

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?



Microsoft
CERTIFIED
*Application
Specialist*

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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 Coursework logo represent?



Microsoft
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The logo validates that the courseware has been approved by the Microsoft® Business Certification Vendor program that 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 Microsoft Office 2007 covers the Microsoft Certified Application Specialist (MCAS) standards for Word, Excel, Access, PowerPoint, Outlook, and Vista. This chart provides an overview of the coverage of the MCAS standards standards in *iCheck Microsoft Office 2007*.

Microsoft Word 2007 Certified Application Specialist Standards		
Standard	Skill Sets and Skills	Text Correlation
1	Creating and Customizing Documents	
1.1	Create and format documents	42, 54, 83, 99, 173, 189, 192, 193
1.2	Lay out documents	35, 69, 99, 100, 101, 133, 135, 176, 190
1.3	Make documents and content easier to find	111, 117, 118, 164, 172, 192
1.4	Personalize Office Word 2007	8, 29, 76, 80, 98, 165
2	Formatting Content	
2.1	Format text and paragraphs	38, 39, 40, 41, 42, 44, 47, 48, 51, 53, 98, 113, 114, 124
2.2	Manipulate text	70, 71, 72, 79, 81, 88, 89, 92, 94
2.3	Control pagination	103, 110, 112, 125, 127
3	Working with Visual Content	
3.1	Insert illustrations	143, 147, 148, 157, 159, 161
3.2	Format illustrations	144, 147, 148, 157
3.3	Format text graphically	150, 155, Adv. Word L1
3.4	Insert and modify text boxes	145, 146, 161
4	Organizing Content	
4.1	Structure content by using Quick Parts	85, 86, 92, 94
4.2	Use tables and lists to organize content	45, 46, 50, 152, 156, 158, 160, 161
4.3	Modify tables	138, 139, 140, 141, 142, 152, 156, 158
4.4	Insert and format references and captions	106, 107, 108, 114, 115, 116, 126, 130
4.5	Merge documents and data sources	77, 177, 178, 180, 181, 191, 193
5	Reviewing Documents	
5.1	Navigate documents	19, 78, 79, 90, 92, 119, 125
5.2	Compare and merge document versions	169, Adv. Word L3
5.3	Manage track changes	166, 167, 171, 187, 188
5.4	Insert, modify, and delete comments	167
6	Sharing and Securing Content	
6.1	Prepare documents for sharing	182, Adv. Word L3
6.2	Control document access	Adv. Word L3
6.3	Attach digital signatures	Adv. Word L3

Adv. Advanced lessons are available at the Online Learning Center at glencoe.com.

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	234, 238, 259
1.2	Ensure data integrity	Adv. Excel L1
1.3	Modify cell contents and formats	251, 252, Adv. Excel L1
1.4	Change worksheet views	212, 219, 221, 222, 319, 320, 326, 335
1.5	Manage worksheets	268, 270, 317, 318
2	Formatting Data and Content	
2.1	Format worksheets	267, 268, 269, 275, 277, 346
2.2	Insert and modify rows and columns	234, 235, 236, 237, 243, 248, 254, 261, 262, 263, 264, 265, 342, 344
2.3	Format cells and cell content	239, 247, 251, 252, 254, 259, 264, 265, 266, 278, 279, 281, 300, 344, 346
2.4	Format data as a table	254, 255, 257, 260, 276, 280, 342
3	Creating and Modifying Formulas	
3.1	Reference data in formulas	291, 292, 293, 307, 309, 311, 312, 345
3.2	Summarize data using a formula	215, 221, 223, 225, 229, 244, 246, 248, 281, 298, 306, 307, 309, 311, 312, 340, 341, 342
3.3	Summarize data using subtotals	Adv. Excel L1
3.4	Conditionally summarize data using a formula	Adv. Excel L2
3.5	Look up data using a formula	Adv. Excel L2
3.6	Use conditional logic in a formula	302, 312, Adv. Excel L2
3.7	Format or modify text using formulas	Adv. Excel L2
3.8	Display and print formulas	Adv. Excel L2
4	Presenting Data Visually	
4.1	Create and format charts	294, 308, 310, 311, 347
4.2	Modify charts	295, 296, 297, 308, 310
4.3	Apply conditional formatting	Adv. Excel L3
4.4	Insert and modify illustrations	271, 281, Adv. Excel L3
4.5	Outline data	Adv. Excel L1
4.6	Sort and filter data	284, 285, 347
5	Collaborating and Securing Data	
5.1	Manage changes to workbooks	Adv. Excel L4
5.2	Protect and share workbooks	Adv. Excel L4
5.3	Prepare workbooks for distribution	Adv. Excel L4
5.4	Save workbooks	321, 332, 335, 340, Adv. Excel L4
5.5	Set print options for printing data, worksheets, and workbooks	323, 324, 325, 326, 327, 329, 330, 336, 337, 339

