



Welcome!

MOS Study/Support Group

Host for the Group

Greg Creech

MCAS-Instructor and CompTIA CTT+



Agenda for Webinar 1

- ✓ Welcome - No Fees, Please!
- ✓ Purpose of the Group:
 - Motivation (My Selfishness)
 - Encouragement and Support
 - Increase Microsoft Office Skills and Knowledge
 - Get Certified
- ✓ Develop your Plan and Commitment
 - Move from Interest to Commitment



Agenda for Webinar 1

- ✓ International Association of Administrative Professional (IAAP) Offerings and Network
- ✓ Tour Certiport - Transcript and Offerings
- ✓ GMetrix -
 - Scorecard
 - Practice 2013 Excel Core Exam questions
 - Practice 2013 New PowerPoint Exam questions



Develop your Plan

✓ Spend time celebrating Labor Day with your plan to certify

“Your work is to discover your work and with all your heart give yourself to it.” - Buddha

✓ Create a contract with yourself

✓ TIPS worksheet (or something like it)

✓ Use this group to help you make your plan and succeed



Motivation and Support

- ✓ Certificate for achievement
- ✓ Congratulation Email
- ✓ Open each Webinar with success story
- ✓ Items published at www.gregcreech.biz
- ✓ Don't be afraid to display frustration and seek advice
- ✓ Certify in application that you know the most



Motivation and Support

- ✓ Diversify learning - books, video, class room, online, each other
- ✓ If you have never certified, give yourself time and take many practice test - score between 950 - 1000 before taking a real test
- ✓ Get GMetrix and Certiport's \$75 for a year offer



Here we go!

- ✓ Enough with PowerPoint!
- ✓ IAAP Offerings and Network
- ✓ Certiport - Transcripts and Deals
- ✓ GMetrix
 - Overview
 - Testing taking time!
 - Probably a big embarrassment for me.