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January 2019 Newsletter

The new year is here, and we are in full swing of working toward those New Year's resolution goals. In this month's edition, we are highlighting the success of our students and showcasing our team accomplishments. We also have exam tips provided by Henrietta Robinson, our Microsoft Office Specialist exam proctor. Last year was fabulous, and many goals were accomplished. Let's keep this momentum going and make 2019 the best yet!

Five Helpful Tips for Preparing to Take Your Microsoft Office Specialist Exam

You have successfully completed your coursework, now comes the fun part of the program... the certification exam. If you become nervous at the thought of taking an exam, you are not alone. Fortunately, LearnKey has equipped you with resources to make your testing-taking experience a positive one.

The following tips will help you develop a study plan, improve your exam score, and help you work toward earning your MOS certifications.

Choose Your Exam Preparation Resources

After completing your coursework, one of your highly useful resources is GMetrix. GMetrix is designed to provide the look and feel of the actual exam. GMetrix has prepared exam-focused training to help you to be successful in passing your MOS exams. But, don't stop there - there are many other resources available to you, such as Microsoft Mondays and YouTube videos.

Prepare for the Exam

Put in the time necessary to review your exam preparation resources. Make sure that you complete each module provided and don't assume that all the questions are easy, and therefore you don't need to complete the full testing prep modules. Check the Key Objectives for each exam. The Key Objectives provides a framework of the categories that will appear on the exam.

Plan Your Exam Date

Once your LearnKey advisor has given you the green light, don't wait until the last minute to schedule your exam. You'll want to take the exam while the information is still fresh in your mind. Determine when and where you would like to take your exam. If you have been assigned to work with me, there are set days and hours for testing.

If a special time is needed, just email me (Henrietta Robinson | hrobinson@learnkey.com) and I will work with you.

Create Your Username and Password

You are required to enter a Certiport username and password for each exam. To create your username and password, go to www.Certiport.com. Don't complicate this process by creating a super unique name and password that you may forget. This is a time to keep it simple - create a username that has a significant meaning to you and the password should be something that is easy for you to remember. This information is not only needed for each exam, but also a year from now when you need to pull up your transcript and certification

(which remain on file in your Certiport account).

Finally, make sure you write down this information, and the day before testing confirm that you know your Certiport username and password.

Take Your Exam

Read your instructions. Stay calm and focused during the exam. Carefully read the project overview and tasks. If you are unsure of an answer, mark the task or skip the task and continue moving through the exam. Once you complete the final project, go back to the task that you marked. This will help you set a comfortable pace and increase your chances of passing your exam.

The goal is to be "one and done" with the exam. However, if you don't pass your exam the first time, no problem, LearnKey has you covered. You will have another chance to take and pass your exam.

LearnKey Group Study Sessions

We want to make sure everyone has access to our group study sessions. We highly recommend that all of our students attend the sessions that correspond with the certification they are working on. See info below for all available sessions.

Microsoft Monday - Every Monday

11:00 a.m. (MST)

Tutor: Grace Rollins

Please join my meeting from your computer, tablet, or smartphone.

<https://global.gotomeeting.com/join/401814461>

Tutor Tuesday - Every Tuesday

11:00 a.m. (MST)

Tutor: Tristan Roberts

Please join my meeting from your computer, tablet, or smartphone.

<https://global.gotomeeting.com/join/728689101>

Tutor Thursday - Every Thursday

3:00 p.m. (MST)

Tutor: Tristan Roberts

Please join my meeting from your computer, tablet, or smartphone.

<https://global.gotomeeting.com/join/728689101>

Job Readiness - Third Tuesday of Each Month

11:00 a.m. (MST) Thursday at 4:00 p.m. (MST)

Tutor: Tristan Roberts

Please join my meeting from your computer, tablet, or smartphone.

<https://global.gotomeeting.com/join/728689101>

New Student Orientation - Last Thursday of Each Month

3:00 p.m. (MST)

Tutor: Tristan Roberts

Please join my meeting from your computer, tablet, or smartphone.

<https://global.gotomeeting.com/join/728689101>

Wednesday Open Session

Certification Corner

- Freddie J. OH A+ 901
- Gwen C. ND PowerPoint 2016
- Craig M. KY Outlook 2016
- Robert D. IN Outlook 2016
- Michael C. MT Outlook 2016
- Shane M. KY Word 2016
- Sean D. WA PowerPoint 2016
- James B. CT Linux part 1
- Santos B. TX A+ 901
- Luis V. NY Adobe Animate
- Darwin W. ME HTML 5
- James C. MS Excel 2016
- Jay K. OH A+ 902
- Jeremy G. OH PowerPoint 2016
- Geof E. MI A+ 902
- Anthony N. MI Word 2016
- Robert T. TX Outlook 2016
- Gary L. MI Network+
- Sudip A. HI Network+
- Thomas E. WA Excel 2016
- Justin K. NC Word 2016
- Justin S. NV PowerPoint 2016
- Chris M. OR Word 2016
- Mike W. TX Word 2016
- Darryl G. IN PowerPoint 2016
- Richy I. TX Excel 2016
- James D. UT Illustrator CC
- Brian T. WA Network+
- Allan F. MT A+ 902
- Ronald M. TX Network+
- Andrew L. OH A+ 902
- Jeffrey L. KY Outlook 2016
- Dana H. TX A+ 902
- Zhenya W. WA Network+
- Justin K. NC PowerPoint 2016
- Jeff G. OR Python 98-381
- Sam C. NY Word 2016
- Jon A. OH Word 2016

Certifications Earned in 2018

We wanted to send update everyone with our final

First and third Wednesday of each month at 6:00 p.m. (MST)

Tutor: Jason Manibog

Please join my meeting from your computer, tablet, or smartphone.

[Join this Skype Tutoring session](#)

Network+ Workshop

Second and fourth Friday of every month at 11:00 a.m. (MST)

Tutor: Tristan Roberts

Please join my meeting from your computer, tablet, or smartphone.

<https://global.gotomeeting.com/join/728689101>

count for industry certifications earned last year.

Our students officially earned 286 IT Industry Certifications!

This year we look forward to increasing that number and focusing our effort on improving employability everyday!

Please join me in congratulating all those who obtained certifications this month and send best wishes to those who are preparing to take an exam in the upcoming month.

Our team is here to help you succeed. Please don't hesitate to contact us.

Kind regards,
Jeff Coruccini
CEO, LearnKey, Inc.

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