

## Excel Expert MOS (Microsoft Office Specialist) Certification Preparation

This workshop prepares you for an expert MOUS (Microsoft Office User Specialist) certificate in Excel. Once you are MOUS certified, you have an industry recognized stamp of approval that you are an expert with Excel.

Getting certified in Excel is proof to yourself and others that you are a trained spreadsheet expert, and you have the skills to get more out of the software in less time. Included with this 1-day workshop is:

- self study material to prepare for the MOUS certification program,
- one-hour of free telephone help with a certified Excel Expert,
- and one opportunity to take the MOUS examination at our testing centre.

WORKSHOP ID: 14 WORKSHOP LENGTH: 2 DAY | TIME: 9:00AM-4:30PM | FEE: \$595 + GST

### Courseware Outline

#### USE TEMPLATES & VALIDATE DATA

- Create and edit templates
- Delete templates
- Validate data
- Use pick lists

#### CUSTOMIZE TOOLBARS

- Choose different toolbars
- Customize toolbars
- Add/remove buttons
- Modify toolbar buttons
- Customize menus

#### MANAGE WORKBOOKS

- Open a file automatically
- Use autorecover
- Save a workspace

#### USE ANALYSIS TOOLS

- Use the goal seeking tool
- Use the solver
- Using a data table
- Single variable data tables
- Two-variable data table
- Use trendlines

#### AUDIT A WORKSHEET

- Error checking tool
- Display & check formulas
- Go to special cells
- Trace worksheet errors

#### PROTECT SPREADSHEETS

- Worksheet protection
- Workbook protection
- Protecting files

#### USE PIVOTTABLES & SCENARIOS

- Create a pivottable
- Use autofilter
- Modify field positions
- Modify data field options
- Work with scenarios
- Create and use scenarios

#### COLLABORATE

- Workgroup functions
- Change and display workbook properties
- Link worksheets & workbooks

#### SHARE WORKBOOKS

- Resolve conflicts

- Show history of changes
- Remove shares
- Merge workbooks

#### EXPORT DATA

- Export data as a text file
- Save as web page
- Create an xml data file

#### IMPORT DATA

- Import text files
- Import from other programs
- Import using a web query
- Import an xml data file Import dynamic xml

#### USE MACROS

- Create and using a macro
- Open a workbook containing a macro
- Edit a macro
- Add macros to toolbars

#### CREATE FORMS

- Create forms with controls
- Add controls to a form
- Edit list boxes and combo boxes
- Format the form

### Basic Skills Checklist

You should attend the Excel core MOUS certification workshop or complete module level 1 and 2 before you register for this workshop. We recommend that you also complete the included level 3 self-study courseware prior to the expert exam test.

### Call Now or Visit Our Website to Register

Toronto (416) 929-8324 (Dial 1 For Customer Service)  
Toll Free 1800-654-3251  
Register Online <http://www.edtech.ca/course.asp?id=14>