

Excel Core MOS Microsoft Office Specialist Certification Preparation

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

Getting certified in Excel is proof to yourself and others that you are trained and competent in Microsoft Excel, and that you have the skills to get more out of the software so you can get more done in less time. Included with this workshop is:

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

WORKSHOP ID: 27 | LENGTH: 1 DAY | TIME: 9:00AM-4:30PM | FEE: \$495/PERSON + GST

Courseware Outline

INTRODUCTION

- The excel window
- Enter data in the worksheet
- Move around the worksheet

USE THE WORKSHEET

- Edit cells
- Copy and move data
- Manipulate rows and columns
- Manage worksheets

FORMULAS & FUNCTIONS

- Create simple formulas
- Use common functions
- Use absolute & relative addresses

FORMAT WORKSHEETS

- Format a worksheet
- Format cells
- Autoformat

WORK WITH FUNCTIONS

- Define names for ranges
- What are functions?

LAYOUT AND PRINT

- Preview the worksheet
- Customize the printout
- Print the worksheet

WORK WITH CHARTS

- Understand charts
- Select chart types
- Print charts

CUSTOM CELL FORMATS

- Use custom formats
- Change the row height
- Align the cell contents

MISCELLANEOUS TOOLS

- Fill data
- Special format tools
- Clear cell contents and formats
- Use styles

INSERT FUNCTIONS

- Use Excel's 8 function types: math, text, statistical, logical, financial, lookup and database

WORK WITH DATABASES

- Understand database concepts and terminology
- Create a database
- Sort, find and filter data
- Outline and summarize data

INTERNET & DRAW TOOLS

- Use internet tools
- Publish worksheets to the internet
- Use comments
- Draw objects

CUSTOMIZE CHARTS

- Customize a chart
- Modify chart options
- Add new data
- Change chart type
- Work with pie charts

Basic Skills Checklist

Before attending this workshop, you should be able to size and move windows, access menus and make menu choices, manage documents, use cut and paste, and find documents in Windows. It is recommended but not required to complete the included level 1 courseware prior to taking the exam.

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=27>