Certiprep

for Microsoft® Office Certifications

User Guide

(Single User Version)

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CERTIPORT®

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Introduction

Thank you for purchasing Certiprep for Microsoft® Office Specialist. This product, developed by Certiport, Inc., assesses your computer skills in terms of the objectives of the Microsoft® O.S. certification exams through hands-on exercises. Certiprep is a preparation tool for certification exams. It features two modes—Practice Test and Learning Mode—for the very best in self-paced learning and certification exam simulation.

Important!

Read before Launching Certiprep

- Certiprep is accessed through the Internet. For best results, a high-speed connection is recommended.

- Before launching Certiprep, you must hide your task bar. (Right-click on an empty area of your task bar and select **Properties**. In the properties menu, place a check mark in the option for **Auto-hide the Taskbar**.)

- If your computer system uses dual monitors, you must disable dual-monitor mode before using Certiprep.

- If your computer system uses a firewall, you may need to disable it in order to use Cetiprep.

To see a full list of technical requirements and FAQs, including score-report printing, visit **www.certiport.com/CertiprepReadNow**.

System Requirements

OS: Windows® 2000; Windows® XP; Windows Vista®; Windows 7

Disk Space: 3 MB

Display: 1024 x 768 resolution or better

Internet Connection: High Speed Required

Other: .NET 2.0 or Greater

Installation

The Single User Version of Certiprep is hosted on a series of Remote Terminal Servers by Certiport, Inc. In order to access these servers, you must download and install a software program that will connect you properly to these servers. The name of the program is the **2X ApplicationServer Client**. Installing and running the 2X ApplicationServer Client from your computer will ensure that you have immediate access to the Certiprep Servers once it is installed.

The 2X ApplicationServer Client install is downloaded by following this link:

ftp://ftp.certiport.com/Certiprep/TerminalServices/ CertiprepSetup.exe

Once you have followed the link above, install 2X ApplicationServer Client in the following way:

1. Choose to run the applcation directly to begin the install, or save the file to a location on your computer.

2. If you saved the installation file to your computer, double-click the new **2X Install** icon to begin the installation. Follow the instructions to the completion of the install process.

3. The installation places an icon labeled *Certiprep* on your desktop.

Registering and Logging In

1. Double-click the desktop icon labeled *Certiprep Launcher*.

2. The application will initiate and ask for your username and password. If you already have a Certiport account, you can log in using your Certiport credentials. If you are unable to log in, you may register a new account by choosing the *Register User* link. This will take you to the Certiport Web site to register; once registration is complete, you will be returned to the Certiprep login page.

3. The first time you run Certiprep, you will be prompted to enter a license key. Enter the license key you received when you purchased your Certiprep product, or the number given to you by the purchaser or another source. The license key is alphanumeric text in the form of xxx-xxxx-xxxx, where each 'x' is a number or a letter.

   Note: You will see this prompt only the first time you use Certiprep on a given computer.

4. Click **OK** to register your license with your Certiport account. Once the license key is registered, you must remember and use the same username and password to regain access to the Certiprep software.

TESTING

Taking a Test

Once you are logged in, you will be presented with a list of available Learning Mode and Practice Test options. Select the desired activity.

PROXY SERVER README FOR CERTIPREP LAUNCHER

Introduction

In some network environments, proxy servers are used to insulate internal network components from the Internet. Due to this fact, you may need to configure your Certiprep Launcher to utilize your proxy server to reach the Certiprep application.

Configuration

During setup of the Certiprep Launcher, you selected *Yes* when asked if your environment uses a proxy server. You can now configure the appropriate proxy server information for your network. Since every network environment is different, you will need to contact your network administrator for the proper proxy server information. This information is used by the Certiprep Launcher to establish a network connection to the Certiprep Terminal Servers that host the Certiprep application you are attempting to access.

In some cases, it may be necessary to change your proxy server configuration. If you need to change the proxy configuration of the Certiprep Launcher, you may do so by following the procedure below:

1. If you still have the *CertiprepSetup.exe* file that you downloaded to install the Certiprep Launcher, you may simply run it again, and it will prompt you if you need to change your proxy settings.

2. If you have deleted the *CertiprepSetup.exe* file, you can download it again by going to *ftp://ftp.certiport.com/certiprep/terminalservices/certiprepsetup.exe*.

IMPORTANT NOTE: The proxy server information you enter during the setup process of the Certiprep Launcher is partially passed to the *2X Application*. The *2X Application* is the program used to deliver the Certiprep application to your computer as though it were installed locally on your computer. If your proxy server requires you to present a username and password, you will need to configure this information separately in the *2X Application*. To configure proxy server information for *2X*, perform the following steps:

1. Click **Start**, **All Programs**, **2X**, then **2X Application Server Client**.

2. On the toolbar, click the tab called **Farm Properties**.

3. Select the **Network** sub-tab and configure the appropriate proxy server information for your network. You may need to contact your network administrator for the appropriate information.

