ACCESS 2007

Tested On Skill Check

Found in SkillSoft

Access 2007 Basic Skills		
File Management		
File Management	Open database	Getting Started w/ Access
	Start Access	Getting Started w/ Access Getting Started w/ Access
	Create a New Database	Getting Started w/ Access Getting Started w/ Access
	Close database	Getting Started w/ Access Getting Started w/ Access
	Exit Access	
		Getting Started w/ Access
	Rename database object	Getting Started w/ Access
	Delete database object	Getting Started w/ Access
	Copy database object	Getting Started w/ Access
	Importing data	Getting Started w/ Access
Forms	Create database with template	Getting Started w/ Access
Forms	Open form	Basic Access 2007 Forms
	Open form Save form	
	Move Control in a form	Basic Access 2007 Forms
		Basic Access 2007 Forms
	View Report	Basic Access 2007 Forms
	Print Report	Basic Access 2007 Forms
	Create report Manually	Basic Access 2007 Forms
Tables	Save Report	Basic Access 2007 Forms
rables	Table datasheet view	Basic Access 2007 Tables
		Basic Access 2007 Tables Basic Access 2007 Tables
	Creat New Table Manually	
	Delete field	Basic Access 2007 Tables
	Select record	Basic Access 2007 Tables
	Copy database object Delete record	Basic Access 2007 Tables
		Basic Access 2007 Tables
	Undo cell edit	Basic Access 2007 Tables
	Print Data Table	Basic Access 2007 Tables
	Table Design View	Basic Access 2007 Tables
	Select All	Basic Access 2007 Tables
	Cut data	Basic Access 2007 Tables
	Clear data	Basic Access 2007 Tables
	Paste data	Basic Access 2007 Tables
	Edit data	Basic Access 2007 Tables
	Undo current changes	Basic Access 2007 Tables
Tools and Automatic	Table - Data Entry	Basic Access 2007 Tables
Tools and Automation	Dibbons	Cotting Started w/ Aggss
	Ribbons	Getting Started w/ Access
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ACCESS 2007

Access 2007 Standard		
Beginning Level		
	Create database with Template	Getting Started w/ Access
	Creat New table Manually	Basic Access 2007 Tables
	Table Datasheet View	Basic Access 2007 Tables
	Table - Data Entry	Basic Access 2007 Tables
	Edit Data	Basic Access 2007 Tables
	Delete Record	Basic Access 2007 Tables
	View Report	Basic Access 2007 Queries and Reports
	Print Report	Basic Access 2007 Queries and Reports
	Save Report	Basic Access 2007 Queries and Reports
Importing Data		Getting Started w/ Access
	Rename Database Object	Getting Started w/ Access
Intermediate		
Data Type - Date		Basic Access 2007 Tables
	Date Format	Basic Access 2007 Tables
	Input Mask	Basic Access 2007 Tables
Find Data		Basic Access 2007 Tables
	Go to Last Record	Basic Access 2007 Tables
	Fonts	Getting Started w/ Access
	Create Sample Query w/ Wizard	Basic Access 2007 Queries and Reports
	Add Data Table to Query	Basic Access 2007 Queries and Reports
	Search Criteria	
	Run Query	Basic Access 2007 Queries and Reports
Create Split Form		Basic Access 2007 Forms
	Report - Margins	Basic Access 2007 Queries and Reports
	Repairing Database	
Advanced	.	D : A
	Primary Key	Basic Access 2007 Tables
	Lookup Fields	Basic Access 2007 Tables
	Sort Data Table	Basic Access 2007 Tables
	Filter Data Table	Basic Access 2007 Tables
	Display Form Design Controls	Basic Access 2007 Forms
	Form Toolbox - Text Box	Basic Access 2007 Forms
	Form Font	Basic Access 2007 Forms
	Properties - Data	Basic Access 2007 Tables
	Form - Data Entry	Basic Access 2007 Forms
	Filter Form	Basic Access 2007 Forms
	Report Calculation	Basic Access 2007 Queries and Reports
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Tested On Skill Check

