

## **WORD EXPERT**

### Formatting Content

- Create custom styles for text, tables, and lists
- Control pagination
- Format, position, and resize graphics using advanced layout features
- Insert and modify objects
- Create and modify diagrams and charts using data from other sources



### Organizing Content

- Sort content in lists and tables
- Perform calculations in tables
- Modify table formats
- Summarize document content using automated tools
- Use automated tools for document navigation
- Merge letters with other data sources
- Merge labels with other data sources
- Structure documents using XML

### Formatting Documents

- Create and modify forms
- Create and modify document background
- Create and modify document indexes and tables
- Insert and modify endnotes, footnotes, captions, and cross-references
- Create and manage master documents and subdocuments

### Collaborating

- Modify tracked changes options
  - Publish and edit Web documents
  - Manage document versions
  - Protect and restrict forms and documents
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- Attach digital signatures to documents
- Customize document properties

#### Customizing Microsoft Word

- Create, edit, and run macros
- Customize menus and toolbars
- Modify Word default settings

### **EXCEL EXPERT**

#### Importing and Exporting Data.

- Import data from text files (insert, drag-and-drop) operations
- Import from other applications
- Import a table from an HTML file (insert and drag and drop operations, including HTML round tripping)
- Export to other applications
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#### Using Templates\_

- Apply templates
- Edit templates
- Create templates

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#### Using Multiple Workbooks\_

- Use a workspace
- Link workbooks
- Formatting Numbers

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#### Formatting Numbers\_

- Apply number formats (accounting, currency, and number)
- Create custom number formats

- Use conditional formatting

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#### Printing Workbooks\_

- Print and preview multiple worksheets
- Use the Report Manager

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#### Working with Named Ranges.

- Add and delete a named range
- Use a named range in a formula
- Use Lookup Functions (Hlookup or Vlookup)

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#### Working with Toolbars.

- Hide and display toolbars
- Customize a toolbar
- Assign a macro to a command button

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#### Using Macros.

- Record macros
- Run macros
- Edit macros

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#### Auditing a Worksheet\_

- Work with the Auditing Toolbar
  - Trace errors (find and fix errors)
  - Trace precedents (find cells referred to in a specific formula)
  - Trace dependents (find formulas that refer to a specific cell)
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### Displaying and Formatting Data.

- Apply conditional formats
- Perform single and multilevel sorts
- Use grouping and outlines
- Use data forms
- Use subtotaling
- Apply data filters
- Extract data
- Query databases
- Use data validation

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### Using Analysis Tools.

- Use the Microsoft PivotTable® autoformat
- Use Goal Seek
- Create Microsoft PivotChart® reports
- Work with Scenarios
- Use Solver
- Use data analysis and PivotTable
- Create interactive tables for the Web with PivotTable
- Add fields to a table using the Web browser

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### Collaborating with Workgroups.

- Create, edit, and remove a comment
- Apply and remove worksheet and workbook protection
- Change workbook properties
- Apply and remove file passwords

- Track changes (highlight, accept, and reject)
- Create a shared workbook
- Merge workbooks

## POWER POINT

### Creating Content

- Create new presentations from templates
- Insert and edit text-based content
- Insert tables, charts, and diagrams
- Insert pictures, shapes, and graphics
- Insert objects

### Formatting Content

- Format text-based content
- Format pictures, shapes, and graphics
- Format slides
- Apply animation schemes
- Apply slide transitions
- Customize slide templates
- Work with masters

### Collaborating

- Track, accept, and reject changes in a presentation
- Add, edit, and delete comments in a presentation
- Compare and merge presentations

### Managing and Delivering Presentations

- Organize a presentation
- Set up slide shows for delivery
- Rehearse timing
- Deliver presentations
- Prepare presentations for remote delivery

- Save and publish presentations
- Print slides, outlines, handouts, and speaker notes
- Export a presentation to another Microsoft Office program

## **ACCESS**

### Structuring Databases

- Create Microsoft Access databases
- Create and modify tables
- Define and modify field types
- Modify field properties
- Create and modify one-to-many relationships
- Enforce referential integrity
- Create and modify queries
- Create forms
- Add and modify form controls and properties
- Create reports
- Add and modify report control properties
- Create a data access page

### Entering Data

- Enter, edit, and delete records
- Find and move among records
- Import data to Access

### Organizing Data

- Create and modify calculated fields and aggregate functions
- Modify form layout
- Modify report layout and page setup
- Format datasheets
- Sort records



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- Filter records

#### Managing Databases

- Identify object dependencies
- View objects and object data in other views
- Print database objects and data
- Export data from Access
- Back up a database
- Compact and repair databases