

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- Unity Certified User: Programmer (Year 3/4 only), MTA: Mobility and Device Fundamentals, Windows OS Fundamentals, MTA: Introduction to Programming Using JavaScript, MTA Security Fundamentals (4th year students).

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!

Instructions to Train:

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

Access Code:

06236-Kirk20-35120

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 for username THEN HIT ENTER – DO NOT GO DOWN TO PASSWORD – DO NOT HIS 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.