

Manipulate columns and rows
 Create and display simple formulas
 Use Spell Checker
 Preview and print a workbook
 Use the HELP features of Excel

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Format the worksheet to aid readability of the data
 Apply and modify various formatting styles
 Change alignment of cell contents
 Apply borders, background colors, and patterns to cells & worksheets
 Apply conditional formatting to a range of cells
 Use Print Setup options to prepare worksheet for printing
 Add headers & footers to printouts

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Examine the syntax of formulas and functions
 Copy & paste formulas and functions
 Work with relative and absolute cell addresses
 Use the Insert Function dialog box
 Use the Autofill to copy formulas and series
 Work with financial and logical functions

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Create Column, Line, & Pie charts
 Work with 3D charts
 Modify chart objects
 Embed charts in a worksheet
 Create Sparkline charts
 Edit the data source for the chart
 Create chart sheets

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Create an Excel data list (table) with appropriate headers
 Sort data in the list
 Filter data in the list using AutoFilters
 Insert subtotals and totals into a list

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Summarize a list using a pivot table
 Modify the pivot table layout

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Consolidate the data from multiple worksheets.
 Create a workbook based on a template.
 Create 3D cell references
 Create and edit Links to workbooks.
 Create hyperlinks in a workbook.
 Create custom templates
 Create a Web page

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Use IF functions
Use Lookup functions
Use Database functions
Create Criteria ranges for advanced filtering.

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Create a Word document
Format the document
Save and Print the document

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Link an Excel worksheet to a Word document.
Insert graphics or charts as an embedded object.
Update a linked object.
Modify an embedded object.

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Create a slide show
Add, move, and delete slides
Save PowerPoint file as a .pptx
Apply backgrounds and transitions to a slide show
Print slideshow
Print as outlines, handouts, and speaker notes.
Incorporate Excel charts or graphs into a slide show
Insert clipart where appropriate

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Define key database terms
Identify Access database objects.
Copy records from one Access database to another.

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Explore the guidelines for designing a database
Identify information and data to

Create calculated fields in a query
Use Aggregate Functions in a calculated field

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Use the form wizard to create a form
Preview/print a form
Modify data using a form
Create a Mainform and a Subform

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Use the report wizard to create a report
Insert graphics in a report
Use conditional formatting in a report

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Create a lookup field in a table
Use the IIF function to assign a conditional value
Set up an input mask property for a field in a table
Identify object dependencies
Define data validation rules

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Use more complex criteria for select queries
Create a parameter query
Create a cross-tab query
Create a find duplicate query
Create a find unmatched query
Create a top values query

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Create a custom form
Add combo boxes to a form
Manipulate controls on a form
Create a multi-page form
Add a sub-form to a form
Build calculated fields on a form
Add form headers & footers

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Create a custom report
Manipulate controls on a report
Build calculated fields in a report
Sort & Group data in a report
Create mailing labels

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Design a relational database
Create a relational database
Incorporate elements of Excel, Access, Word, and PowerPoint into a final project.
Adhere to specifications laid out in project directions

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