

What certification should I take?

You can take multiple but you need to earn at least one each semester- Recommend getting all three Microsoft in one year to earn college credit.

Business/Office- Microsoft Bundle (Word, Excel, PowerPoint)

Art/Animation- Adobe (Photoshop, Illustrator)

Instructions to Train:

Register at gmetrix.net. Fill out your information & log in.

Access Code:

44471-KDIT-35171

FOR MICROSOFT: Click Gmetrix from your desktop/start menu → Choose your PRODUCT (Excel, PowerPoint, Word for Microsoft), From the drop down, click training, choose the training* from the second drop down, Click Next, Click Start...read directions, Click Next. --Once you are done with training do one of the "tests". *For Microsoft- The trainings that say **"Core Project"** are project based and are the ones closest to the exams. The ones that says "Core Test" are question based & not recommended.

FOR ADOBE: Go to the internet and go to gmetrix.net, use the log in you just created, type in your access code above. Choose the product you are interested in (choose the one that says CC) Photoshop, Illustrator, or InDesign for Adobe. From the drop down, click training, choose the training* from the second drop down, Click Next, Click Start...read directions, Click Next. --Once done with training do one of the "tests" and see what you do; if you get a high score let Mrs. Kirk know and she can sign you up to test. *For Adobe- I recommend starting with "Test Training 1".

If you need help on how to do a task click the light bulb at the top or question mark in bottom depending on the training you are in. **WHEN YOU GO TO EXIT- YOU MUST CLICK THE RED X IN THE BOTTOM RIGHT CORNER AND THEN CLICK **"SAVE"**...IF YOU DO NOT **CLICK SAVE** YOUR PROGRESS WILL BE LOST.**

When you finish a training click "Finish" or "Submit for grading" results are automatically sent to me but give me a heads up to check out your score.