

Microsoft®

# Excel

## Associate Certification Guide

Courseware 3273

Exam MO-200

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### Course Description

This *Microsoft Excel Associate Certification Guide* teaches the skills necessary to create and edit professional-looking spreadsheets for a variety of purposes and situations.

Students who complete this course will have reviewed all the exam objectives and be on their way to preparing for Microsoft Office Specialist Excel Exam #MO-200. Successful completion of the certification exam validates the knowledge and skill sets for individuals seeking employment or advancement in their careers.

**Suggested Course Length: 30-50 Hours**

### Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience.

- start and run Windows
- use the taskbar
- use the Start button
- use the Help feature
- use Minimize, Restore Down/Maximize, or Close
- use the left and right mouse buttons appropriately
- understand file management techniques
- navigate between files, folders, or drives

**About this Courseware**

Courseware Description  
 Classroom Setup  
 Downloading the Exercise Files  
 Course Design  
 Course Objectives  
 Conventions and Graphics

**Lesson 1: Introducing Excel**

Lesson Objectives  
 What is Excel?  
   Starting Excel  
 Looking at the Screen  
   Understanding Basic Terminology  
   Mouse Symbols  
   Using the Quick Access Toolbar  
   Using the Ribbon  
   Identifying Screen Symbols  
 Entering Data in a Worksheet  
   Types of Data  
   Entering Text  
   Entering Numbers  
   Entering Dates and Times  
   Moving Around the Worksheet  
 Working with Workbooks  
   Saving Workbooks  
   Creating a New Workbook  
   Switching Between Workbooks  
   Opening a Workbook  
   Closing a Workbook  
   Working with the Compatibility Mode  
 Selecting Cells  
 Lesson Summary  
 Key Terms  
 Quiz Questions

**Lesson 2: Constructing Cell Data**

Lesson Objectives  
 Editing Cells and Undoing Changes  
 Copying and Moving Data  
   Cutting, Copying and Pasting Data  
   Using Paste Special  
   Copying and Moving Cells Using the Mouse  
 Inserting and Deleting Rows and Columns  
   Inserting Rows and Columns  
   Deleting Rows and Columns  
   Inserting and Deleting Cells  
 Adjusting the Columns and Rows  
   Changing the Column Widths  
   Adjusting the Row Height  
   Using AutoFit  
   Hiding/Unhiding Rows & Columns  
 Using AutoFill and Flash Fill

Managing Worksheets  
   Renaming Worksheets  
   Inserting or Deleting Worksheets  
   Moving or Copying Worksheets  
   Hiding/Unhiding Worksheets  
   Adding Color to the Worksheet Tabs

Lesson Summary  
 Key Terms  
 Quiz Questions

**Lesson 3: Using Formulas**

Lesson Objectives  
 Using Formulas  
   Creating and Editing Formulas  
   Cell References  
   Mathematical Operators  
   Referencing Other Worksheets  
 Using Math and Statistical Functions  
   Using the SUM Function  
   Using Statistical Functions  
   Using the IF Function  
 Using Text Functions  
 Using Absolute and Relative Cell References  
   Using Absolute Cell References  
   Using Mixed Absolute and Relative Cell References  
 Displaying Formulas  
 Lesson Summary  
 Key Terms  
 Quiz Questions

**Lesson 4: Formatting the Worksheet**

Lesson Objectives  
 Formatting a Cell  
   Formatting Numbers and Decimal Digits  
 Changing Cell Alignment  
   Cell Alignment, Indenting, and Orientation  
   Wrapping Text  
   Merging Cells  
 Working with Fonts, Borders, and Colors  
   Changing Fonts and Sizes  
   Applying Cell Borders  
   Using Colors and Patterns  
 Using the Format Painter  
 Clearing Cell Contents and Formatting  
 Using Cell Styles

Conditional Formatting  
   Using the Rules Manager  
   Removing Conditional Formatting  
 Lesson Summary  
 Key Terms  
 Quiz Questions

**Lesson 5: Viewing and Printing Workbooks**

Lesson Objectives  
 Changing Worksheet Views  
   Creating and Arranging Worksheet Windows  
   Splitting Panes  
   Freezing Panes  
   Changing the Zoom  
 Printing and Previewing the Workbook  
   Changing the Workbook Views  
 Customizing the Page Layout  
   Setting Page Breaks  
   Adjusting Page Layout Options  
   Adding a Header or Footer  
   Setting Print Titles and Print Areas  
   Printing Selected Worksheets  
 Lesson Summary  
 Key Terms  
 Quiz Questions

**Lesson 6: Working with Charts**

Lesson Objectives  
 Creating a Basic Chart  
   Adding Alternative Text (Alt Text) to a Chart  
 Moving and Resizing Charts  
   Creating Chart Sheets  
 Changing Chart Types  
 Working with Pie Charts  
 Modifying the Chart Design and Location  
   Adding a New Data Series  
 Using Sparklines  
 Printing Charts  
 Using the Quick Analysis Tool  
 Lesson Summary  
 Key Terms  
 Quiz Questions

**Lesson 7: Organizing Data**

Lesson Objectives  
 Working with Named Ranges  
   Creating Named Ranges  
   Using Named Ranges  
   Modifying and Deleting Named Ranges

Go To a Cell or Named Range	
Using Tables	
Creating a Table	
Configuring Table Style Options	
Naming and Using Tables in Formulas	
Modifying Table Data	
Formatting Table Data	
Converting a Table to a Cell Range	
Sorting Data	
Sorting by Single-Level Data	
Sorting by Multi-Level Data	
Filtering Information	
Lesson Summary	
Key Terms	
Quiz Questions	
<b>Lesson 8: Using Data Tools</b>	
Lesson Objectives	
Customizing Excel	
Customizing the Quick Access Toolbar	
Finding and Replacing Data	
Finding Data	
Replacing Data	
Using Hyperlinks	
Inserting Hyperlinks	
Modifying and Deleting Hyperlinks	
Importing and Exporting Data	
Importing Data from External Text Files	
Importing Data from External CSV Files	
Exporting Excel Data as CSV	
Accessing Workbook Properties	
Using the Document Inspector	
Using the Accessibility Checker Tool	
Lesson Summary	
Key Terms	
Quiz Questions	
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