



MCAS
Microsoft® Certified
Application Specialist



Microsoft®
Excel
2007

Overview &
Description

Getting Started with Excel 2007

Overview/Description

With the introduction of Office Excel 2007, Microsoft has made substantial changes to the user interface of its spreadsheet application. This course will help get you up-to-speed on the new features, and will introduce you to the basic features and functionality of Excel 2007. This will be accomplished through the demonstration of workbook creation and navigation, and worksheet data entry at a user-friendly beginner level.

Manipulating and Formatting Data and Worksheets

Overview/Description

Excel 2007 provides a number of improved tools and new features that allow you to visually enhance the appearance of sheets and workbooks. Cells, rows, columns, sheets, and workbooks can be manipulated and customized using various positioning and formatting features. This course explores the processing of copying and moving cells, columns, rows, and sheets, as well as inserting or removing sheets and modifying workbooks. Formatting tables, textual data, and numerical data, as well as conditional formatting, is also covered.

Reviewing and Printing in Excel 2007

Overview/Description

Excel 2007 simplifies the reviewing and printing processes by centralizing all related features within the various tabs of the Ribbon. The Review tab enables you to quickly access tools for proofing content and adding comments. Using the Page Layout view, you can preview how your worksheets will look when they are printed, and adjust them as needed to achieve professional results. This course explores Excel 2007 reviewing features, such as spellchecking, translating, and using comments. Configuring entire workbooks, spreadsheets, and spreadsheet selections for printing, using the Page Layout view, and printing using the Office button are also covered.

Excel 2007 Formulas and Functions

Overview/Description

Excel 2007 provides numerous functions and formulas for performing simple and complex calculations on workbook data. The Ribbon's Formulas tab provides convenient access to groups of data analysis and calculation tools, such as the Function Library, Named Cells, Formula Auditing, and Calculation groups. This course demonstrates how to create and edit formulas, use references and names, and work with tables in Excel 2007. Basic, logical, financial, and date functions are also covered.

Excel 2007 Charts, Pictures, Themes, and Styles

Overview/Description

Enhancements to charting, themes, and styles in Excel 2007 enable you to create attractive and well-organized representations of spreadsheet and workbook data. Charts, themes, styles, and pictures can all be easily inserted and customized from the Ribbon bar. This course demonstrates how to effectively use and customize charts in Excel 2007, and explores available chart types and styles. Using themes and styles to improve presentation, and adding visual elements to workbooks, are also covered.

Advanced Formatting in Excel 2007

Overview/Description

Charts and pictures enable you to present data visually, demonstrating data more effectively than rows and columns of data. In Excel 2007, you can customize charts and their individual elements, as well as pictures and clip art, to create professional and appealing documents. Formatting, both custom and condition-based, enables you to display data in formats that best suit your needs. This course explores modifying charts and pictures and creating and editing custom number formats.

Advanced Data Management in Excel 2007

Overview/Description

Excel 2007 provides multiple features for organizing and managing data, so you can ensure data is entered correctly and that calculations and formulas are valid. Data organization features enable you to sort, filter, and group and outline data so that you can focus on the key parts of your data. Validation features ensure that data is correct, that it is entered in the proper format, and that formulas are working correctly, all of which are incredibly important for maintaining accurate records. This course explores organizing and subtotaling data in Excel 2007 using the available features. It also covers data validation, including error messages, invalid data prevention, formula auditing, error checking, and the Watch window.

Advanced Customization in Excel 2007

Overview/Description

Numerous features and tools in Excel 2007 enable you to customize the look and feel of spreadsheets and workbooks, and also the functionality and efficiency of the program itself. Existing templates, themes, and styles can be altered to meet business needs, or you can create custom templates, themes, and styles to further enhance data presentation. Using macros, you can automate common or repetitive tasks, resulting in time savings and increased efficiency in day-to-day tasks. This course covers creating templates in Excel 2007, as well as customizing workbook properties, themes, and styles. Working with macros, including recording, editing, and running, is also explored.

Analyzing Data in Excel 2007

Overview/Description

Excel 2007 provides powerful data analysis tools that enable you to explore large amounts of data and to make educated business decisions based on that data. With PivotTable reports you can interactively summarize data, making it easier to analyze and present the results. PivotChart reports provide a graphical view of PivotTable report data. Using Goal Seek and Solver enables you to retrieve required results from formulas by determining the data the formula requires. You can also use additional what-if analysis components, data tables and scenarios, to view how value changes in formulas affect the formula results and to forecast worksheet outcome models respectively. This course covers advanced data analysis features, such as PivotTable and PivotChart reports, Goal Seek, Solver, scenarios, data tables, and OLAP.

Protecting and Sharing Excel 2007 Workbooks

Overview/Description

Microsoft Office Word 2007 offers several options for securing and protecting Word documents as well as providing various collaborative features. This course demonstrates how to use Word 2007's document security, which includes locking document formatting, password protecting a document, marking a document as read-only, using Document Inspector, viewing privacy options, and adding a digital signature. It explains the various workspace collaboration features available using SharePoint in addition to creating a document library. This course also discusses and demonstrates working with HTML to save a document as a web page and creating a web page in Word as well as how to create blogs in Word 2007.

Exchanging Data with Excel 2007

Overview/Description

To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode. Study mode is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented. Certification mode is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.

TestPrep Using Excel 2007

Overview/Description

To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode. Study mode is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented. Certification mode is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.