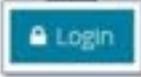
This Quick Reference Guide covers the process of registering a new Profile with Certiport, registering with each desired exam sponsor, and accepting the Non-Disclosure Agreement (NDA) for each sponsor.

Registering a New Profile

1. To begin, navigate to the Certiport website at www.certiport.com.



2. Next, click on the blue "Login/Register" link in the top right corner of the page.



3. In the New Users section click on the "Register" button.



4. Complete all required fields on the first page of the User Registration Pathway - the "Welcome" page.



The Welcome Page asks for the following information:

- **Preferred Language.** The item selected here will cause any pages within our website that have translations to appear in the language chosen. Please note that not all pages have been localized, and that the default language displayed if the translation does not exist will be English.
- **Country of Residence**
- **Certiport Privacy Statement**
- **CAPTCHA Security Verification**

5. Next, complete the "Account Setup" page.



The Account Setup page is where you will enter your Name and Age, create your Username and Password, and select the Security Questions to be used for potential Account Recovery.

Note: The credentials entered here will be used not only to access your account, transcripts, and tools within the website, but will also be used to begin all Certiport-based certification exams and practice tests within the Compass or Mac Launcher exam delivery systems.

6. The next step in the User Registration Pathway is to complete the "Personal Information" page.



On the Personal Information page you will enter your contact E-mail Address, your Mailing Address, and specify any optional information such as Phone Number, Student ID, and Alternate Mailing Address.

7. Next, complete the "Profile" (demographic) page.



When you click "Submit" on the Profile page your account will be created and you will be sent an e-mail confirmation with your Username.

8. Complete the "Purpose" page.



PRODUCT TRAINING – SEPT 2019

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www.certiport.com

Page 1

Checking my technical requirements

Now check the technical requirements

When using Compass in the classroom lab, everything will be provided by your institution.



- Computer in the lab
- Keyboard and mouse
- Recommended minimum screen resolution of 1280 x 800
- A bandwidth download speed of at least 10Mbps*

