

MCAS Excel 2007

This course is designed for people preparing for certification as a Microsoft Certified Application Specialist in Excel 2007, who already have knowledge of Microsoft® Office, Windows® 2000 (or above), and who desire to gain the skills necessary to create, edit, format, print, use formulas, streamline and enhance spreadsheets with templates, charts, graphics, and formulas.

Creating a Basic Worksheet

- Explore the User Interface and the Ribbon
- Navigate and Select in Excel
- Obtain Help
- Enter Data and Save a Workbook
- Customize the Quick Access Toolbar

Performing Calculations

- Create Basic Formulas
- Calculate with Functions
- Copy Formulas and Functions

Modifying a Worksheet

- Manipulate Data
- Insert and Delete Cells, Columns, and Rows
- Search for Data in a Worksheet
- Spell Check a Worksheet

Formatting a Worksheet

- Modify Fonts
- Add Borders and Color to Cells
- Change Column Width and Row Height
- Apply Number Formats
- Position Cell Contents
- Apply Cell Styles

Printing Workbook Contents

- Print Workbook Contents Using Default Print Options
- Set Print Options
- Set Page Breaks

Managing Large Workbooks

- Format Worksheet Tabs
- Manage Worksheets in a Workbook
- Manage the View of Large Worksheets

Calculating Data with Advanced Formulas

- Manage Cell and Range Names
- Calculate Data Across Worksheets
- Use Specialized Functions
- Analyze Data with Logical and Lookup Functions

Organizing Worksheet and Table Data

- Create and Modify Tables
- Format Tables
- Sort or Filter Worksheet or Table Data
- Calculate Data in a Table or Worksheet

Presenting Data Using Charts

- Create a Chart
- Modify Charts
- Format Charts

Analyzing Data Using PivotTables and PivotCharts

Create a PivotTable Report
Analyze Data Using PivotCharts

Inserting Graphic Objects
Insert and Modify Pictures and ClipArt
Draw and Modify Shapes
Illustrate Workflow Using SmartArt Graphics
Layer and Group Graphic Objects

Customizing and Enhancing Workbooks and the Excel Environment
Customize the Excel Environment
Customize Workbooks
Manage Themes
Create and Use Templates

Streamlining Workflow
Create a Macro
Edit a Macro
Apply Conditional Formatting
Add Data Validation Criteria
Update a Workbook's Properties
Modify Excel's Default Settings

Collaborating with Others
Protect Files
Share a Workbook
Set Revision Tracking
Review Tracked Revisions
Merge Workbooks
Administer Digital Signatures
Restrict Document Access

Auditing Worksheets
Trace Cells
Troubleshoot Errors in Formulas
Troubleshoot Invalid Data and Formulas
Watch and Evaluate Formulas
Create a Data List Outline

Analyzing Data
Create a Trendline
Create Scenarios
Perform What-If Analysis
Perform Statistical Analysis with the Analysis ToolPak

Working with Multiple Workbooks
Create a Workspace
Consolidate Data
Link Cells in Different Workbooks
Edit Links

Importing and Exporting Data
Export Excel Data
Import a Delimited Text File

Using Excel with the Web
Publish a Worksheet to the Web
Import Data from the Web
Create a Web Query

Structuring Workbooks with XML
Develop XML Maps

Import and Export XML Data