

What is the Microsoft Business Certification Program?

The Microsoft Business Certification Program enables candidates to show that they have something exceptional to offer—proven expertise in Microsoft Office programs. The two certification tracks allow candidates to choose how they want to exhibit their skills, either through validating skills within a specific Microsoft product or taking their knowledge to the next level and combining Microsoft programs to show that they can apply multiple skills sets to complete more complex office tasks. Recognized by businesses and schools around the world, over 3 million certifications have been obtained in over 100 different countries. The Microsoft Business Certification Program is the only Microsoft-approved certification program of its kind.

What is the Microsoft Certification Application Specialist Certification?



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The Microsoft Certified Application Specialist Certification exams focus on validating specific skill sets within each of the Microsoft® Office system programs. The candidate can choose which exam(s) they want to take according to which skills they want to validate. The available Application Specialist exams include:

- Using Microsoft® Windows Vista™
- Using Microsoft® Office Word 2007
- Using Microsoft® Office Excel® 2007
- Using Microsoft® Office PowerPoint® 2007
- Using Microsoft® Office Access 2007
- Using Microsoft® Office Outlook® 2007

What does the Microsoft Business Certification Vendor of Approved Courseware logo represent?



Microsoft
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The logo validates that the courseware has been approved by the Microsoft® Business Certification Vendor program: these courses cover objectives that will be included in the relevant exam. It also means that after utilizing this courseware, you may be prepared to pass the exams required to become a Microsoft Certified Application Specialist.

For more information:

To learn more about the Microsoft Certified Application Specialist exam, visit microsoft.com/learning/msbc. To learn about other Microsoft Certified Application Specialist approved courseware from Glencoe/McGraw-Hill, visit www.glencoe.com.

*The availability of Microsoft Certified Application exams varies by Microsoft Office program, program version and language. Visit www.microsoft.com/learning for exam availability.

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Microsoft Certified Application Specialist Standards

iCheck Express Microsoft Excel 2007 covers the Microsoft Certified Application Specialist (MCAS) standards for Excel. This chart provides an overview of the coverage of the MCAS standards in *iCheck Express Microsoft Excel2007*.

Microsoft Excel 2007 Certified Application Specialist Standards		
Standard	Skill Sets and Skills	Text Correlation
1	Creating and Manipulating Data	
1.1	Insert data using AutoFill	35, 39, 60
1.2	Ensure data integrity	158, 159, 161, 171, 174, 175
1.3	Modify cell contents and formats	52, 53
1.4	Change worksheet views	13, 20, 22, 23, 120, 121, 127, 136
1.5	Manage worksheets	169, 171, 218, 219, 238, 239
2	Formatting Data and Content	
2.1	Format worksheets	68, 69, 70, 76, 78, 147, 217, 218
2.2	Insert and modify rows and columns	35, 36, 37, 38, 44, 49, 55, 62, 63, 64, 65, 66, 143, 145
2.3	Format cells and cell content	40, 48, 52, 53, 55, 60, 65, 66, 79, 80, 82, 101, 145, 147, 166, 206, 221, 226, 227
2.4	Format data as a table	55, 56, 58, 61, 77, 81, 143
3	Creating and Modifying Formulas	
3.1	Reference data in formulas	92, 93, 94, 108, 110, 112, 113, 146, 153, 154, 162, 163, 164, 165, 173, 174, 197, 277
3.2	Summarize data using a formula	16, 22, 24, 26, 30, 45, 47, 49, 82, 99, 107, 108, 110, 112, 113, 141, 142, 143
3.3	Summarize data using subtotals	153, 154, 156, 169, 170
3.4	Conditionally summarize data using a formula	187, 188, 189, 197, 200, 202
3.5	Look up data using a formula	192, 193
3.6	Use conditional logic in a formula	103, 113, 190
3.7	Format or modify text using formulas	180, 181, 201
3.8	Display and print formulas	191, 202
4	Presenting Data Visually	
4.1	Create and format charts	95, 109, 111, 112, 148, 215, 224, 227, 280, 281
4.2	Modify charts	96, 97, 98, 109, 111, 281
4.3	Apply conditional formatting	207, 208, 209, 210, 222, 226
4.4	Insert and modify illustrations	72, 82, 211, 212, 213, 214, 223, 225

Microsoft Excel 2007 Certified Application Specialist Standards

Standard	Skill Sets and Skills	Text Correlation
4.5	Outline data	156, 157, 170
4.6	Sort and filter data	85, 86, 148, 155, 167, 277
5	Collaborating and Securing Data	
5.1	Manage changes to workbooks	235, 236, 237, 246, 247, 251, 252
5.2	Protect and share workbooks	230, 231, 232, 233, 234, 246, 249, 250, 252, 282
5.3	Prepare workbooks for distribution	242, 243, 250, 251, 257, 258, 271, 275
5.4	Save workbooks	122, 133, 136, 141, 259, 260, 261, 262, 263, 271, 272, 274, 276, 279
5.5	Set print options for printing data, worksheets, and workbooks	124, 125, 126, 127, 128, 130, 131, 137, 138, 140, 240