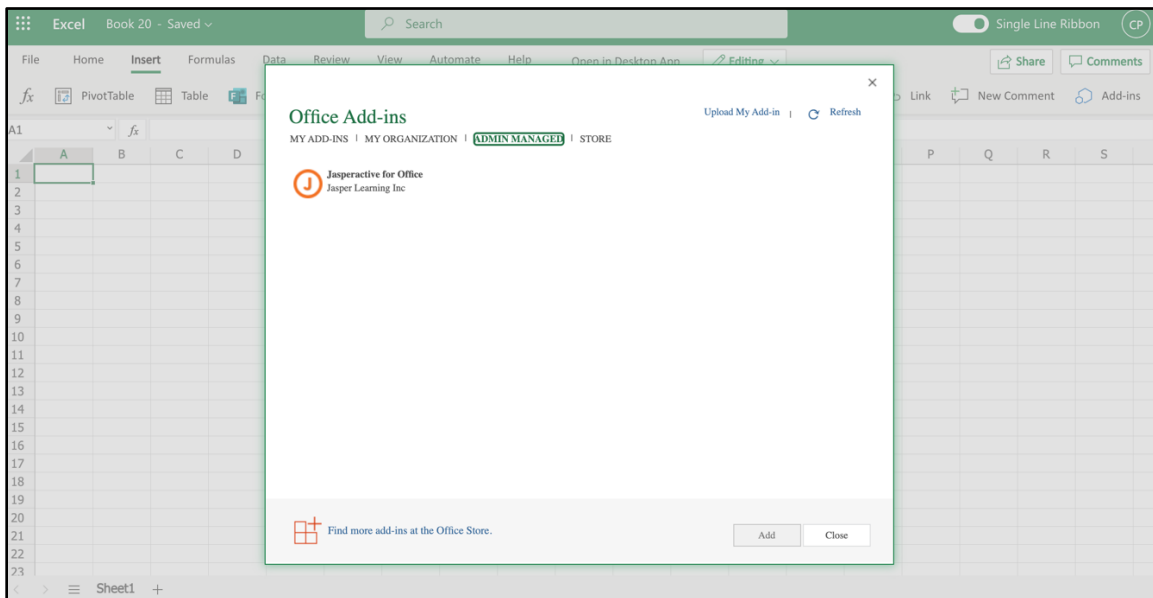PROVIDENCE
COLLEGE

Microsoft Office Specialist Excel
Self-Paced Instructions

1. Navigate to Microsoft.com
2. Sign-in using your PC credentials
3. Open a blank Excel spreadsheet using the Excel icon on the left side panel
4. Once in the spreadsheet, go to the **Insert Tab**
5. Click on the **"Add-ins"** icon
6. Navigate to **"Admin Managed"** Add-ins