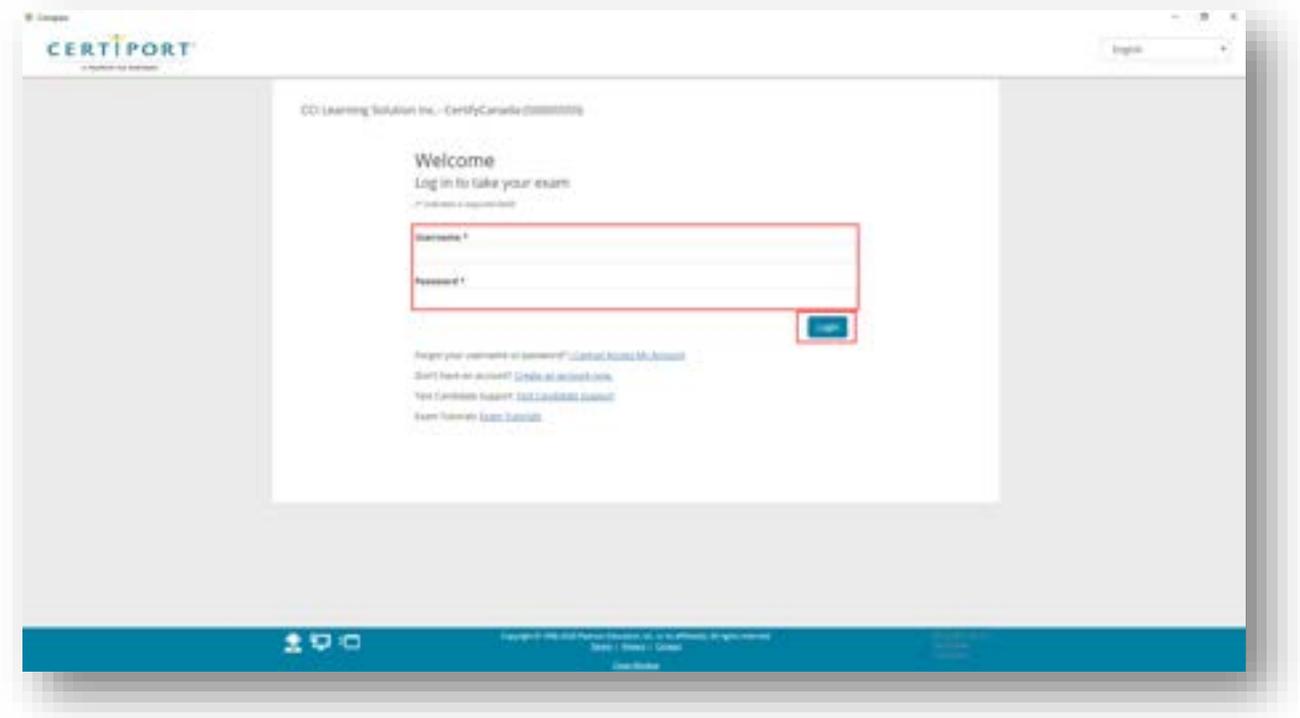


- No cell phones
- No writing materials

Logging into Compass

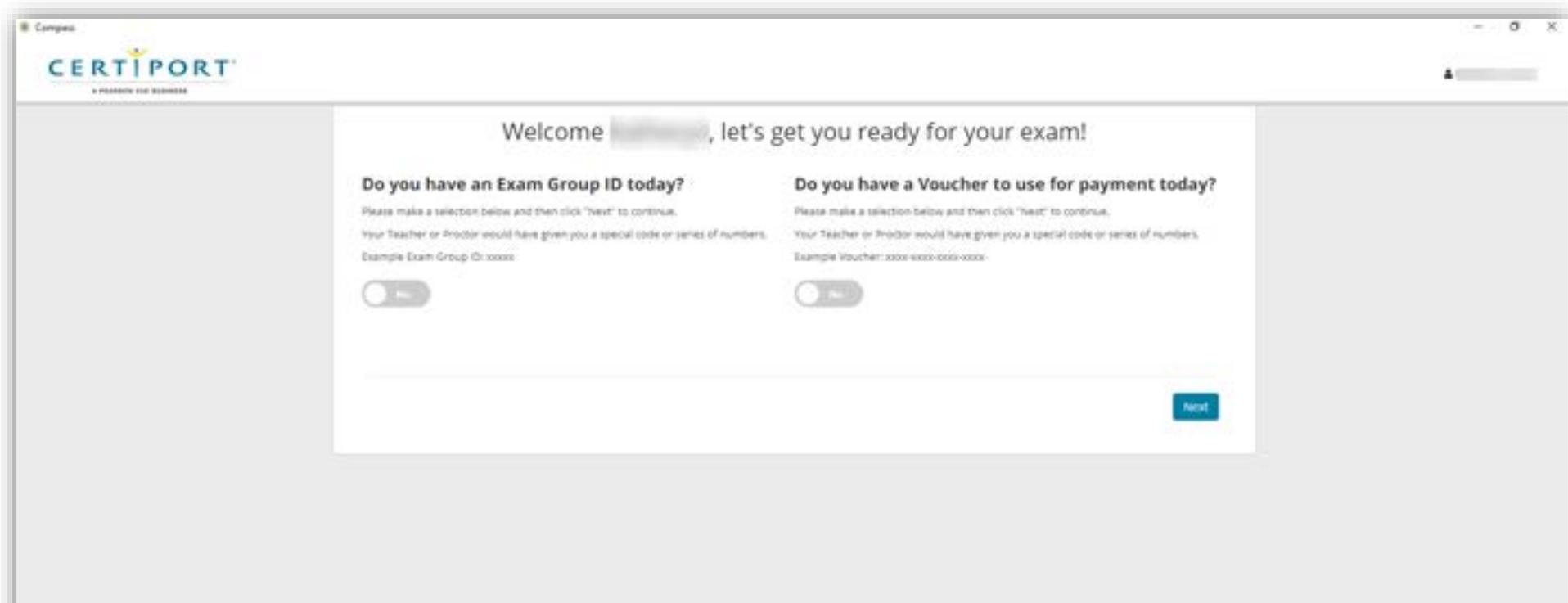
Exam Start!

1. Close all programs.
2. Wait for your exam start time and then click on the Compass icon on the desktop
3. Click Yes to make changes to this device
4. Now you are on the Compass Log in page
5. Enter in your username and password
6. Click **Login**



After logging in you will see...

1. If your instructor has provided you with an exam group #
 - a) Toggle the button to **Yes** for an Exam Group (Enter in exam group ID if provided by your instructor)
2. Select **No** to Voucher
3. Click **Next**



The screenshot shows a web browser window with the CERTIPORT logo at the top left. The main content area displays a welcome message: "Welcome [redacted], let's get you ready for your exam!". Below this, there are two columns of questions, each with a toggle switch and a "Next" button at the bottom right.

Do you have an Exam Group ID today?
Please make a selection below and then click "next" to continue.
Your Teacher or Proctor would have given you a special code or series of numbers.
Example Exam Group ID: xxxxx