Please do not change any of the information on the **Connection** tab of the *Farm Properties*. This information is pre-populated by the Certiprep Launcher and should never be changed.

Technical Information for your network administrator

The Certiprep Launcher utilizes TCP Port 80 to establish communication with our servers. Once this communication is established, the *2X Application* utilizes TCP port 443 to deliver the Certiprep application to your computer. It may be necessary for your administrator to allow communication on these ports through your proxy server. Both the Certiprep Launcher and the *2X Application* utilize these ports to access the TCP/IP address of our servers. The servers they will be accessing are 216.36.40.134 and 216.36.40.135.
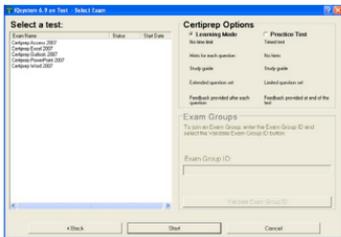
Learning Mode

The Learning Mode is not timed or randomized. It offers hints and step-by-step instructions to help you learn the concepts featured in the certification exams. The Learning Mode also provides you with a complete list of the Practice Test questions.

Before the Learning Mode begins, a dialog box is displayed that lets you select a certain number of questions to work through (by entering a starting and ending question number). Indicate whether you want to complete either a selected number of questions or all the test questions and then click **OK**.

Practice Test

The Practice Test is timed and presents a smaller, randomized selection of questions. Though slightly longer than the certification exams, Practice Tests are intended to mimic the actual experience of taking a certification exam.

If you have been given an Exam Group ID (by a teacher or a trainer, for example), to use to track your progress, enter the ID number before initiating the Practice Test, and then click **Validate Exam Group ID**. If the Exam Group ID is valid, the Exam Group name will be displayed.

Click **Start**.

Answering Test Questions

For each question in the Practice Test or Learning Mode, a list of tasks will appear at the bottom of the screen, and a live application (e.g. Word, Excel, etc.) will appear above the task list. Complete the list of tasks to the best of your ability. Unless otherwise noted, keyboard shortcuts, menu commands, toolbar commands, and context menus all function. Although the final result is graded, the methods you used to achieve that result are not graded.
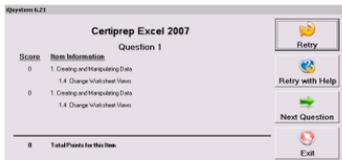
Be sure to close any dialog boxes before you click **Next**. In Excel, if you have started typing in a cell, be sure to either press **Enter** or select another cell before you click **Next**.

In the Learning Mode, after you answer a question, a question recap page will display the parts of the question that you answered correctly, as well as the parts you answered incorrectly. You can then click the **Retry Question** button to attempt the question again, or you can click the **Retry with Help** button to try the question again with step-by-step instructions. (The instructions will appear in red text within the list of tasks to perform.) You may also choose **Next Question** to move on to the next question.
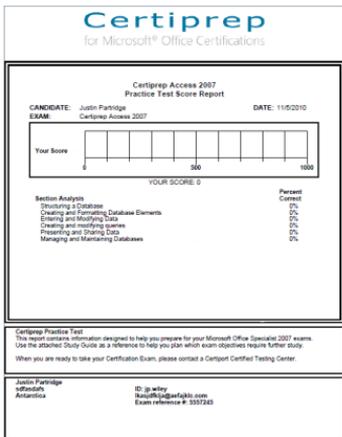
Test Results

After completing either the Practice Test or Learning Mode, you can access an *Examination Score Report*.

Following the Learning Mode, the *Examination Score Report* displays a breakdown of how you performed within each skill group. You can also produce a personalized study guide by clicking **Print Certiprep Study Guide**.

1. Choose the 2x univseral printer and print.

2. Once selected a new print opportunity will appear showing your machine's printers.

Following the Practice Test, the *Examination Score Report* displays your overall test score. By clicking the **Print Examination Score Report and Study Guide** button, you will receive a more detailed score report (which includes a breakdown of how you performed in each exam skills area) and a personalized study guide.

In the dialog box that follows, click **OK** to exit Certiprep.

›› Technical Support

You can access troubleshooting information for a wide
variety of common problems by visiting
www.certiport.com/CertiprepReadNow.

If you encounter problems you cannot resolve, please
contact Certiport:

customerservices@certiport.com

technicalsupport@certiport.com

You can also reach us via phone at **1-888-999-9830** (U.S.
& Canada) or **(801) 443-3150** (International).

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