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MEMORANDUM

TO: District Career and Technical Education Directors
FROM: Henry Mack
DATE: September 28, 2021
SUBJECT: Microsoft Office Specialist: Microsoft Office 2016 Master Specialist (MICRO017)

The Microsoft Office Specialist: Microsoft Office 2016 Master Specialist (MICRO017) included on the 2021-22 CAPE Industry Certification Funding List requires four exams:

- Word Expert (2016),
- Excel Expert (2016),
- PowerPoint (2016) and,
- Access (2016) or Outlook (2016)

The version requirement for all exams in this certification is Office 2016, as this is the only version for which Microsoft offers this bundled certification. Requirements for this certification are outlined on the certifying agency's website on the following page:

<https://docs.microsoft.com/en-us/learn/certifications/microsoft-office-specialist-master-certification-2016/>.

While Microsoft does offer other bundled Office certifications in a later version, these certifications have not been approved for inclusion on the CAPE Industry Certification Funding List.

For questions, please contact Kathryn Wheeler at industrycertification@fldoe.org or 850-245-9030.

HM/kw

Attachments

Henry Mack
Chancellor of Career and Adult Education