

Excel Expert Certification Instructions

Step #1: Complete the Excel Expert Certification Course

1. Go to www.jasperactive.com
2. Enter our activation code (S5DC8-0C58-0119) near the top of the screen and click “activate”.
3. Enter your personal information to create a new account.
4. Once logged in, you will be able to access a number of courses. For certification purposes, you should focus on Microsoft Excel 2016 Expert. The course begins with an initial assessment and will create a customized course based on your performance on that assessment.

If you previously began work on the Excel Expert course, you’ll need to update your activation code with the one provided above. To do so,

1. Log in to Jasperactive,
2. Click on the Excel Expert course,
3. Click on the icon near the top of the screen that shows the outline of a person along with a picture of a link
4. Update the code shown with the one provided above.

Step #2: Study for the Exam

In order to access the practice tests:

1. Log in to Jasperactive and enter the Excel 2016 Expert course.
2. Click on the “GMetrix” tab, then Office 2016, then Excel Expert.
3. You have access to three practice exams plus two additional sets of review questions.

Step #3: Pass the Excel Expert Certification Exam

Once you’ve completed the course, if you’d like to earn the Excel Expert Certification, the SOA will also cover associated costs at the Testing Center on the Stillwater campus. If you do not pass on your first attempt, the SOA will continue to cover the costs of the exam itself, but you will be responsible for the Testing Center fee (currently \$20).

When you believe you’re ready to take the exam, please e-mail osu-soa@okstate.edu (include your CWID in the e-mail) BEFORE scheduling your testing appointment.

To take the exam, (required to receive Certification), visit the OSU Testing Center website at <http://testing.okstate.edu/> and use the “Scheduling a Test” link on the left book an appointment for a “Microsoft Office Specialist (MOS) Certification Exam.”