



Using Microsoft® Office Excel 2007

Exam 70-602

Microsoft® Certified Application Specialists are a part of a global community of distinguished achievers. This Microsoft certification credential tells the world you have demonstrated proficiency in the newest standard of the world's foremost desktop computing applications. Microsoft certifications (based on globally recognized standards) demonstrate your computing skills and help advance your career prospects in a competitive job market.

Microsoft Certified Application Specialist certifications are primarily for office workers who use Microsoft Office programs as a vital part of their job functions. These certifications cover the entire Microsoft Office Suite, encompassing: Word 2007, PowerPoint® 2007, Excel® 2007, Outlook® 2007 and Access® 2007, as well as Windows Vista™.

Microsoft® Certified Application Specialists prove themselves. Whether professionally, academically, or personally, Microsoft® Certified Application Specialist certifications give you the skills to succeed.

Prerequisite:

Working knowledge on computing and desktop application (Windows)

Certificate Of Attendance :

Certificate Of Attendance will be awarded to students completing the course achieving minimum 75% attendance.

Training Methodology & Materials:

- Practical hands-on sessions, 75% lab-based and 25% theory-based.
- Well-designed lab sessions to enhance further understanding of the courseware.

Training Duration:

Full-time: 4 full days. 9am – 6pm (8 hours per day)
Part-time: 8 sessions 6:30pm-10:30pm (4 hrs per session)

Course Training Fee :

Course Fee : \$508 without SDF ; \$284 after SDF
Registration Fee : \$25
SRP grant are available.
Contact us for more details.

DETAILED COURSE OUTLINE

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| <p>1. Creating and Manipulating Data</p> <p>1.1. Insert data by using AutoFill</p> <p>1.1.1. Fill a series</p> <p>1.1.2. Copy a series</p> <p>1.2. Ensure data integrity</p> <p>1.2.1. Restrict data by using data validation</p> <p>1.2.2. Remove duplicate rows from spreadsheets</p> <p>1.3. Modify cell contents and formats</p> <p>1.3.1. Cut, copy, and paste data and cell contents</p> <p>1.4. Change Worksheet Views</p> <p>1.4.1. Change views within a single window</p> <p>1.4.2. Split windows</p> <p>1.4.3. Open and arrange new windows</p> <p>1.5. Manage worksheets</p> <p>1.5.1. Copy worksheets</p> <p>1.5.2. Reposition worksheets within workbooks</p> <p>1.5.3. Rename worksheets</p> <p>1.5.4. Hide and unhide worksheets</p> <p>1.5.5. Insert and delete worksheets</p> <p>2. Formatting Data and Content</p> <p>2.1. Format worksheets</p> <p>2.1.1. Use themes to format worksheets</p> <p>2.1.2. Show and hide gridlines and headers</p> <p>2.1.3. Add color to worksheet tabs</p> <p>2.1.4. Format worksheet backgrounds</p> <p>2.2. Insert and modify rows and columns</p> <p>2.2.1. Insert and delete cells, rows, and columns</p> <p>2.2.2. Format rows and columns</p> <p>2.2.3. Hide and unhide rows and columns</p> <p>2.2.4. Modify row height and column width</p> <p>2.3. Format cells and cell content</p> <p>2.3.1. Apply number formats</p> <p>2.3.2. Create custom cell formats</p> <p>2.3.3. Apply and modify cell styles</p> <p>2.3.4. Format text in cells</p> | <p>2.3.5. Convert text to columns</p> <p>2.3.6. Merge and split cells</p> <p>2.3.7. Add and remove cell borders</p> <p>2.3.8. Insert, modify, and remove hyperlinks</p> <p>2.4. Format data as a table</p> <p>2.4.1. Apply Quick Styles to tables</p> <p>2.4.2. Add Total rows to a table</p> <p>2.4.3. Insert and delete rows and columns in tables</p> <p>3. Creating and Modifying Formulas</p> <p>3.1. Reference data in formulas</p> <p>3.1.1. Create formulas that use absolute and relative cell references</p> <p>3.1.2. Create formulas that reference data from other worksheets or workbooks</p> <p>3.1.3. Manage named ranges</p> <p>3.1.4. Use named ranges in formulas</p> <p>3.2. Summarize data using a formula.</p> <p>3.3. Summarize data using subtotals.</p> <p>3.3.1. Create and modify list ranges.</p> <p>3.4. Conditionally summarize data by using a formula</p> <p>3.5. Look up data by using a formula.</p> <p>3.6. Use conditional logic in a formula.</p> <p>3.7. Format or modify text by using formulas.</p> <p>3.7.1. Format text by using formulas</p> <p>3.7.2. Convert text to columns.</p> <p>3.8. Display and print formulas.</p> |
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Contact us
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IT Enabler Consultancy Pte Ltd

DETAILED COURSE OUTLINE

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| <p>4. Presenting Data Visually</p> <p>4.1. Create and format charts</p> <ul style="list-style-type: none">4.1.1. Select appropriate data sources for charts4.1.2. Select appropriate chart types to represent data sources4.1.3. Format charts by using Quick Styles <p>4.2. Modify charts</p> <ul style="list-style-type: none">4.2.1. Add and remove chart elements4.2.2. Move and size charts4.2.3. Change chart types <p>4.3. Apply conditional formatting</p> <ul style="list-style-type: none">4.3.1. Manage conditional formats by using the Conditional Formatting Rules Manager4.3.2. Allow more than one rule to be true4.3.3. Apply conditional formats by using rules, data bars, color scales, and icon sets <p>4.4. Insert and modify illustrations</p> <ul style="list-style-type: none">4.4.1. Insert and modify pictures from files4.4.2. Insert and modify SmartArt graphics4.4.3. Insert and modify shapes <p>4.5. Outline data</p> <ul style="list-style-type: none">4.5.1. Group and ungroup data4.5.2. Subtotal data <p>4.6. Sort and filter data</p> <ul style="list-style-type: none">4.6.1. Sort data by using single or multiple criteria4.6.2. Filter data by using AutoFilter4.6.3. Filter and sort data by using conditional formatting4.6.4. Filter and sort data by using cell attributes | <p>5. Collaborating and Securing Data</p> <p>5.1. Manage changes to workbooks</p> <ul style="list-style-type: none">5.1.1. Insert, display, modify, and resolve tracked changes5.1.2. Insert, display, modify, and delete comments <p>5.2. Protect and share workbooks</p> <ul style="list-style-type: none">5.2.1. Protect workbooks and worksheets5.2.2. Enable workbooks to be changed by multiple users. <p>5.3. Prepare workbooks for distribution</p> <ul style="list-style-type: none">5.3.1. Remove private and other inappropriate data from workbooks5.3.2. Restrict permissions to a workbook5.3.3. Add keywords and other information to workbook properties5.3.4. Add digital signatures5.3.5. Mark workbooks as final <p>5.4. Save workbooks</p> <ul style="list-style-type: none">5.4.1. Save workbooks for use in a previous version of Office Excel5.4.2. Save a workbook as a template, Web page, macro-enabled document, or another appropriate format <p>5.5. Set print options for printing data, worksheets, and workbooks</p> <ul style="list-style-type: none">5.5.1. Define the area of a worksheet to be printed5.5.2. Insert and move a page break5.5.3. Set margins5.5.4. Add and modify headers and footers5.5.5. Change the orientation of a worksheet5.5.6. Scale worksheet content to fit a printed page |
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