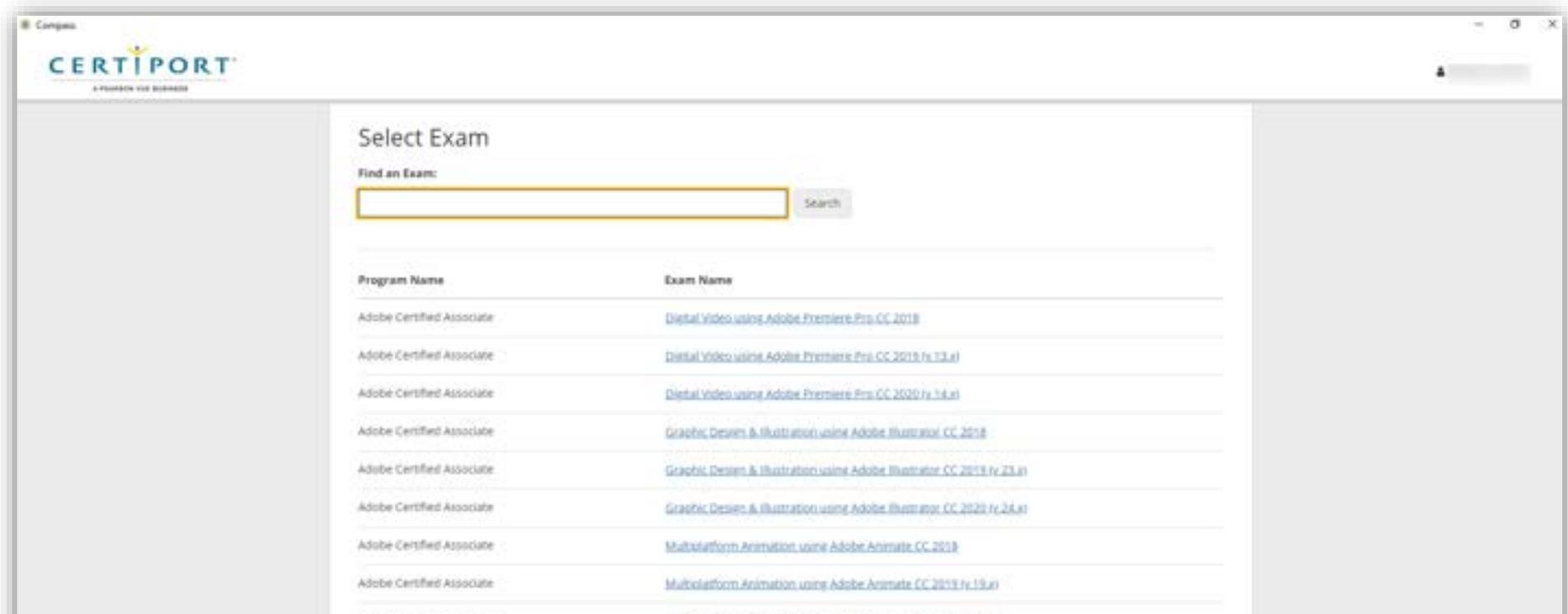
Do you have a Voucher to use for payment today?
Please make a selection below and then click "next" to continue.
Your Teacher or Proctor would have given you a special code or series of numbers.
Example Voucher: xxxxxxxx-xxxx-xxxx-xxxx

Next

Select your exam...

Please note that this screen will only appear if you do NOT have an exam group #.

1. In the search field type in **Word**
2. Click on the blue hyperlinked title of your exam, e.g., **Microsoft Word (Office 2019 or Office 365)** exam



Accept the Non-Disclosure Agreement

1. If you have not filled out the Microsoft Agreement, you will need to do that here (you will be prompted)
2. Click **Yes, I accept**
3. Click **Next**



The screenshot shows a web browser window with the Certiport logo at the top left. The main heading is "Non-Disclosure and EULA Agreement". Below this is a scrollable box containing the "Non-Disclosure Agreement" text, which includes a "MICROSOFT CERTIFICATION EXAM AGREEMENT" section. The text states: "PLEASE READ THIS MICROSOFT CERTIFICATION EXAM AGREEMENT ('AGREEMENT') CAREFULLY. BY CLICKING ON THE 'YES' BUTTON, YOU ACKNOWLEDGE THAT YOU HAVE THE AUTHORITY TO ENTER INTO THIS AGREEMENT AND YOU AGREE TO ALL THE TERMS AND CONDITIONS IN THIS AGREEMENT. IF YOU DO NOT AGREE, SELECT 'NO'. YOU MUST SELECT 'YES' TO TAKE THE MICROSOFT CERTIFICATION EXAM." Below the scrollable box, there is a red box around the "Yes, I accept" radio button, and another red box around the "Next" button at the bottom right.

Certiport
A PLANNING FOR BUSINESS

Non-Disclosure and EULA Agreement

Non-Disclosure Agreement

Updated: July 2020

MICROSOFT CERTIFICATION EXAM AGREEMENT

PLEASE READ THIS MICROSOFT CERTIFICATION EXAM AGREEMENT ("AGREEMENT") CAREFULLY. BY CLICKING ON THE "YES" BUTTON, YOU ACKNOWLEDGE THAT YOU HAVE THE AUTHORITY TO ENTER INTO THIS AGREEMENT AND YOU AGREE TO ALL THE TERMS AND CONDITIONS IN THIS AGREEMENT. IF YOU DO NOT AGREE, SELECT "NO". YOU MUST SELECT "YES" TO TAKE THE MICROSOFT CERTIFICATION EXAM.

This Agreement is entered into as of the date of Your acceptance between you ("You" or "Your") and Microsoft Corporation ("Microsoft").

1. **CONFIDENTIALITY**
Keeping Microsoft Certification exams confidential helps maintain the value of Microsoft Certifications and helps ensure only qualified individuals are certified.
This exam is Microsoft confidential and proprietary information and is protected by intellectual property laws. It is made available to You

To take any exam you must accept this Non-Disclosure and EULA Agreement.

Yes, I accept

No, I don't accept

Previous Next

The proctor will unlock your exam

Proctor enters their info to unlock the exam

1. The proctor will enter their username and password.
2. Once the exam is unlocked you will be able to read through the tutorial instructions. You will have 5 minutes.
3. When ready to start your exam, click start exam. The timer will start now. You have 50 minutes to complete your exam

CERTIPORT

Verify & Unlock Exam

Candidate, please verify that the following information is correct.

