Microsoft Excel Expert Certification:

All graduate accounting students are required to complete the Microsoft Excel Expert Certification (part of the Microsoft Office Specialist program) before graduating. Currently, the certification is not required, but recommended for undergraduate students. You may choose any available Excel version for the certification process.

Certiport, a world leader in performance-based certification exams and practice test solutions, provides certification exams for Microsoft. The exams are administered through Certiport Authorized Testing Centers.

It is recommended that you study and practice for this certification even though you are well versed in Excel.

There are many training options for preparing for and passing the Excel Expert Certification Exam. There are many books on the market that will help prepare you. Microsoft’s website lists the topics and suggested study guides on the following site: [https://www.microsoft.com/en-us/learning/mos-expert-certification.aspx](https://www.microsoft.com/en-us/learning/mos-expert-certification.aspx)

Please note that you should choose from the following Excel expert exam versions:

- MOS: Microsoft Office Excel 2016 Expert - Exam 77-728
- MOS: Microsoft Office Excel 2013 Expert - Exam 77-427 and 77-428 (*not recommended*)
- MOS: Microsoft Office Excel 2010 Expert - Exam 77-888

Students who have passed the exam recommend GMetrix supplemented with You Tube videos to get ready for the exam.

**GMetrix Training Resource**

Create a gmetrix account - [Register here](https://www.gmetrix.com/register)

Try a [free trial](https://www.gmetrix.com/free-trial) of GMetrix.

Purchase the [GMetrix (Single Title) and Exam Voucher Bundle](https://www.gmetrix.com/bundle) from Certiport.

**To get Exam Voucher(s) from Certiport**

- [Microsoft Office Specialist Exam Voucher without Retake](https://www.certiport.com/exam-voucher)
- [Microsoft Office Specialist Exam Voucher with Retake](https://www.certiport.com/exam-voucher)

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**1 **Make sure you purchase 2 vouchers for Expert level Exam **
How To:

Prior to purchasing your exam vouchers, we recommend that you locate a Certiport Authorized Testing Center (CATC) in your area.

1. Locate a Certiport Authorized Testing Center by visiting our locator here - Testing Center locator
2. Once you have located a CATC, please contact them directly to determine:
   a. If your exam is available at that location.
   b. If there are any proctoring or other applicable fees.
3. A date and time to take your exam.

Register for an Account:

Once you've determined which certification is right for you, you're ready to create an account with Certiport. Start here to begin the process.

Assign Voucher to your Account:

Once you have a voucher, you may assign it to yourself. Doing so secures the voucher from being redeemed fraudulently. Login to your Test Candidate Account, enter your voucher number in the Voucher code field and click on Assign Voucher to Me. Once the voucher is assigned, you will be the only person who can use it. Inform the Proctor at the Testing Center you have assigned the voucher to yourself

Redeem Voucher:

To redeem your voucher you must visit a Certiport Authorized Testing Center and provide the number to a Certiport Administrator. Exams must be taken prior to the expiration date. See specific instructions below.

1. Take the exam at your selected testing center:
   a. Tell the representative you wish to redeem this voucher # for an exam.
   b. Schedule a time and date to take this exam.
   c. A proctoring fee maybe required; this will be determined by the Testing Center.
2. At the time of testing, have the Center launch the appropriate exam engine.
   a. If you have taken a Certiport exam before, enter your Candidate Login information.
   b. If you have not taken an exam before, start here to register
3. The testing center Administrator will either ask one of the following:
   a. Did you assign the voucher to you?
   b. Did you bring the voucher with you?
4. The testing center Administrator will select the appropriate exams from the drop down box menu, please confirm.
5. The testing center Administrator will enter their username and password.
6. Upon exam completion, voucher is void.