



## MOS MICROSOFT EXCEL 2007 COURSE



The **MOS (Microsoft Office Specialist) Microsoft Excel 2007 Course** will help students to master Microsoft Excel 2007.

The course is ideal for beginners and takes users to an advanced level of proficiency. Designated as Approved Courseware for the Microsoft Office Specialist program, this course will help students prepare for the Excel 2007 exam (70-602).

This Microsoft certification credential demonstrates proficiency in the newest standard of the world's foremost desktop computing applications. MOS certifications are primarily for anyone who uses Microsoft Office programs as a vital part of their job functions. These certifications cover the entire Microsoft Office Suite.

**Please Note:** This course is not compatible with Apple Mac Computers.

### The Course Consists of the Following Items:

- A four-colour, tri-fold, six-sided Course Card
- Officially endorsed MOS Courses books with accompanying CD Rom's containing exercise files
- An additional interactive CBT Course CD covering the MOS syllabus
- Online CertBlaster Exam Preparation Software

### ➤ **MOS Excel 2007 Course Card:**

Access the most important information you need quickly and easily with this new four-colour, tri-fold, six-sided Course Card! The Course Card contains vital information for both basic and advanced skills and offers something for students of all levels.

### ➤ **MOS Excel 2007 Basics Course Book:**

After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks and will then enter and edit text, values, formulas, and pictures, and save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

**The following topics are covered by this lesson:** Getting Started; Entering & Editing Data; Modifying a Worksheet; Using Functions; Formatting Worksheets; Printing; Creating Charts; and Managing Large Workbooks.

### ➤ **MOS Excel 2007 Intermediate Course Book:**

Students will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including styles, themes, backgrounds, and watermarks. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with lists and tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and save a

**Price:**  
£150.00

### **Instalment Options:**

You can spread the payments for this course over 4 monthly payments. 1 initial payment of £60.00, followed by 3 monthly payments of £30.00.

### **Course Format:**

Course Books, CD Rom & Online Exam Preparation Software

### **Assessment:**

Microsoft MOS Examination

### **Approximate Study Time:**

100 Hours of Self Study

workbook as a PDF file. The course book also covers advanced charting techniques, worksheet auditing and protection, file sharing, merging and workbook templates.

**The following topics are covered by this lesson:** Using multiple worksheets and workbooks; Advanced formatting; Outlining and subtotals; Cell and range names; Lists and tables; Web and Internet features; Advanced charting; Documenting and auditing; and Templates and settings.

➤ **MOS Excel 2007 Advanced Course Book:**

Students will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation and database functions such as DSUM. You will also learn how to work with PivotTables and PivotCharts, how to import and export data, and how to query external databases. Finally, students will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, and sharing Excel data via the Web.

**The following topics are covered by this lesson:** Advanced Functions; Lookups & Table Data; Advanced List Management; PivotTables and PivotCharts; Exporting and importing; Analytical options; Macros and custom functions; and Conditional formatting and SmartArt.

➤ **CBT Course CD Rom:**

An interactive CBT CD Rom Based course covering the syllabus is included as an alternative to the paper-based materials.

➤ **CertBlaster Online Exam Preparation Software**

The course also comes with DTI Publishing's Online CertBlaster exam preparation software absolutely free. CertBlaster covers mock examination questions in multiple choice or multiple answer formats. This software is the perfect addition to help prepare for your exam.

### Pre-Requirements:

There are no particular entry requirements as the course is set out for beginners although students will require their own version of Microsoft Excel 2007 to complete the course.

### Course Duration & Support:

Students may register at any time. The courses are designed as self-study courses but if you have any problems you can email our email support. As the course is self study you can complete in as little or as long a time as you prefer, and we do not impose a cut-off date for study.

### Assessment:

Assessment is in the form an MOS Examination. Examinations are in a multiple choice/multiple answer format.

### Qualification:

On Completion of Course, you can apply for your **Microsoft MOS Excel 70-602 Examination**.

Examinations must be sat at a registered Certiport testing centre. Exam Vouchers can be bought directly from Prodigy UK for £65.00 and you can locate testing centres and schedule appointments on their Website: [www.prodigyuk.co.uk](http://www.prodigyuk.co.uk).



**Please Note:** Exam Centre's will usually charge an additional proctoring fee (Approximately £20.00) for sitting exams.