Candidate & Exam Information

| Name | Exam details | Test center | Payment type |
|------|---|--|--------------------------|
| | MTO 200 Microsoft Excel (Excel and Excel 2016) (Dates exam) | CCI Learning Solution Inc. - CERTYCanada | Inventory / Site License |

Language: English

Accommodations: None

Duration: 00:50:00

Exam Group: None

⚠ Candidate, please notify the proctor that you are ready to proceed.

Proctor Authentication

All fields are required.

Proctor Username:

Proctor Password:

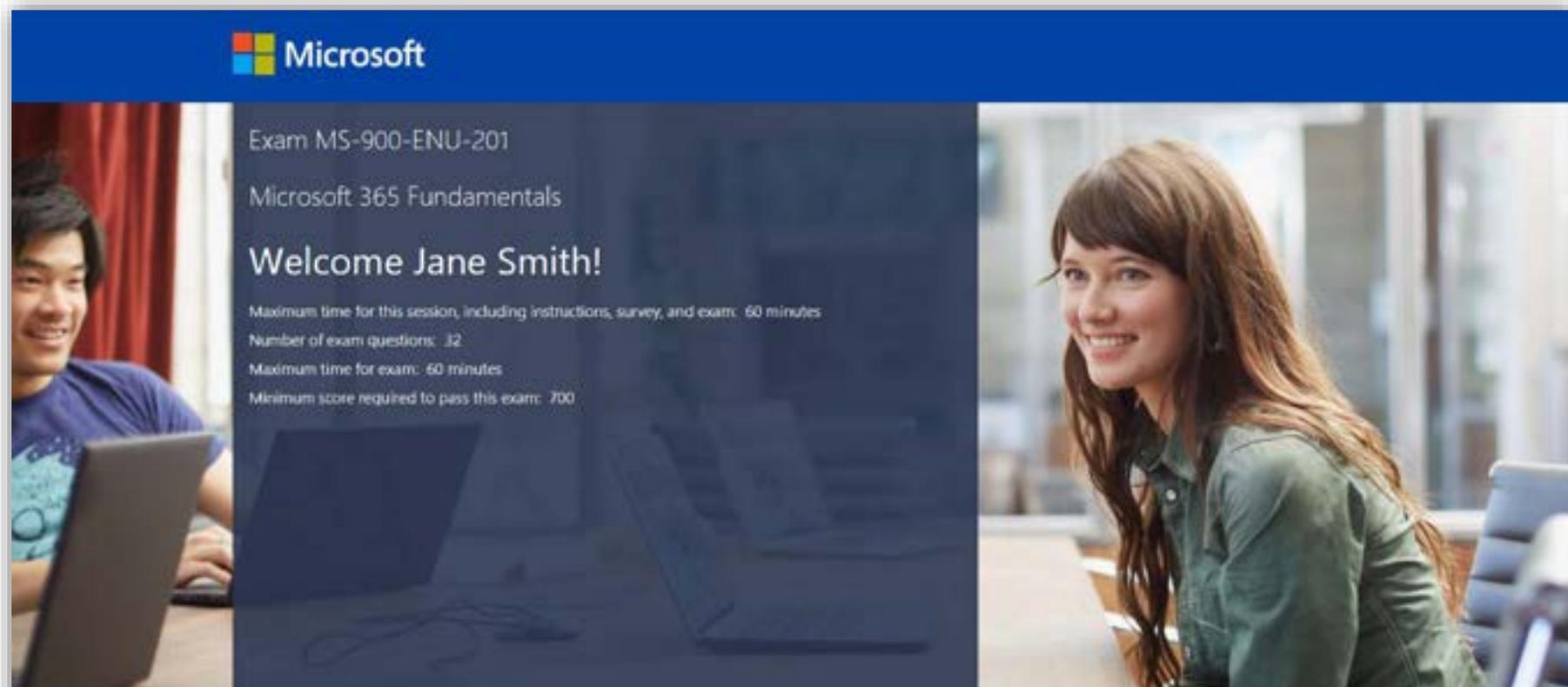
Copyright © 1994-2014 Pearson Education, Inc. or its affiliates. All rights reserved. Site | About | Contact

Exit Window

Exam Tutorial Instructions

You will now see the instructions for the exam

The exam will load. You will have a timed 5 minutes to read through your instructions. If you would like to read them ahead of time, click [HERE](#)



The screenshot shows a Microsoft exam interface. At the top left is the Microsoft logo. The main content area is dark blue and contains the following text:

- Exam MS-900-ENU-201
- Microsoft 365 Fundamentals
- Welcome Jane Smith!**
- Maximum time for this session, including instructions, survey, and exam: 60 minutes
- Number of exam questions: 32
- Maximum time for exam: 60 minutes
- Minimum score required to pass this exam: 700

The interface is flanked by two images: on the left, a man in a blue t-shirt is smiling while looking at a laptop; on the right, a woman with long brown hair is smiling and looking towards the camera.

