

Using Microsoft® Office Excel® 2007 Exam Guide



Preparation Recommendations

Step 1: Assess your skills: Prepare for the Using Microsoft Excel 2007 Application Specialist certification exam by taking the online Microsoft Official Pre-Test to help determine your course of study. After you complete the Pre-Test, you'll receive a custom learning path with recommended Microsoft E-Learning courses and Microsoft Press books to help you prepare for the exam.

Step 2: Improve your skills: Study the areas listed on your custom learning path using Microsoft E-Learning courses and Microsoft Press Step-by-Step books. Plan on spending about an hour studying each topic listed in your custom learning path.

Step 3: Take the exam!

Microsoft Official Pre-Test

The online Pre-Test provides a simple, low-cost way to identify your skill level. You can access the Pre-Test by clicking this [link](#).

When prompted, use coupon code MSPP020090 to receive a discount!

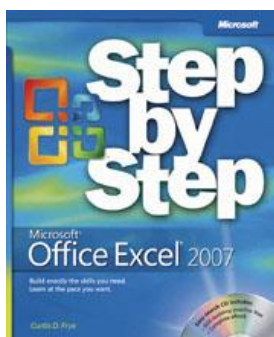
Microsoft E-Learning Courses – available April 2007!

5259AE Core Training for Microsoft® Office Excel 2007

This collection of online courses covers the core skills and knowledge you will need to get the most out of Microsoft® Office Excel 2007.

[Find special offers and register for this series of e-learning courses.](#)

Microsoft Press Books



Master the fundamentals of working with the latest version of Microsoft Office Excel 2007, including how to navigate the new user interface. You'll learn how to present information visually with charts, and how to add graphics to your spreadsheets. You will discover how to work with features to make data entry faster, how sort and filter data, how to create dynamic lists with Pivot Tables, and even how to publish your documents to the Web! With STEP BY STEP, you can build and practice the skills you need, just when you need them!

[Find special offers here.](#)

Exam Options

When you know you're ready to certify you can find [authorized testing centers](#) near you. Select the **find a testing center** link.

Exam Skill Standards

Below are the tasks you'll be expected to be able to perform in order to pass the Using Microsoft Excel 2007 Application Specialist exam. You can use this as a study checklist.

Creating and Manipulating Data

- Insert data by using AutoFill
- Ensure data integrity
- Modify cell contents and formats
- Change Worksheet Views
- Manage worksheets

Formatting Data and Content

- Format worksheets
- Insert and modify rows and columns
- Format cells and cell content
- Format data as a table

Creating and Modifying Formulas

- Reference data in formulas
- Summarize data using a formula.
- Summarize data using subtotals.
- Conditionally summarize data by using a formula
- Look up data by using a formula.
- Use conditional logic in a formula.
- Format or modify text by using formulas.
- Display and print formulas.

Presenting Data Visually

- Create and format charts
- Modify charts
- Apply conditional formatting
- Insert and modify illustrations
- Outline data
- Sort and filter data

Collaborating and Securing Data

- Manage changes to workbooks
- Protect and share workbooks
- Prepare workbooks for distribution
- Save workbooks
- Set print options for printing data, worksheets, and workbooks
- Filter data by using AutoFilter
- Filter and sort data by using conditional formatting
- Filter and sort data by using cell attributes

More information about [Microsoft Business Certifications](#) for Microsoft Certified Application Specialists and Microsoft Certified Application Professionals.