

# IT Training Corporation

www.ittc.co.za

Saxby Road 1032  
Eldoraigae  
Centurion  
0157

P.O Box 13454  
Hatfield  
Pretoria  
0028

Tel: +27 12 654 9964  
Fax: +27 12 654 2761

www.ittc.co.za  
info@ittc.co.za

## Accreditations:

IT Training Corporation are accredited / approved by the following institutes:

CompTIA Gold  
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## Microsoft Office Excel 2007 - Microsoft Certified Application Specialist

Every MCAS and MCAP certification exam is developed from a set of exam skill standards that are derived from studies of how Windows Vista and the 2007 Office programs are used in the workplace. Because these skill standards dictate the scope of each exam, they provide you with critical information on how to prepare for certification.

When selecting a Microsoft Business Certification path that you would like to pursue, you should assess the following:

- The program and program version(s) with which you are familiar with
- The length of time you have used the program
- Whether you have had formal or informal training in the use of that program

Candidates for MCAS-level certification are expected to successfully complete a wide range of standard business tasks, such as formatting a document or spreadsheet. Successful candidates generally have six or more months of experience with Windows Vista or the specific Office program, including either formal, instructor-led training, or self study using MCAS-approved books, guides, or interactive computer-based materials.

Candidates for MCAP-level certification are expected to successfully complete more complex, business-oriented tasks utilizing advance functionality with the combined 2007 Microsoft Office suite of products. Successful candidates generally have between six months and one or more years of experience with the programs, including formal, instructor-led training or self study using MCAP-approved materials.

### Taking a Microsoft Business Certification Exam

The MCAS and MCAP certification exams for Windows Vista and the 2007 Office programs are performance-based and require you to complete business-related tasks by using an interactive simulation (a digital model) of the Windows Vista operating system of one or more of the programs in the Office suite.

### Certification

At the conclusion of the exam, you will receive a score report, which you can print with the assistance of the testing center administrator. If your score meets or exceeds the passing standard (the minimum required score), you will be mailed a printed certificate within approximately 14 days

### Exam Objectives: Exam 70-602- Microsoft Office Excel2007

1. Creating and Manipulating Data
2. Formatting Data and Content
3. Creating and Modifying Formulas
4. Presenting Data Visually
5. Collaborating and Securing Data



MCAS: Microsoft Certified Application Specialist

*\* The above credentials can only be obtained by completing the international examinations successfully.*

### Test-Taking Tips

1. Follow all instructions provided in each question completely and accurately.
2. Enter requested information as it appears in the instructions, but without duplicating the formatting unless you are specifically instructed to do otherwise. For example, the text and values you are asked to enter might appear in the instructions in bold and underlined (for example, text), but you should enter the information without applying these formats.
3. Close all dialog boxes before proceeding to the next exam question, unless you are specifically instructed to do otherwise.
4. Don't close task panes before proceeding to the next exam question unless, you are specifically instructed to do otherwise.
5. If you are asked to print a document, spreadsheet, chart, report, or slide, perform the task, but be aware that nothing will actually be printed.
6. Don't worry about extra keystrokes or mouse clicks. Your work is scored based on its result, not on the method you use to achieve that result (unless a specific method is indicated in the instructions), and not on the time you take to complete the question.

If your computer becomes unstable during the exam (for example, if the exam does not respond or the mouse no longer functions) or if a power outage occurs, contact a testing center administrator immediately. The administrator will restart the computer and return the exam to the point where the interruption occurred with your score intact

### Practical – Hands On:

- We provide each student/candidate with practical labs which guarantees unbeatable success.
- Our training methodologies and policies ensure that the students get quality training.
- We want you to get the architectural insight and accelerated learning path that you need by emphasizes a hands on, task-oriented and skill-based curriculum.
- As a IT professional, you need to develop true competence in new skills, not just receive an overview of syntax and techniques. By directly applying new skills leads to clarity, confidence, and true competence.