Exam Interface

Video Link: Testing Interface

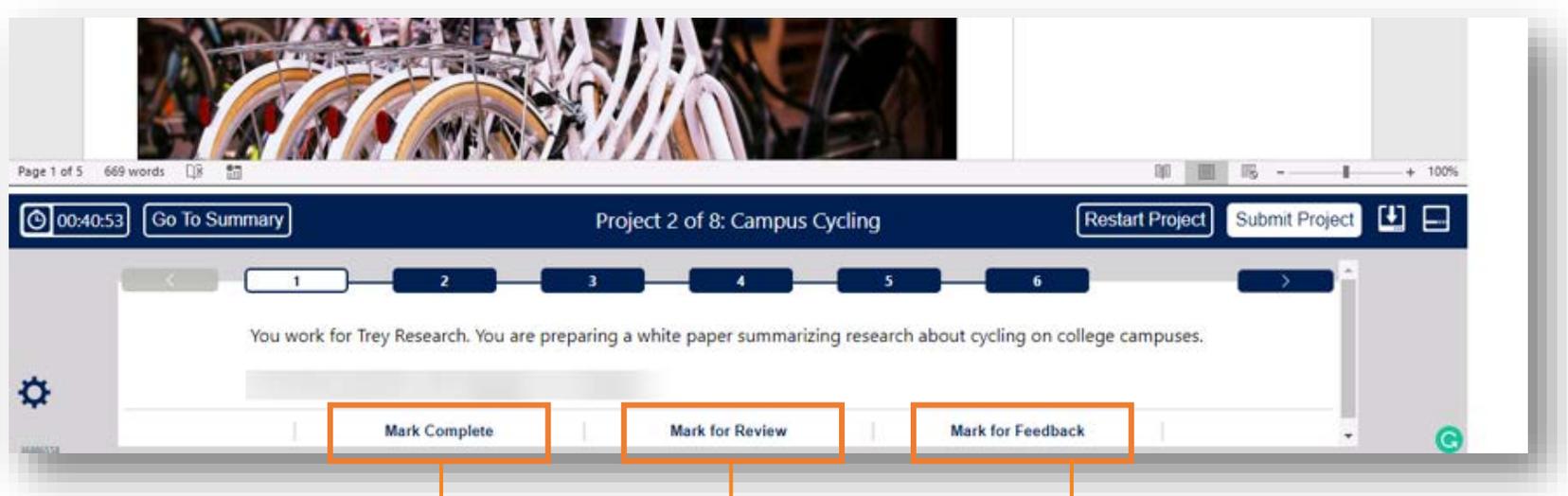
Watch the video by clicking on this link: vimeo.com/504832659



Reviewing your Questions

Reviewing your questions

As you will see there are some key features to help you navigate through the test.



Mark Complete:

After reviewing your answers, the system will allow you 10 minutes to leave comments. Each question you select to leave a comment the system will take you back to that question where you can put comments in a text box. When finished commenting please DESELECT the comment box. Feel free to give your honest opinion. The more feedback we get, the better we can improve the questioning language.

Mark for Review

Each question provides the option to go back and review the questions that have been marked. After reviewing the question, be sure to DESELECT the review button at the top otherwise the system will keep bringing you back to the question to review it.

Mark for Feedback:

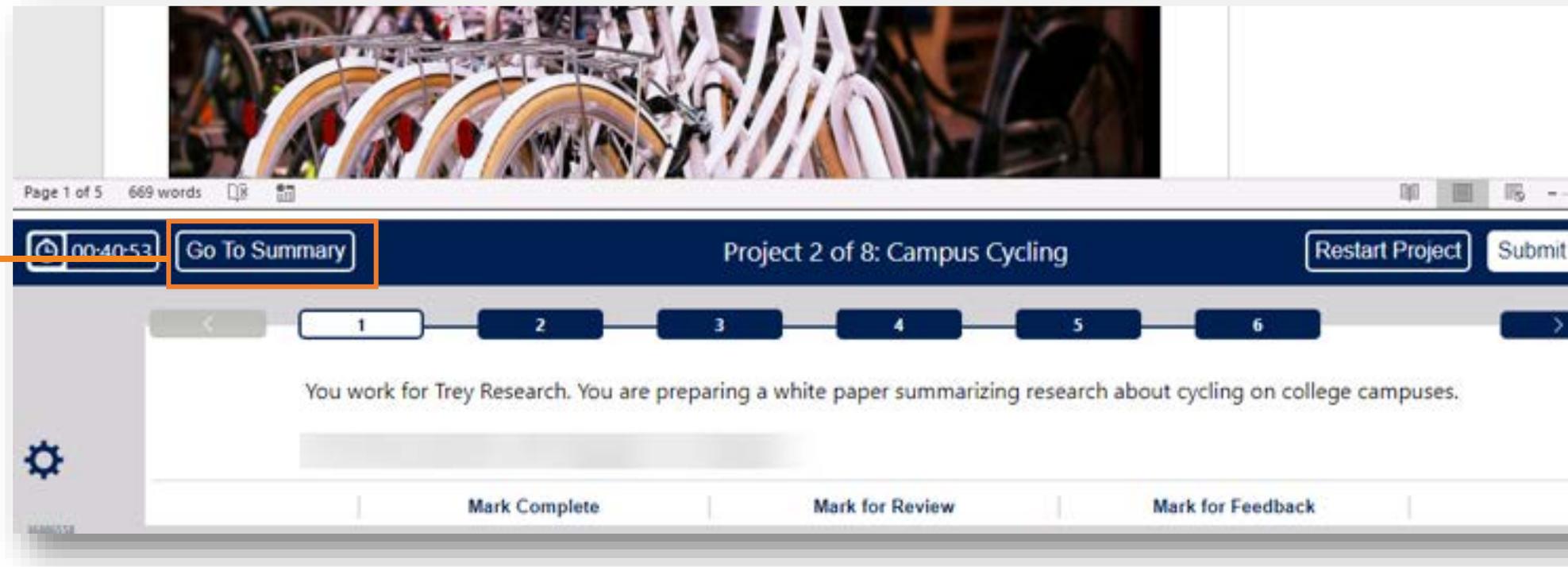
After reviewing your answers, the system will allow you 10 minutes to leave feedback comments. Each question selected will take you back to that same question where you can put comments in a text box. When finished commenting please DESELECT the comment box. Feel free to give your honest opinion.