Found in SkillSoft

Excel 2007 Basic Skills		
E.P.C.		
Editing	Clear Cells	Beginning Excel 2007: Manipulating and Formatting Data
	Copy Cells	Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Manipulating and Formatting Data
	Cut Cells	Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Manipulating and Formatting Data
	Delete Cells	Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Manipulating and Formatting Data
	Insert Cells	Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Manipulating and Formatting Data
	Insert Rows	Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Manipulating and Formatting Data
	Keyboard Navigation	Beginning Excel 2007: Manipulating and 1 offnatting Data Beginning Excel 2007: Getting Started With Excel 2007
	Paste Cells	Beginning Excel 2007: Getting Started With Excel 2007 Beginning Excel 2007: Manipulating and Formatting Data
	Redo	Beginning Excel 2007: Manipulating and 1 of matting Data Beginning Excel 2007: Getting Started With Excel 2007
	Select Column	Beginning Excel 2007: Getting Started With Excel 2007 Beginning Excel 2007: Manipulating and Formatting Data
	Select Worksheet	Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Manipulating and Formatting Data
	Undo	Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Getting Started With Excel 2007
File Management	l l	Degining Excel 2007: Getting Started With Excel 2007
The Management	Close Workbook	Beginning Excel 2007: Getting Started With Excel 2007
	Create New Workbook - Blank	Beginning Excel 2007: Getting Started With Excel 2007 Beginning Excel 2007: Getting Started With Excel 2007
	Exit Excel	Beginning Excel 2007: Getting Started With Excel 2007 Beginning Excel 2007: Getting Started With Excel 2007
	Help - Search	Beginning Excel 2007: Getting Started With Excel 2007
	Open Workbook	Beginning Excel 2007: Getting Started With Excel 2007 Beginning Excel 2007: Getting Started With Excel 2007
	Save Workbook	Beginning Excel 2007: Manipulating and Formatting Data
	Start Excel	Beginning Excel 2007: Getting Started With Excel 2007
Formatting	016.1 = 2.00.	Joginimity 27001 20011 Gottaning Granton vital 27001 2001
	Align Cell Contents	Beginning Excel 2007: Manipulating and Formatting Data
	AutoFit Column	Beginning Excel 2007: Manipulating and Formatting Data
	Bold Cell Contents	Beginning Excel 2007: Manipulating and Formatting Data
	Column Width	Beginning Excel 2007: Manipulating and Formatting Data
	Fonts	Beginning Excel 2007: Manipulating and Formatting Data
	Italicize Cell Contents	Beginning Excel 2007: Manipulating and Formatting Data
	Margins	Beginning Excel 2007: Manipulating and Formatting Data
	Paper Size	Beginning Excel 2007: Printing and Reviewing
	Underline Cell Contents	Beginning Excel 2007: Manipulating and Formatting Data
Printing		
	Print Preview	Beginning Excel 2007: Printing and Reviewing
	Print Workbook	Beginning Excel 2007: Printing and Reviewing
	Scale Worksheet	Beginning Excel 2007: Printing and Reviewing

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Excel 2007 Standard		
Beginning Level		
Degining Level	Cut Cells	Beginning Excel 2007: Manipulating and Formatting Data
	Paste Cells	Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Manipulating and Formatting Data
	Undo	Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Manipulating and Formatting Data
	Delete Cells	Beginning Excel 2007: Manipulating and Formatting Data
	Insert Row	Beginning Excel 2007: Manipulating and Formatting Data
	Save Workbook	Beginning Excel 2007: Manipulating and Formatting Data
	Align Cell Contents	Beginning Excel 2007: Manipulating and Formatting Data
	AutoFit Column	Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Manipulating and Formatting Data
	Select Column	Beginning Excel 2007: Manipulating and Formatting Data
	Font Size	Beginning Excel 2007: Manipulating and Formatting Data
	Margins	Beginning Excel 2007: Manipulating and Formatting Data
	Paper Size	Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Printing and Reviewing
	Scale Worksheet	Beginning Excel 2007: Printing and Reviewing Beginning Excel 2007: Printing and Reviewing
	Print Preview	Beginning Excel 2007: Frinting and Reviewing
	Print Workbook	Beginning Excel 2007: Printing and Reviewing Beginning Excel 2007: Printing and Reviewing
Intermediate Level	FIIII WORDOOK	Degining Excert 2007: Finding and Neviewing
intermediate Level	Create New Workhook - Template	Beginning Excel 2007: Getting Started With Excel
	Enter Number	Beginning Excel 2007: Getting Started With Excel
	Replace Text	Beginning Excel 2007: Getting Started With Excel
	Number Format - Currency	Beginning Excel 2007: Getting Started With Excel
	Hide Column	Beginning Excel 2007: Getting Started With Excel Beginning Excel 2007: Manipulating and Formatting Data
	Zoom	beginning Excel 2007: Manipulating and 1 officialing bata
	Range Name - Create	
	Function - Insert	Beginning Excel 2007: Formulas and Functions
	Function - Auto Sum	Beginning Excel 2007: Formulas and Functions
	Spell Check	Beginning Excel 2007: Getting Started With Excel
	Protect cells	Beginning Excel 2007: Getting Started With Excel Beginning Excel 2007: Formulas and Functions
	Rename Work Sheet	Beginning Excel 2007: Pornulas and Functions Beginning Excel 2007: Manipulating and Formatting Data
	Set Print Area	Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Printing and Reviewing
Advanced Level	Oct i lint Alea	Dogining Excel 2007. I finding and Neviewing
Advantoca Edvor	Borderlines	Beginning Excel 2007: Manipulating and Formatting Data
	Absolute Cell Address	Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Formulas and Functions
	Sort - Multilevel	Beginning Excel 2007: Formulas and Functions
	Function - Statistical	Beginning Excel 2007: Formulas and Functions
	AutoFilter - Select	Beginning Excel 2007: Formulas and Functions
	Chart - Create	Beginning Excel 2007: Formulas and Functions Beginning Excel 2007: Charts, Pictures, Themes and Styles
	Chart - Change Type	Beginning Excel 2007: Charts, Pictures, Themes and Styles Beginning Excel 2007: Charts, Pictures, Themes and Styles
	Tonari Onange Type	Degining Exect 2007. Orients, Flotures, Themes and Styles
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Tested On Skill Check

