What certification should I take? You can take multiple!

Business/Office- Microsoft Bundle (Word, Excel, PowerPoint, and/or Outlook).

Art/Animation- Adobe (Photoshop, Illustrator, InDesign) or ToonBoom Harmony or Storyboard

IT/Programming/Gaming- MTA: Mobility and Device Fundamentals (1st or 2nd year), Windows OS Fundamentals (1st or 2nd year), HTML5 App Development (only for 2nd year students), Software Development Fundamentals (not until year 3 and must already have HTML5).

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Instructions to Train:

You must register in GMetrix before beginning by going to gmetrix.net. Fill out your information then once done log in and use the access code below. If it asks for institution number CAS is 90062072.

Access Code:
> **78328-Kirk17-87613**

FOR MICROSOFT: 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" and see what you do; if you get a high score let Mrs. Kirk know and she can sign you up to test. *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 tasks so it depends on your learning style which one you choose.

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 questions mark in bottom right depending on what you are training for).WHEN YOU GO TO EXIT- YOU MUST CLICK THE <u>RED X</u> IN THE BOTTOM RIGHT CORNER AND THEN CLICK "SAVE"…IF YOU DO NOT CLICK SAVE YOUR PROGRESS WILL BE LOST.