Go to Summary

The Go To Summary button will take you the Summary page of all the questions. See next slide for image.

Go To Summary

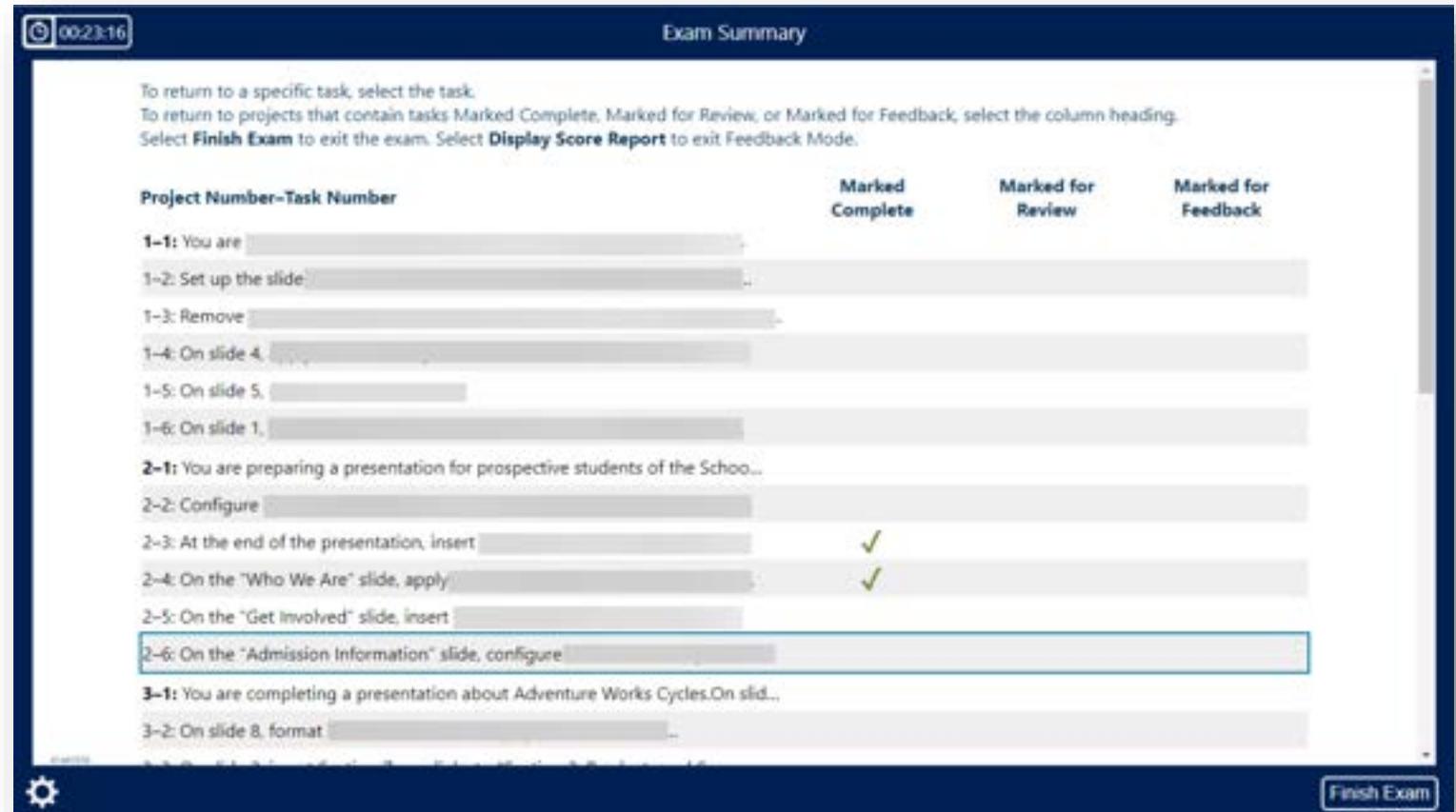
After clicking this button, you will be told that the system will save your work. Hit OK



The screenshot displays a web-based exam interface. At the top, there is a header bar with a timer showing '00:40:53' and a 'Go To Summary' button highlighted with an orange border. To the right of the timer, the text 'Project 2 of 8: Campus Cycling' is visible, along with 'Restart Project' and 'Submit' buttons. Below the header, a progress bar shows six steps, with step 1 highlighted. The main content area contains the text: 'You work for Trey Research. You are preparing a white paper summarizing research about cycling on college campuses.' At the bottom, there are three buttons: 'Mark Complete', 'Mark for Review', and 'Mark for Feedback'. A gear icon is located in the bottom left corner.