Found in SkillSoft

Clear Text Copy Text Beginning Word 2007: Working with Text and Paragraphs Cut Text Beginning Word 2007: Working with Text and Paragraphs Cut Text Beginning Word 2007: Working with Text and Paragraphs End of Document Beginning Word 2007: Working with Text and Paragraphs Move Text Beginning Word 2007: Working with Text and Paragraphs Next Word Beginning Word 2007: Working with Text and Paragraphs Paste Text Beginning Word 2007: Working with Text and Paragraphs Redo Beginning Word 2007: Getting Started with Word 2007 Select Document Beginning Word 2007: Working with Text and Paragraphs
Clear Text Copy Text Beginning Word 2007: Working with Text and Paragraphs Beginning Word 2007: Working with Text and Paragraphs Cut Text Beginning Word 2007: Working with Text and Paragraphs Beginning Word 2007: Working with Text and Paragraphs Beginning Word 2007: Working with Text and Paragraphs Next Word Beginning Word 2007: Working with Text and Paragraphs Paste Text Beginning Word 2007: Working with Text and Paragraphs Beginning Word 2007: Working with Text and Paragraphs Beginning Word 2007: Getting Started with Word 2007
Copy Text Cut Text Beginning Word 2007: Working with Text and Paragraphs Next Word Beginning Word 2007: Working with Text and Paragraphs Paste Text Beginning Word 2007: Working with Text and Paragraphs Beginning Word 2007: Getting Started with Word 2007
Cut Text End of Document Move Text Next Word Paste Text Redo Beginning Word 2007: Working with Text and Paragraphs Beginning Word 2007: Getting Started with Word 2007
End of Document Move Text Next Word Paste Text Redo Beginning Word 2007: Working with Text and Paragraphs Beginning Word 2007: Getting Started with Word 2007
Move Text Next Word Next Word Paste Text Redo Beginning Word 2007: Working with Text and Paragraphs Beginning Word 2007: Working with Text and Paragraphs Beginning Word 2007: Working with Text and Paragraphs Beginning Word 2007: Getting Started with Word 2007
Next Word Paste Text Redo Beginning Word 2007: Working with Text and Paragraphs Beginning Word 2007: Working with Text and Paragraphs Beginning Word 2007: Getting Started with Word 2007
Paste Text Beginning Word 2007: Working with Text and Paragraphs Redo Beginning Word 2007: Getting Started with Word 2007
Redo Beginning Word 2007: Getting Started with Word 2007
Boginning Word 2007: Working With Toxt and Faragraphic
Undo Beginning Word 2007: Getting Started with Word 2007
ile Management
Close Document Beginning Word 2007: Getting Started with Word 2007
Create New Document - Blank Beginning Word 2007: Getting Started with Word 2007
Create New Document - Template Beginning Word 2007: Printing, Help and Automated Formatting
Exit Word Beginning Word 2007: Getting Started with Word 2007
Help - Display Help Window Beginning Word 2007: Printing, Help and Automated Formatting
Open Document Beginning Word 2007: Structuring, Editing, Saving, and Opening Documents
Save Document Beginning Word 2007: Structuring, Editing, Saving, and Opening Documents
Start Word Beginning Word 2007: Getting Started with Word 2007
Formatting
Bold Text Beginning Word 2007: Getting Started with Word 2007
Fonts Beginning Word 2007: Getting Started with Word 2007
Justify Text Beginning Word 2007: Getting Started with Word 2007
Line Spacing Beginning Word 2007: Getting Started with Word 2007
Margins Beginning Word 2007: Working with Text and Paragraphs
Orientation Beginning Word 2007: Working with Text and Paragraphs
Paper Size Beginning Word 2007: Working with Text and Flangraphs Paper Size Beginning Word 2007: Printing, Help and Automated Formatting
Superscript Beginning Word 2007: Working with Text and Paragraphs
Tabs - Set Beginning Word 2007: Working with Text and Flat agraphs Beginning Word 2007: Printing, Help and Automated Formatting
Printing
Print Document Beginning Word 2007: Printing, Help and Automated Formatting
Print Preview Beginning Word 2007: Frinting, Help and Automated Formatting
Print Preview - One Page Beginning Word 2007: Printing, Help and Automated Formatting
Dogining Word 2007. Frinking, holp and Automation Circle ago

