



# Certiprep

for Microsoft® Office Certifications

## User Guide

(Single User Version)

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## GETTING STARTED >> Introduction

Thank you for purchasing Certiprep for Microsoft® Office Specialist. This product, developed by Certiport, Inc., assesses your computer skills in terms of the objectives of the Microsoft® O.S. certification exams through hands-on exercises. Certiprep is a preparation tool for certification exams. It features two modes—Practice Test and Learning Mode—for the very best in self-paced learning and certification exam simulation.

Important!

### Read before Launching Certiprep

- Certiprep is accessed through the Internet. For best results, a high-speed connection is recommended.
- Before launching Certiprep, 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.
- If your computer system uses a firewall, you may need to disable it in order to use Certiprep.

To see a full list of technical requirements and FAQs, including score-report printing visit [www.certiport.com/CertiprepReadNow](http://www.certiport.com/CertiprepReadNow).

## System Requirements

**OS:** Windows® 2000, Windows® XP, Windows Vista®, Windows 7

**Disk Space:** 3 MB

**Display:** 1024 x 768 resolution or better

**Internet Connection:** High Speed Required

**Other:** .NET 2.0 or Greater

## Installation

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 the program is the **2X ApplicationServer Client**. Installing and running the 2X ApplicationServer Client from your computer will ensure that you have immediate access to the Certiprep Servers once it is installed.

The 2X ApplicationServer Client install is downloaded by following this link:

*<ftp://ftp.certiport.com/Certiprep/TerminalServices/CertiprepSetup.exe>*

Once you have followed the link above, install 2X ApplicationServer Client in the following way:

1. Choose to run the application directly to begin the install, or save the file to a location on your computer.
2. If you saved the installation file to your computer, double-click the new **2X Install** icon to begin the installation. Follow the instructions to the completion of the install process.

3. The installation places an icon labeled *Certiprep* on your desktop.



## Registering and Logging In

1. Double-click the desktop icon labeled *Certiprep Launcher*.
2. The application will initiate and ask for your username and password. If you already have a Certiprep account, you can log in using your Certiprep 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 Certiprep Web site to register; once registration is complete, you will be returned to the Certiprep login page.
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.

**Note:** You will see this prompt only the first time you use Certiprep on a given computer.

4. 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.

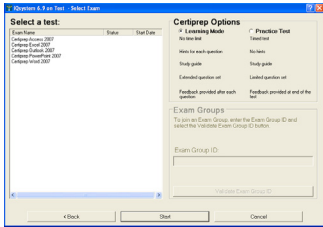
## Taking a Test

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

## TESTING







## 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**.

## Practice Test

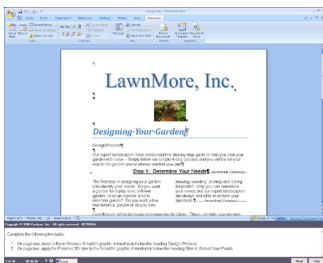
The Practice Test is timed and presents a smaller, randomized selection of questions. Though slightly longer than the certification exams, Practice Tests are intended to mimic the actual experience of taking a certification exam.

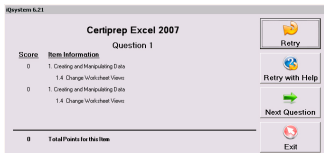
If you have been given an Exam Group ID (by a teacher or a trainer, for example), to use to track your progress, enter the ID number before initiating the Practice Test, and then click **Validate Exam Group ID**. If the Exam Group ID is valid, the Exam Group name will be displayed.

Click **Start**.

## Answering Test Questions

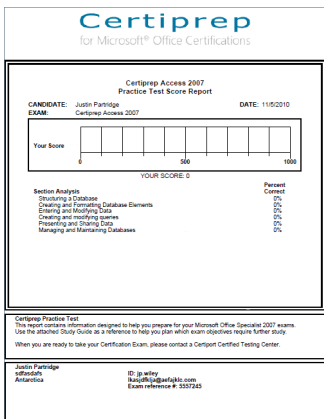
For each question in the Practice Test or Learning Mode, a list of tasks will appear at the bottom of the screen, and a live application (e.g. Word, Excel, etc.) will appear above the task list. Complete the list of tasks to the best of your ability. Unless otherwise noted, keyboard shortcuts, menu commands, 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**.

1. Choose the 2x universal printer and print.
2. Once selected a new print opportunity will appear showing your machine's printers.

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.

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

## TECHNICAL SUPPORT

### » Technical Support

You can access troubleshooting information for a wide variety of common problems by visiting [www.certiport.com/CertiprepReadNow](http://www.certiport.com/CertiprepReadNow).

If you encounter problems you cannot resolve, please contact Certiport:

[customerservices@certiport.com](mailto:customerservices@certiport.com)

[technicalsupport@certiport.com](mailto:technicalsupport@certiport.com)

You can also reach us via phone at **1-888-999-9830** (U.S. & Canada) or **(801) 443-3150** (International).



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