Questions Summary

Any questions that you've marked for review will appear with an orange square.
Any questions that you've marked for commenting will appear with a blue square.
You can click on directly on the question. It will take you directly to that question in that project.



The screenshot shows the 'Exam Summary' interface. At the top left, there is a timer icon and '00:23:16'. The title 'Exam Summary' is at the top right. Below the title, there are instructions: 'To return to a specific task, select the task. To return to projects that contain tasks Marked Complete, Marked for Review, or Marked for Feedback, select the column heading. Select **Finish Exam** to exit the exam. Select **Display Score Report** to exit Feedback Mode.'

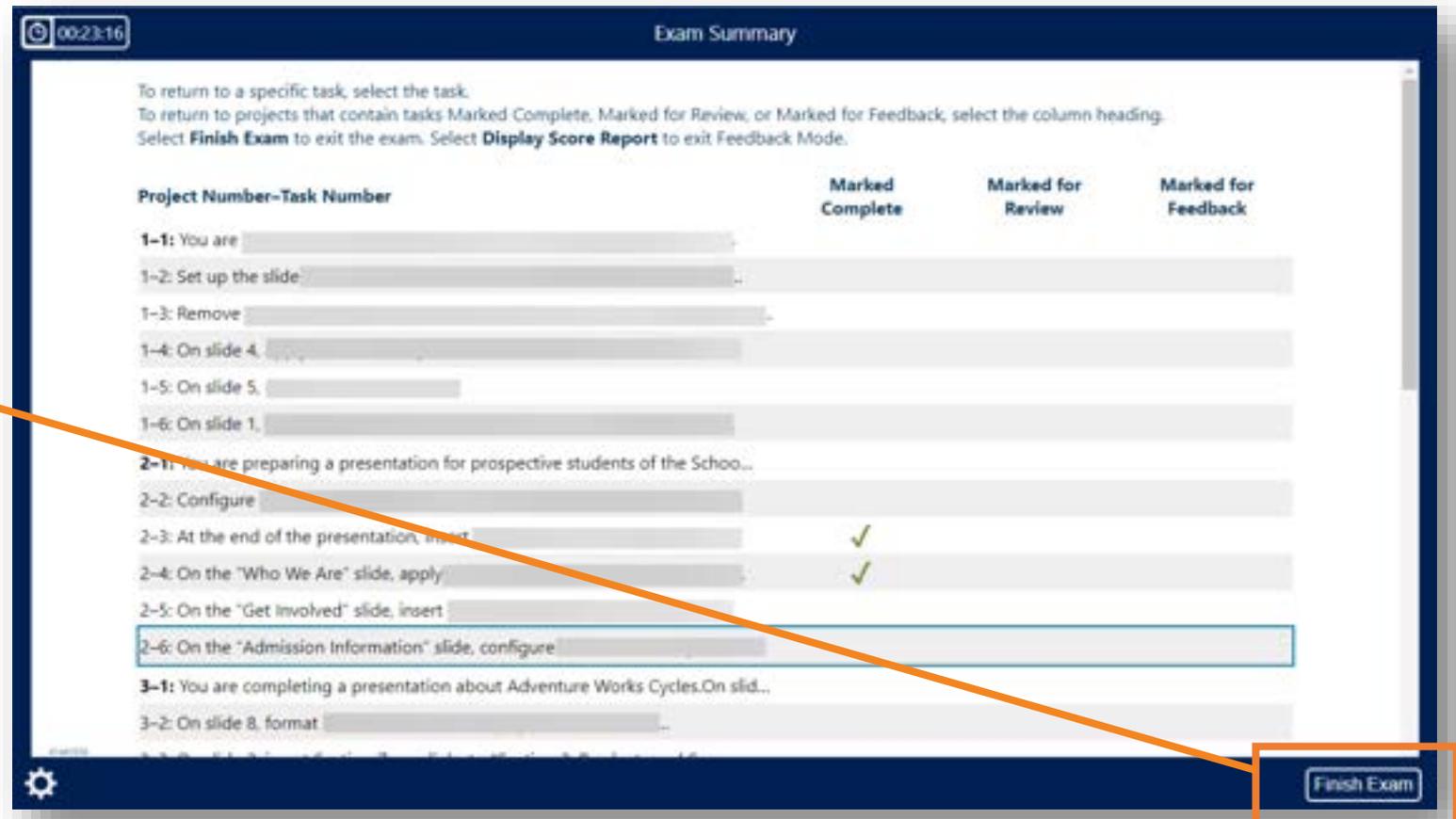
| Project Number-Task Number | Marked Complete | Marked for Review | Marked for Feedback |
|--|-----------------|-------------------|---------------------|
| 1-1: You are [redacted] | | | |
| 1-2: Set up the slide [redacted] | | | |
| 1-3: Remove [redacted] | | | |
| 1-4: On slide 4, [redacted] | | | |
| 1-5: On slide 5, [redacted] | | | |
| 1-6: On slide 1, [redacted] | | | |
| 2-1: You are preparing a presentation for prospective students of the Schoo... | | | |
| 2-2: Configure [redacted] | | | |
| 2-3: At the end of the presentation, insert [redacted] | | ✓ | |
| 2-4: On the "Who We Are" slide, apply [redacted] | | ✓ | |
| 2-5: On the "Get Involved" slide, insert [redacted] | | | |
| 2-6: On the "Admission Information" slide, configure [redacted] | | | |
| 3-1: You are completing a presentation about Adventure Works Cycles.On slid... | | | |
| 3-2: On slide 8, format [redacted] | | | |

At the bottom left, there is a gear icon. At the bottom right, there is a 'Finish Exam' button.