Microsoft Access 2007 Certified Application Specialist Standards

Standard	Skill Sets and Skills	Text Correlation
1	Structuring a Database	
1.1	Define data needs and types	393, 394, Adv. Access L1
1.2	Define and print table relationships	399, 400, 401, 402, 403, 424
1.3	Add, set, change, or remove primary keys	Adv. Access L1
1.4	Split databases	367
2	Creating and Formatting Database Elements	
2.1	Create databases	382, 384, 534, 536
2.2	Create tables	385, 386, 419, 424, 534, 536, 538
2.3	Modify tables	385, 387, 389, 391, 393
2.4	Create fields and modify field properties	386, 389, 393, 394, 396, 398, 419, 424, 534, 536, 538
2.5	Create forms	430, 432, 433, 435, 436, 438, 440, 463, 466, 468, 469
2.6	Create reports	449, 451, 453, 455, 459, 464, 465, 467, 469, 513, 516, 539
2.7	Modify the design of reports and forms	442, 443, 444, 445, 447, 457, 539
3	Entering and Modifying Data	
3.1	Enter, edit, and delete records	361, 379, 427, 428, 534, 536
3.2	Navigate among records	357, 360, 374
3.3	Find and replace data	429
3.4	Attach documents to and detach from records	Adv. Access L1
3.5	Import data	472, 474, 475
4	Creating and Modifying Queries	
4.1	Create queries	404, 406, 408, 410, 412, 414, 418, 420, 421, 422, 423, 537
4.2	Modify queries	477, 478, 480, 482, 483, 484, 501, 506, 537, 538
5	Presenting and Sharing Data	
5.1	Sort data	485, 486, 502, 503, 537, 538, 539
5.2	Filter data	488, 490, 492, 493, 495, 504, 507
5.3	Create and modify charts	511, 512, 533
5.4	Export data	496, 497, 498, 505, 507
5.5	Save database objects as other file types	523, Adv. Access L1
5.6	Print database objects	365, 375, 378, 513, 515, 516, 517, 531, 534, 538, 539
6	Managing and Maintaining Databases	
6.1	Perform routine database operations	355, 368, 370, 373, 523, 524, 528, 529
6.2	Manage Databases	366, 514, 518, 519, 521, 522, 527, 528, 530, 532, 533

Microsoft PowerPoint 2007 Certified Application Specialist Standards

Standard	Skill Sets and Skills	Text Correlation
1	Creating and Formatting Presentations	
1.1	Create new presentations	571, 636, 637, 655, 672, 674, 676, 677, 678, 694
1.2	Customize slide masters	623, 625-626, 632, 637
1.3	Add elements to slide masters	627, 628, 632, 637
1.4	Create and change presentation elements	622, 633, 634, 636, 637, 674, 676
1.5	Arrange slides	549, 550, 563, 565, 567, 640
2	Creating and Formatting Slide Content	
2.1	Insert and format text boxes	643-644, 663
2.2	Manipulate text	574, 575, 588, 594, 596, 600, 605, 606, 607, 608, 609, 610, 635, 637, 678, 679
2.3	Add and link existing content to presentations	641, 642, 645, 646, 649, 667, 672, 673, 677, 678, 679
2.4	Apply, customize, modify, and remove animations	600, 618, 620, 622, 635, 679
3	Working with Visual Content	
3.1	Create SmartArt diagrams	580, 595, 599
3.2	Modify SmartArt diagrams	580, 582, 595, 599
3.3	Insert illustrations and shapes	578, 586, 587, 594, 597, 598, 599, 637, 673, 674, 678
3.4	Modify illustrations	611, 612, 615, 633, 635, 637, 673, 677
3.5	Arrange illustrations and other content	611, 614, 615, 616, 619, 635, 648, 667, 670, 672, 673
3.6	Insert and modify charts	583, 585, 597, 600, 673, 674
3.7	Insert and modify tables	576, 577, 598, 600
4	Collaborating on and Delivering Presentations	
4.1	Review presentations	591, 596, 600, 673, 674
4.2	Protect presentations	Adv. PowerPoint L2
4.3	Secure and share presentations	660, 663, 664, 669, 671, 672
4.4	Prepare printed materials	558, 559, 564, 568, 628, 652, 669, 670, 672, 676, 678, 679
4.5	Prepare for and rehearse presentation delivery	554, 555, 564, 567, 568, 654, 655, 657, 658, 659, 661, 668, 670, 671, 672, 673, 679