**Detailed Course Report: E801(i)-E7-Ms Excel 2007**  
**Theory Hours: 22 Practical Hours: 26**

**Module 1: What's New in Excel 2007?**

- 1.1 Becoming Familiar with the New User Interface
- 1.2 Managing Larger Data Collections
- 1.3 Using the New Microsoft Office File Format
- 1.4 Formatting Cells and Worksheets
- 1.5 Managing Data Tables More Effectively
- 1.6 Creating Formulas More Easily by Using Formula AutoComplete
- 1.7 Summarizing Data Using New Functions
- 1.8 Creating Powerful Conditional Formats
- 1.9 Creating More Attractive Charts
- 1.10 Controlling Printouts More Carefully

**Module 2: Setting Up a Workbook**

- 2.1 Creating Workbooks
  - ExLcS801 - Creating Workbooks
- 2.2 Modifying Workbooks
  - ExLcS801 - Modifying Workbooks
- 2.3 Modifying Worksheets
  - ExLcS801 - Modifying Worksheets
- 2.4 Customizing the Excel 2007 Program Window
  - ExLcS801 - Customizing the Excel 2007 Program Window

**Module 3: Working with Data and Data Tables**

- 3.1 Entering and Revising Data
  - ExLcS801 - Entering and Revising Data
- 3.2 Moving Data Within a Workbook
  - ExLcS801 - Moving Data Within a Workbook
- 3.3 Finding and Replacing Data
  - ExLcS801 - Finding and Replacing Data
- 3.4 Correcting and Expanding Upon Worksheet Data
  - ExLcS801 - Correcting and Expanding Upon Worksheet Data
- 3.5 Defining a Table
  - ExLcS801 - Defining a Table Evaluation

**Module 4: Performing Calculations on Data**

- 4.1 Naming Groups of Data
  - ExLcS801 - Naming Groups of Data
- 4.2 Creating Formulas to Calculate Values
  - ExLcS801 - Creating Formulas to Calculate Values
- 4.3 Summarizing Data That Meets Specific Conditions
  - ExLcS801 - Summarizing Data That Meets Specific Conditions
- 4.4 Finding and Correcting Errors in Calculations
  - ExLcS801 - Finding and Correcting Errors in Calculations

**Module 5: Changing Document Appearance**

- 5.1 Formatting Cells
  - ExLcS801 - Formatting Cells
- 5.2 Defining Styles
  - ExLcS801 - Defining Styles
- 5.3 Applying Workbook Themes and Table Styles
  - ExLcS801 - Applying Workbook Themes and Table Styles
- 5.4 Making Numbers Easier to Read
  - ExLcS801 - Making Numbers Easier to Read
- 5.5 Changing the Appearance of Data Based on Its Value
  - ExLcS801 - Changing the Appearance of Data Based on Its Value
- 5.6 Adding Images to a Document
  - ExLcS801 - Adding Images to a Document

**Module 6: Focusing on Specific Data Using Filters**

- 6.1 Limiting Data That Appears on Your Screen
  - ExLcS801 - Limiting Data That Appears on Your Screen
- 6.2 Manipulating List Data
  - ExLcS801 - Manipulating List Data
- 6.3 Defining Valid Sets of Values for Ranges of Cells
  - ExLcS801 - Defining Valid Sets of Values for Ranges of Cells

**Module 7: Reordering and Summarizing Data**

- 7.1 Sorting Data Lists
  - ExLcS801 - Sorting Data Lists
- 7.2 Organizing Data into Levels
  - ExLcS801 - Organizing Data into Levels
- 7.3 Looking Up Information in a Data List
  - ExLcS801 - Looking Up Information in a Data List Evaluation

**Module 8: Combining Data from Multiple Sources**

- 8.1 Using Data Lists as Templates for Other Lists
  - ExLcS801 - Using Data Lists as Templates for Other Lists
- 8.2 Linking to Data in Other Worksheets and Workbooks
  - ExLcS801 - Linking to Data in Other Worksheets and Workbooks
- 8.3 Consolidating Multiple Sets of Data into a Single Workbook
  - ExLcS801 - Consolidating Multiple Sets of Data into a Single Workbook
- 8.4 Grouping Multiple Sets of Data