Important: Finish your EXAM

You must click Finish Exam to submit your exam for grading. If you don't, all your work will be lost.

1. Click Finish Exam



The screenshot shows an 'Exam Summary' window with a timer at 00:23:16. It contains instructions and a table of tasks. An orange arrow points from the text '1. Click Finish Exam' to the 'Finish Exam' button in the bottom right corner of the window.

To return to a specific task, select the task.
To return to projects that contain tasks Marked Complete, Marked for Review, or Marked for Feedback, select the column heading.
Select **Finish Exam** to exit the exam. Select **Display Score Report** to exit Feedback Mode.

| Project Number-Task Number | Marked Complete | Marked for Review | Marked for Feedback |
|--|-----------------|-------------------|---------------------|
| 1-1: You are | | | |
| 1-2: Set up the slide | | | |
| 1-3: Remove | | | |
| 1-4: On slide 4, | | | |
| 1-5: On slide 5, | | | |
| 1-6: On slide 1, | | | |
| 2-1: You are preparing a presentation for prospective students of the Schoo... | | | |
| 2-2: Configure | | | |
| 2-3: At the end of the presentation, insert | ✓ | | |
| 2-4: On the "Who We Are" slide, apply | ✓ | | |
| 2-5: On the "Get Involved" slide, insert | | | |
| 2-6: On the "Admission Information" slide, configure | | | |
| 3-1: You are completing a presentation about Adventure Works Cycles.On slid... | | | |
| 3-2: On slide 8, format | | | |

Finish Exam

Submitting your exam &
Seeing your results

Your results will appear on the screen

You will see your test results immediately after the exam. Once you are finished your exam, let your proctor know!

The screenshot displays a Microsoft Exam Score Report. At the top left is the Microsoft logo. Below it is a dark blue header with the text "EXAM SCORE REPORT". The report is divided into several sections:

- CANDIDATE:** A box containing a blurred name and ID.
- EXAM:** Microsoft Word (Office 2016). Exam reference #: [blurred], Date: December 31, 2018, ID: [blurred].
- RESULTS:** A table with columns for scores from 100 to 1000. The "Required Score" is 700, and the "Your Score" is 700.
- SECTION ANALYSIS:** A table showing performance in different sections: Create and Manage Documents (60%), Format Text and Paragraphs and Sections (44%), Create Tables and Lists (86%), Create and Manage References (100%), and Insert and Format Graphic Elements (57%).
- FINAL SCORE:** Required Score: 700, Your Score: 700.
- OUTCOME:** Pass, indicated by a green checkmark.

Post Exam

Seeing your results in your
Certiport account

Viewing your results and transcripts

You view your results and transcript from your personal Certiport account

Post Exam - reprinting your score report

1. Log into your [Certiport](#) account.
2. Under your name at the top of the screen, make sure you have selected the role "Test Candidate"
3. Click on the "My Transcript" tab
4. Scroll down to the exam. Next to it you will find a button with "Score Report". Click the button.
5. You will see the report and at the top you will see a printer icon. You can print from here.

The screenshot shows the Certiport user interface. At the top, there is a navigation bar with the Certiport logo, a welcome message, a dropdown menu for the user role (currently set to 'Test Candidate'), and links for 'My Profile' and 'LOGOFF'. Below this is a secondary navigation bar with tabs for 'MY CERTIPOINT', 'MY TRANSCRIPT' (which is highlighted with a red box), and 'MY PATHWAY'. The main content area is titled 'My Transcript' and provides instructions on how to view the transcript. It includes a 'View mode' dropdown set to 'Personal View' and a checkbox for 'Show only passed exams'. The main content is an 'Authenticated Digital Transcript of Certifications' dated June 4, 2021. Below this, there is a table of certifications and exams. The table has columns for 'Certifications', 'Exams', 'Status', and 'Date'. The 'Exams' section shows a Microsoft PowerPoint (Office 2016) exam that was passed on 12/16/2019. A 'Score Report' button is highlighted with a red box next to this exam entry. There are also 'PDF' buttons for the certifications, also highlighted with a red box.

| MICROSOFT OFFICE SPECIALIST | | | |
|------------------------------------|--------|------------|----------------------------|
| Certifications | | | |
| Microsoft Office PowerPoint® 2016 | PDF | | Order Official Certificate |
| Microsoft Office Word 2016 | PDF | | Order Official Certificate |
| Exams | | | |
| Microsoft PowerPoint (Office 2016) | Passed | 12/16/2019 | Score Report |
| Administered by: | | | |
| Language: English | | | |

SHARE on LinkedIn!

Download your digital badge

Share your badge!

You earned this, be proud and share!

You will receive a Certiport email with login instructions for creating an account with Credly.

You can go directly to [Credly.com](https://www.credly.com) and create your account using the **SAME email** you used for your Certiport account.

For more information on sharing your badge, visit: support.credly.com

