

Microsoft® Elevate America Veterans

In cooperation with Microsoft and the U.S. Department of Labor, Workforce Solutions is proud to offer U.S. military veterans and their eligible spouses access to no-cost IT skills training and certification designed to help build the skills employers want.

More than 50% of today's jobs require some technology skills, and the Bureau of Labor Statistics estimates that number will grow to 77% in the next decade. Whether you are interested in building your Windows and Office skills, or growing your IT Professional skills, the Microsoft Elevate America program can help.

Through the Elevate America veteran's initiative, veterans and their eligible spouses can receive no-cost online training to build their skills in selected Microsoft technologies, plus industry-recognized certification exams to demonstrate their skills to employers.

What training is available?

Microsoft is offering the following courses, eLearning collections, and exams:

- **Intermediate level Windows 7 and Office 2010**
 - What's New - Clinic 10125
 - Windows 7 Essentials I - Course 10166
 - Windows 7 Essentials II - Course 10167
 - Microsoft Office 2010
 - Word - Course 190865, Exam 77-881
 - Excel - Course 10393, Exam 77-882
 - Outlook - Course 10524, Exam 77-884
 - PowerPoint - Course 10523, Exam 77-883
- **Advanced level IT Professional Level**
 - Windows 7 - eLearning collection 6292, Exam 70-680
 - Windows Server Networking - eLearning collection 10268, Exam 70-642
 - Windows Server Active Directory - eLearning collection 10272, Exam 70-640
 - SQL Server - eLearning collection 6369 and eLearning collection 2778, Exam 73-432

How do I get access to training?

Visit any Workforce Solutions office to apply. You'll need to complete and sign our Work Addendum and let us make a copy of your photo ID. If you're eligible, we'll give you a training voucher.

How do I activate my training voucher?

Activate your voucher by visiting www.microsoft.com/veteransvouchers. Before activating your voucher, please review the detailed voucher information sheet which includes instructions, technical requirements and FAQ.

Useful tips for online training

1. If you plan to take the Office courses, you will need Microsoft Office 2010 on your computer. You can get a free 60-day trial of Microsoft Office 2010 at <http://office.microsoft.com/en-us/products>.
2. Microsoft and Workforce Solutions will offer training support through tutors available on certain days at various locations and times. Check our website for details.

How do I return to my e-Learning courses?

Before you launch a training course, you create a My Learning account on the Microsoft website. Each time you wish to return to your e-learning, follow these instructions:

1. Go to www.microsoftlearning.com.
2. On the right, click *Returning users* and sign in as instructed.
3. Click *My Learning* in the upper-left corner to bring you to a personalized space that stores all of the learning content you have saved. Click on the course you want to start.

Click here to learn more about Workforce Solutions services <http://www.wrksolutions.com/jobs/veteranservices.html>

Workforce Solutions is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
Texas Relay Numbers: 1-800-735-2989 (TDD) 1-800-735-2988 (voice) or 711

1-888-469-JOBS (5627)
www.wrksolutions.com


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