



Learning Solutions

MCAS BOOT CAMP: MICROSOFT OFFICE 2007 MASTER

Demonstrate your master-level expertise with Microsoft Office programs. The Microsoft Office 2007 Master certification shows employers that you have more than a working knowledge of Office programs. It shows that you have the technical skills to efficiently use the full features of the 2007 Office system, making you valuable to organizations that want to reinforce their technology investments with accelerated productivity and improved organizational performance.

To earn the Microsoft Office 2007 Master certification, MCAS exams in the following products:

- MCAS: Microsoft Office Word 2007
- MCAS: Microsoft Office Excel 2007
- MCAS: Microsoft Office PowerPoint 2007
- MCAS: Microsoft Office Outlook 2007

After you successfully complete the exams, you receive your Microsoft Office 2007 Master certificate, and the credential appears on your digital transcript.

Our MCAS Master Boot Camp will provide you with test preparation on Word, Excel, PowerPoint and Outlook. On the 5th day we will have an intensive review prior to you scheduling your examinations. Upon completion of each exam you will become a Microsoft Certified Application Specialist in that product. Once you complete all four exams that is when you are granted MCAS Master status.

THE EXAMS COVERED IN THE BOOT CAMP WILL INCLUDE:

MCAS: Microsoft Office Word 2007	Exam 77-601
MCAS: Microsoft Office Excel 2007	Exam 77-602
MCAS: Microsoft Office PowerPoint 2007	Exam 77-603
MCAS: Microsoft Office Outlook 2007	Exam 77-604



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Each day is devoted to a single product. Below are the outlines of what will be covered on each step of the way through the boot camp.

DAY 1

Microsoft Word 2007

Creating and Customizing Documents

- Create and format documents.
- Lay out documents.
- Make documents and content easier to find.
- Personalize Office Word 2007.

Formatting Content

- Format text and paragraphs.
- Manipulate text.
- Control pagination.

Working with Visual Content

- Insert illustrations.
- Format illustrations.
- Format text graphically.
- Insert and modify text boxes.

Organizing Content

- Structure content by using Quick Parts.
- Use tables and lists to organize content.
- Modify tables.
- Insert and format references and captions.
- Merge documents and data sources.
- Reviewing Documents
- Navigate documents.
- Compare and merge document versions.
- Manage tracked changes.
- Insert, modify, and delete comments.

Sharing and Securing Content

- Prepare documents for sharing.
- Control document access.
- Attach digital signatures.

DAY 2

Microsoft Excel 2007

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 by using a formula.
- Summarize data by 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.



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Presenting Data Visually

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

Collaborating on 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.

DAY 3

Microsoft PowerPoint 2007

Creating and Formatting Presentations

- Create new presentations.
- Customize slide masters.
- Add elements to slide masters.
- Create and change presentation elements.
- Arrange slides.

Creating and Formatting Slide Content

- Insert and format text boxes.
- Manipulate text.
- Add and link existing content to presentations.
- Apply, customize, modify, and remove animations.
- Working with Visual Content
- Create SmartArt diagrams.
- Modify SmartArt diagrams.

- Insert illustrations and shapes.
- Modify illustrations.
- Arrange illustrations and other content.
- Insert and modify charts.
- Insert and modify tables.

Collaborating on and Delivering Presentations

- Review presentations.
- Protect presentations.
- Secure and share presentations.
- Prepare printed materials.
- Prepare for and rehearse presentation delivery

DAY 4

Microsoft Outlook 2007

Managing Messaging

- Create and send an e-mail message.
- Create and manage your signature and automated messages.
- Manage e-mail message attachments.
- Configure e-mail message sensitivity and importance settings.
- Configure e-mail message security settings.
- Configure e-mail message delivery options.
- View e-mail messages.

Managing Scheduling

- Create appointments, meetings, and events.
- Send meeting requests.
- Update, cancel, and respond to meeting requests.
- Customize calendar settings.
- Share your calendar with others.



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- View other calendars.

Managing Tasks

- Create, modify, and mark tasks as complete.
- Accept, decline, assign, update, and respond to tasks.

Managing Contacts and Personal Contact Information

- Create and modify contacts.
- Edit and use an electronic business card.
- Create and modify distribution lists.
- Create a secondary address book.

Organizing Information

- Categorize Office Outlook 2007 items by color.
- Create and manage Office Outlook 2007 data files.
- Organize mail folders.
- Locate Office Outlook 2007 items by using Search.
- Create, modify, and remove rules to manage e-mail messages.
- Customize your Office Outlook 2007 experience.

DAY 5

Review / Study for Exams