Microsoft Outlook 2007 Certified Application Specialist Standards

Standard	Skill Sets and Skills	Text Correlation
1	Managing Messaging	
1.1	Create and send an e-mail message	Adv. Outlook L1, Adv. Outlook L4
1.2	Create and manage your signature and automated messages	Adv. Outlook L1
1.3	Manage e-mail message attachments	Adv. Outlook L1
1.4	Configure e-mail message sensitivity and importance settings	Adv. Outlook L1
1.5	Configure e-mail message security settings	Adv. Outlook L1
1.6	Configure e-mail message delivery options	Adv. Outlook L1
1.7	View e-mail messages	Adv. Outlook L1
2	Managing Scheduling	
2.1	Create appointments, meetings, and events	Adv. Outlook L3
2.2	Send meeting requests	Adv. Outlook L3
2.3	Update, cancel, and respond to meeting requests	Adv. Outlook L3
2.4	Customize Calendar settings	Adv. Outlook L3
2.5	Share your Calendar with others	Adv. Outlook L3
2.6	View other Calendars	Adv. Outlook L3
3	Managing Tasks	
3.1	Create, modify, and mark tasks as complete	Adv. Outlook L3
3.2	Accept, decline, assign, update, and respond to tasks	Adv. Outlook L3
4	Managing Contacts and Personal Contact Information	
4.1	Create and modify contacts	Adv. Outlook L2
4.2	Edit and use an electronic business card	Adv. Outlook L2
4.3	Create and modify distribution lists	Adv. Outlook L2
4.4	Create a secondary address book	Adv. Outlook L2
5	Organizing Information	
5.1	Categorize Outlook items by color	Adv. Outlook L4
5.2	Create and manage Outlook data files	Adv. Outlook L4
5.3	Organize mail folders	Adv. Outlook L4
5.4	Locate Outlook items by the search feature	Adv. Outlook L4
5.5	Create, modify, and remove rules to manage e-mail messages	Adv. Outlook L4
5.6	Customize your Outlook experience	Adv. Outlook L4

Windows Vista 2007 Certified Application Specialist Standards

Standard	Skill Sets and Skills	Text Correlation
1	Protecting Your Computer	
1.1	Manage Windows firewall	Adv. Vista L1
1.2	Manage malicious software (also called malware) protection	Adv. Vista L1
1.3	Configure Windows Update settings	Adv. Vista L1
1.4	Lock a computer	Adv. Vista L1
1.5	Manage Windows Internet Explorer security	Adv. Vista L1
1.6	Configure local user accounts	Adv. Vista L1
2	Managing Mobile and Remote Computing	
2.1	Manage the computer power state	Adv. Vista L2
2.2	Manage network connections	Adv. Vista L2
2.3	Manage remote access to your computer	Adv. Vista L2
2.4	Connect to another computer	Adv. Vista L2
2.5	Access files stored in shared network folders when your computer is offline	Adv. Vista L2
3	Managing Software, Disks, and Devices	
3.1	Manage software	Adv. Vista L3
3.2	Manage disks	Adv. Vista L3
3.3	Manage devices and drivers	Adv. Vista L3
3.4	Manage display settings	Adv. Vista L3
3.5	Configure multiple monitors	Adv. Vista L3
3.6	Install and configure a printer	Adv. Vista L3
4	Managing Files and Folders	
4.1	Manage Windows Explorer settings	Adv. Vista L4
4.2	Manage and secure folders	Adv. Vista L4
4.3	Share folders	Adv. Vista L4
4.4	Search for files and folders	Adv. Vista L4
4.5	Organize files within folders.	Adv. Vista L4
4.6	Manage files	Adv. Vista L4
4.7	Back up and restore files and folders	Adv. Vista L4
5	Collaborating with Other People	
5.1	Collaborate in real time	Adv. Vista L2
5.2	Present information to an audience	Adv. Vista L2

Windows Vista 2007 Certified Application Specialist Standards (continued)

Standard	Skill Sets and Skills	Text Correlation
6	Customizing Your Windows Vista Experience	
6.1	Customize and modify the Start menu	Adv. Vista L5
6.2	Customize the taskbar	Adv. Vista L5
7.1	Increase processing speed	Adv. Vista L6
7.2	Locate troubleshooting information	Adv. Vista L6
7.3	Locate system information	Adv. Vista L6
7.4	Repair a network connection	Adv. Vista L6
7.5	Recover from software errors	Adv. Vista L6
7.6	Troubleshoot printing errors	Adv. Vista L6
7.7	Recover the operating system from a problem.	Adv. Vista L6
7.8	Request and manage Remote Assistance	Adv. Vista L6