

## Microsoft Certified Applications Specialist (MCAS)

### Microsoft Office Excel 2007

The Microsoft Certified Applications Specialist (MCAS) certification program is designed to measure your proficiency in performing basic tasks using the Office 2007 applications. Getting certified demonstrates that you have the skills and provides a valuable industry credential for employment.

After completing the labs in the Microsoft Office Excel 2007 Brief edition, you have learned the following MCAS skills:

Skill/Description	LAB
<b>1. Creating and Manipulating Data</b>	
1.1 Insert data using AutoFill	Labs 1, 3
1.3 Modify cell contents and formats	Labs 1, 2, 3, WT1, More About
1.4 Change worksheet views	Labs 2, 3, Common Features
1.5 Manage worksheets	Lab 3, More About
<b>2. Formatting Data and Content</b>	
2.1 Format worksheets	Labs 1, 2, 3
2.2 Insert and modify rows and columns	Lab 1, More About
2.3 Format cells and cell content	Labs 1, 2, 3, More About
<b>3. Creating and Modifying Formulas</b>	
3.1 Reference data in formulas	Labs 1, 3, More About
3.2 Summarize data using a formula	Labs 1, 3, More About
3.8 Display and print formulas	Lab 1
<b>4. Presenting Data Visually</b>	
4.1 Create and format charts	Lab 2
4.2 Modify charts	Lab 2

Skill/Description	LAB
4.3 Apply conditional formatting	Lab 3, More About
4.4 Insert and modify illustrations	Lab 2
<b>5. Collaborating and Securing Data</b>	
5.3 Prepare workbooks for distribution	Lab 2
5.4 Save workbooks	Lab 1, More About
5.5 Set print options for printing data, worksheets, and workbooks	Labs 1, 2, 3