

Reference No. : 2016 - 17/ PRIN/68

18th January, 2017

Microsoft Office Specialist Competition 2017

Dear Parent,

Your ward has been selected to participate in the Microsoft Office Specialist competition 2017.

The Microsoft Office Specialist India Championship presented by Certiport, Inc. is a national competition that tests students' skills on Microsoft Office Word, Excel, and PowerPoint (2013 and 2016). Top students are invited to represent their respective schools at the India Championship. The winners will even go on to compete at the Microsoft Office Specialist World Championship in the United States.

To participate, a student must pass one of the following exams by 30th April 2017**:

- Microsoft Office Specialist Word 2013 Exam
- Microsoft Office Specialist Excel 2013 Exam
- Microsoft Office Specialist PowerPoint 2013 Exam
- Microsoft Office Specialist Word 2016 Exam
- Microsoft Office Specialist Excel 2016 Exam
- Microsoft Office Specialist PowerPoint 2016 Exam

Top students will be selected and invited to compete in the 2017 Microsoft Office Specialist India Championship on 26th May 2017, New Delhi.

There are three (3) rounds in the Championship: Qualification, the India Championship, and the World Championship.

- Qualification Round: Competitors qualify to compete by entering a passing score earned on an eligible MOS exam into the Championship.
- India Championship: The top students from around India will be invited to compete in the India Championship in New Delhi, India. Certiport reserves the right to include additional criteria in shortlisting the candidates. During the India Championship event, the top student in each of the six (6) exam tracks will be named the Indian Champion for his or her category.
- World Championship: The six (6) First Place Indian Champions, one per track, will receive an all-expenses-paid trip* to represent India and compete in Certiport's 2017 Microsoft Office Specialist World Championship in August 2017 in USA!

Registration Fees

The participation fees for the Qualification Round + Training charges will amount to **Rs.1800**. You are requested to deposit the same with accounts as the earliest. In case your ward is interested in participating in more than one category of the exam then the fees have to be paid separately for each.

Each Student participation kit will contain the following:

- a. Individual e-learning kit to the students in the topic registered- which includes - **Microsoft Official courseware** of M.S. Office (e-book) along with learning videos. This would be in DVD Format.
- b. Mock Exam for Students (Practice Test) - 10 Practice Tests per student.

In case you wish your ward to participate, kindly fill in the consent form below and send it latest by **30th Jan, 2017** to Ms. Smita Chandra. If you have any further queries please feel free to contact us.

Warm regards,

Pramod Sharma
Director - Principal

CONSENT FORM

I..... would like my wardof
Class/Section to participate in the Microsoft Office Specialist competition 2017.

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Name and Signature of Parent

This message contains confidential information and is intended only for the individual(s) addressed in the message. If you are not the named addressee, you should not disseminate, distribute, or copy this e-mail. If you are not the intended recipient, you are notified that disclosing, distributing, or copying this e-mail is strictly prohibited.