7. Click **Jasperactive for Office**
    a. Note: If you <u>do not</u> see the Jasperactive Add-in located here, use this link to manually upload it. You will need to download the zip file found at bottom of the page, then follow steps 8, 9, and 10 in the link to successfully upload it.
8. After successfully loading the Add-in, go to the **Home Tab** and click on the More Options icon **(. . .)** on the right side of the screen.
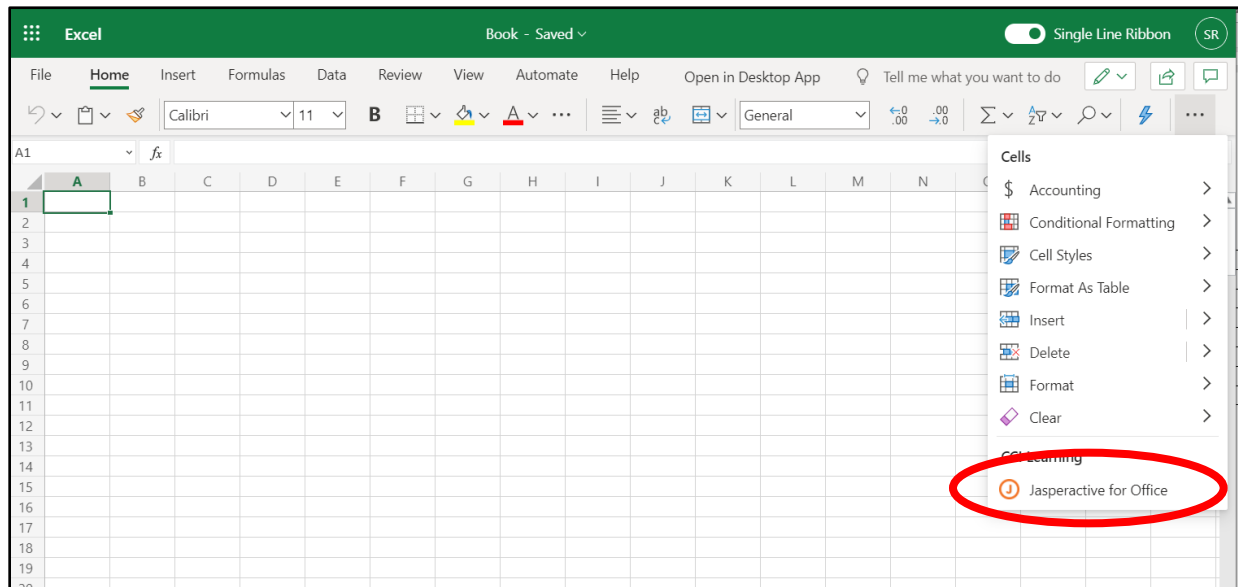
9. Open **Jasperactive for Office**
10. Click **Get Started**
    a. If you are a new JasperActive user, click on the **"Register Here"** link. Then select **Learner/Student**, **13 & Older**, **Sign up with Email**, **Insert your account details** (Use PC email address), and **Agree to Terms** to continue
    b. If you already have a JasperActive account, type in your username and password. Follow the instructions found here to link your old account to the new class code found below.
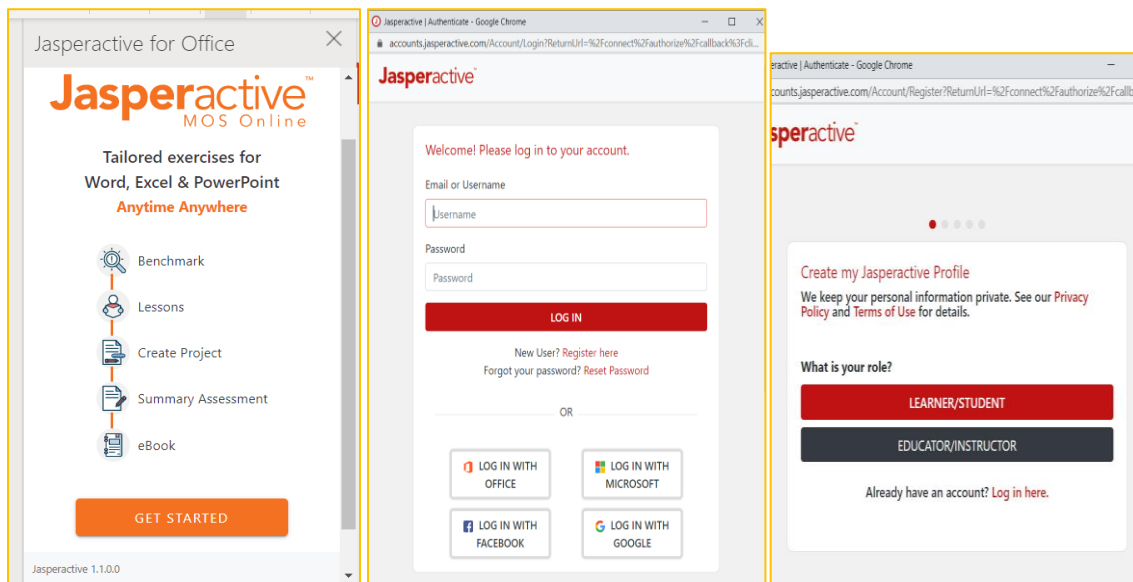
11. After signing in, use the following group code: **S2D8D-07F2-0621**
12. Start by taking the benchmark exam
    a. If you cannot open benchmark, refer to step #7a to download the manual Add-in, as this is the best route to ensure compatibility.
13. Work through all the in-app and interactive exercises for each lesson
    a. This process will look like the screenshot below with the instructions on the right and the Excel working pane on the right and top of your screen.

14. Once you have completed all five lesson areas, complete the Summary Assessment. You may skip the Create Project.
15. Contact the course facilitator (Sarah Soule – ssoule@providence.edu) with any questions along the way. Exams will be taken in-person during fall orientation.

Additional Notes:
- The JasperActive Add-In works best when used in your browser, rather than on the 365 Desktop App.
- Students must complete as least 80% of the lessons and receive a 70% or higher on the Summary Assessment to sit for the final certification exam.