

Microsoft Certification

<https://usarmy.skillport.com/skillportfe/main.action?content=home&shortcutName=home>

Put in AKO user name and password.

If you do not have an account, create one.

- Ⓡ Go to Catalog
- Ⓡ Desktop certifications
- Ⓡ Microsoft
- Ⓡ MS Office Specialist MS Office 2007

Do the "Getting started with" only!!!! For the following:

- Ⓡ "Word"
- Ⓡ "Excel"
- Ⓡ "PowerPoint"
- Ⓡ "Outlook"

The screenshot shows the Army eLearning Skillport website. At the top, there is a search bar and navigation links. The left sidebar contains a menu with 'CATALOG' selected. The main content area displays a 'Welcome to the Army eLearning Program' message. A red arrow points from the 'CATALOG' menu item to the 'Getting started with' section of the main content.

Getting started with

- **Enrollment:** Review both completed and in-progress learning events. Quickly locate and handle items on your learning history and dashboard of completed COURSE NUM. You can change default for progress in the last 90 days. To view all of your progress, change the date range to All.
- **My Plan:** Create a customized learning plan to address specific development goals and keep track of frequently accessed learning events. You can quickly return to them in the My Plan with a single click. Organize and view your learning assets according to your preferences. By date, title, by type of asset, or by subject matter.
- **Content:** Increase the content density in case when resources are available to you. Add learning events from the library to your learning plan. In search from directly from the website. The content is supported by subject matter and by related performance activities for easy navigation.
- **Assessments & Results:** Perform assessments across your full library of resources, and be directed to the specific book page, course topic or other tool you need for instant and repeat answers. It's powerful!