WORD 2007

Word 2007 Standard Test		
Deginning		
Beginning	Create New Document - Template	Beginning Word 2007: Printing, Help and Automated Formatting
	Open Document	Beginning Word 2007: Finding, Field Addonated Formatting Beginning Word 2007: Structuring, Editing, Saving, and Opening Documents
	Save Document	Beginning Word 2007: Structuring, Editing, Saving, and Opening Documents Beginning Word 2007: Structuring, Editing, Saving, and Opening Documents
	Help - Display Document	Beginning Word 2007: Ortidetaring, Editing, Gaving, and Opening Bodiments Beginning Word 2007: Printing, Help and Automated Formatting
	Copy Text	Beginning Word 2007: Working with Text and Paragraphs
	Paste Text	Beginning Word 2007: Working with Text and Paragraphs Beginning Word 2007: Working with Text and Paragraphs
	Undo	Beginning Word 2007: Working With Fox child Faring april
	Text - Format	Beginning Word 2007: Working with Text and Paragraphs
	Tabs - Set	Beginning Word 2007: Working with Text and Paragraphs
	Margins	Beginning Word 2007: Working with Text and Paragraphs
	Paper Size	Beginning Word 2007: Printing, Help and Automated Formatting
	Orientation	Beginning Word 2007: Working with Text and Paragraphs
	Print Preview	Beginning Word 2007: Working with Text and Paragraphs
	Print Document	Beginning Word 2007: Working with Text and Paragraphs
Imtermediate	The Dogwinson	2 og. ming 11 of a 2001 11 of ming 11 min 1 of a and 1 anagraphio
	Save As - Location	Beginning Word 2007: Structuring, Editing, Saving, and Opening Documents
	Find Text	Beginning Word 2007: Getting Started with Word 2007
	Go To	Beginning Word 2007: Getting Started with Word 2007
	Zoom	
	Line Spacing	Beginning Word 2007: Getting Started with Word 2007
	Page Break	Beginning Word 2007: Structuring, Editing, Saving, and Opening Documents
	Bullets - Change Type	Beginning Word 2007: Working with Documents
	Page Numbers	Beginning Word 2007: Working with Documents
	Picture - Insert	Beginning Word 2007: Working with Documents
	Table - Insert	Beginning Word 2007: Working with Documents
	Spell Check	Beginning Word 2007: Getting Started with Word 2007
Advanced		
	Symbols	Beginning Word 2007: Working with Documents
	Apply Theme	Beginning Word 2007: Working with Documents
	Columns	Beginning Word 2007: Working with Documents
	Style - Create	Beginning Word 2007: Working with Documents
	Table - Border	Beginning Word 2007: Working with Documents
	Track Changes	Beginning Word 2007: Working with Documents
	Protection	Beginning Word 2007: Working with Documents
	Merge - Create Form	Beginning Word 2007: Working with Documents
	Merge Edit Data	Beginning Word 2007: Working with Documents
	Print in Reverse	Beginning Word 2007: Printing, Help and Automated Formatting