

OFFICIAL COMPETITION RULES

MICROSOFT OFFICE WORLD CHAMPION 2011

1. Introduction

“Microsoft Office World Champion” is a competition on Microsoft Office skills organized by Certiport^(*) globally to select the most excellent candidates in different countries for the final competition in San Diego, California, USA from 31 July to 3 August 2011.

The competition aims to create a competitive and healthy playground for students all around the world to show their skills of using Microsoft Office application skills; and to be recognized by Microsoft, Certiport and other prestigious organizations for their talent.

In Vietnam, the competition is organized by IIG Vietnam – The Country Representative of Certiport in Vietnam.

() Certiport is a leading enterprise specializing in providing tests on computing, Internet and office application skills. Certiport is appointed by Microsoft to be its exclusive representative to develop tests on Microsoft Office internationally*

2. Organizing Committee

- IIG Vietnam –The Country Representative of Certiport in Vietnam

3. Participants

Students from colleges, universities, vocational colleges, gifted and international high schools, in Vietnam, not over 22 years old (till 15 June 2011).

4. Test Content

Candidates have to complete one of 5 following tests:

- Microsoft Office Specialist - Word 2007
- Microsoft Office Specialist - Excel 2007
- Microsoft Office Specialist - PowerPoint 2007



- Microsoft Office Specialist – World 2010
- Microsoft Office Specialist – Excel 2010

This is online tests provided by Certiport and would be supervised by Certiport certified proctors.

The tests are delivered in English in 45 to 50 minutes with score range of 1000 points.

Candidates will be informed the test result immediately at the end of the test. Successful candidates will receive an internationally valuable certificate granted by Microsoft.

5. Competition Organization Process

The competition is divided into 3 rounds (the 2 first rounds in Vietnam and the final round in the U.S).

Round 1: The National Round – in Vietnam

- Participating universities, each selects a team of ten (10) students (02 Word 2007, 02 Excel 2007, 02 PowerPoint 2007, 02 Word 2010, 02 Excel 2010) and freelance candidates who are eligible for participation in the National Round.
- The National Round will be organized in group in five (05) cities: Hanoi, Hai Phong, Da Nang, Ho Chi Minh City and Can Tho.

Round 2: The National Final Round – in Vietnam

- 50 most excellent candidates from the National Round will be selected to compete in this round.
- The National Final Round will be organized in group in three (03) cities: Hanoi, Da Nang, Ho Chi Minh City.

Round 3: The World Final Round – in San Diego, California, USA

- 10 candidates with highest score in The National Final Round in Vietnam will be grouped in a training team and 05 of whom will be selected to attend The World Final Round in San Diego, California, USA from 31st July to 3rd August 2011.

6. Form of Registration

- Official competition documents will be sent to colleges, universities, vocational colleges, gifted and international high schools across the country by 14th February 2011.



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- Universities take the responsibility to notice students and select 10 students taking part in this competition. **Participation confirmation** will be sent to IIG Vietnam (as the address below) before 14th March 2011 (As the seal of post office). **List of participants** will be sent to IIG Vietnam before 25th April 2011 (As the seal of post office).
- Time and venue for The National Final Competition will be informed later.
- Result and list of successful candidates for The World Final Competition will be noticed within 15 days after The National Final Round.
- Successful candidates for The World Final Competition have to complete all procedures to get into the U.S, such as: passport, visa,...before 31st May 2011.

7. Benefit and Prize Packages for Participants

- All candidates have opportunity to get access to the most prestigious certification program on Microsoft Office skills worldwide.
- Candidates surpassing minimum required score will be granted an international certificate by Microsoft on the test they completed. The certificate is valid for its whole life, recognized internationally and will be very useful for students in applying for a job in the future.
- 1st, 2nd and 3rd winners at each test – Word, Excel and Power Point in the National Final Round will receive a merit and prize package from Organizing Committee.
- Fee for all participants of school team in The National Round and Final National Round (\$35/ test) will be fully sponsored by IIG Vietnam.
- Fee for freelance participants and universities additional participants will be paid by themselves (\$18/ test). The fee is partially supported by IIG Vietnam (50%)
- 10 candidates with highest score in The National Final Round in Vietnam will be grouped in a training team and 05 of whom will be selected to attend The World Final Round in San Diego, California, USA from 31st July to 3rd August 2011. IIG Vietnam will cover all expense for candidates to compete in USA (Travelling and accommodation fee). Parents and teachers of candidates who want to accompany their students and children have to cover themselves.
- The 1st ranked candidate in the World Final Round will be granted a big prize with the value of up to **5,000 USD**, the 2nd **1,000 USD** and the 3rd **500 USD** and together with other valuable prizes

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IIG VIET NAM

8. Organizing Committee Contact

IIG Vietnam

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Representative:

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