

## What certification should I take? You can take multiple!

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

**Art/Animation-** Adobe (Photoshop, Illustrator, InDesign)

**IT/Programming/Gaming-** MTA: Mobility and Device Fundamentals (1<sup>st</sup> or 2<sup>nd</sup> year), Windows OS Fundamentals (1<sup>st</sup> or 2<sup>nd</sup> year), MTA Security Fundamentals (only for 4<sup>th</sup> year students). **\*For networking or cybersecurity, you can consider MTA Security Fundamentals or Networking- no training offered here but you can study & certify- this will most likely require additional study on your own time. \***

**CERTIFICATIONS: ONCE YOU GET AT LEAST A 90% ON TWO DIFFERENT PRACTICE TESTS (NOT TRAININGS BUT TESTS) LET ME KNOW & I WILL SIGN YOU UP TO TEST- ALL EXPENCES COVERED!**

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## Instructions to Train:

Register at [gmetrix.net](https://gmetrix.net). Fill out your information & log in.

**Access Code:**

**85586-K1920-25860**

**Adobe:** Must sign into to Adobe before G-Metrix!!

**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.

Adobe Login:

Log in to Adobe BEFORE GMETRIX

[R2.D2@pcsb.org](mailto:R2.D2@pcsb.org) for username THEN HIT ENTER – DO NOT GO DOWN TO PASSWORD – DO NOT HIT SIGN IN – JUST "ENTER"

Choose Enterprise

Once you are sign in you can then exit

Open G-Metrix from the desktop

Log in – enter new access code if you haven't yet

Choose test

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.**