- ExLcS801 - Grouping Multiple Sets of Data

**Module 9: Analyzing Alternative Data Sets**

- 9.1 Defining and Editing Alternative Data Sets
  - ExLcS801 - Defining and Editing Alternative Data Sets
- 9.2 Defining Multiple Alternative Data Sets
  - ExLcS801 - Defining Multiple Alternative Data Sets
- 9.3 Varying Your Data to Get a Desired Result Using Goal Seek
  - ExLcS801 - Varying Your Data to Get a Desired Result Using Goal Seek
- 9.4 Finding Optimal Solutions with Solver
  - ExLcS801 - Finding Optimal Solutions with Solver
- 9.5 Analyzing Data with Descriptive Statistics
  - ExLcS801 - Analyzing Data with Descriptive Statistics

**Module 10: Creating Dynamic Lists with PivotTables**

- 10.1 Analyzing Data Dynamically with PivotTables
  - ExLcS801 - Analyzing Data Dynamically with PivotTables
- 10.2 Filtering, Showing, and Hiding PivotTable Data
  - ExLcS801 - Filtering, Showing, and Hiding PivotTable Data
- 10.3 Editing PivotTables
  - ExLcS801 - Editing PivotTables
- 10.4 Formatting PivotTables
  - ExLcS801 - Formatting PivotTables
- 10.5 Creating PivotTables from External Data
  - ExLcS801 - Creating PivotTables from External Data Evaluation

**Module 11: Creating Charts and Graphics**

- 11.1 Creating Charts
  - ExLcS801 - Creating Charts
- 11.2 Customizing the Appearance of Charts
  - ExLcS801 - Customizing the Appearance of Charts
- 11.3 Finding Trends in Your Data
  - ExLcS801 - Finding Trends in Your Data
- 11.4 Creating Dynamic Charts Using PivotCharts
  - ExLcS801 - Creating Dynamic Charts Using PivotCharts
- 11.5 Creating Diagrams by Using SmartArt
  - ExLcS801 - Creating Diagrams by Using SmartArt

**Module 12: Printing**

- 12.1 Adding Headers and Footers to Printed Pages
  - ExLcS801 - Adding Headers and Footers to Printed Pages
- 12.2 Preparing Worksheets for Printing
  - ExLcS801 - Preparing Worksheets for Printing
- 12.3 Printing Data Lists
  - ExLcS801 - Printing Data Lists
- 12.4 Printing Parts of Data Lists
  - ExLcS801 - Printing Parts of Data Lists
- 12.5 Printing Charts
  - ExLcS801 - Printing Charts

**Module 13: Automating Repetitive Tasks with Macros**

- 13.1 Introducing Macros
  - ExLcS801 - Introducing Macros
- 13.2 Creating and Modifying Macros
  - ExLcS801 - Creating and Modifying Macros
- 13.3 Running Macros When a Button Is Clicked
  - ExLcS801 - Running Macros When a Button Is Clicked
- 13.4 Running Macros When a Workbook Is Opened
  - ExLcS801 - Running Macros When a Workbook Is Opened

**Module 14: Working with Other Microsoft Office System Programs**

- 14.1 Including Microsoft Office System Documents in Excel 2007 Worksheets
  - ExLcS801 - Including Office System Documents in Excel 2007 Worksheets
- 14.2 Storing Excel 2007 Documents as Parts of Other Office Documents
  - ExLcS801 - Storing Excel Documents as Parts of Other Office Documents
- 14.3 Creating Hyperlinks
  - ExLcS801 - Creating Hyperlinks
- 14.4 Pasting Charts into Other Documents
  - ExLcS801 - Pasting Charts into Other Documents Evaluation
- PeP801 - Practical Evaluation 4 Evaluation

**Module 15: Collaborating with Colleagues**

- 15.1 Sharing Data Lists
  - ExLcS801 - Sharing Data Lists
- 15.2 Managing Comments
  - ExLcS801 - Managing Comments
- 15.3 Tracking and Managing Colleagues' Changes
  - ExLcS801 - Tracking and Managing Colleagues' Changes
- 15.4 Protecting Workbooks and Worksheets
  - ExLcS801 - Protecting Workbooks and Worksheets
- 15.5 Authenticating Workbooks
- 15.6 Saving Workbooks for the Web