

ACCESS 2007

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

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

EXCEL 2007

| <u>Excel 2007 Basic Skills</u> | <u>Tested On Skill Check</u> | <u>Found in SkillSoft</u> |
|--------------------------------|--|---|
| Editing | Clear Cells Copy Cells Cut Cells Delete Cells Insert Cells Insert Rows Keyboard Navigation Paste Cells Redo Select Column Select Worksheet Undo | Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Getting Started With Excel 2007 Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Getting Started With Excel 2007 Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Getting Started With Excel 2007 |
| File Management | Close Workbook Create New Workbook - Blank Exit Excel Help - Search Open Workbook Save Workbook Start Excel | Beginning Excel 2007: Getting Started With Excel 2007 Beginning Excel 2007: Getting Started With Excel 2007 Beginning Excel 2007: Getting Started With Excel 2007 Beginning Excel 2007: Getting Started With Excel 2007 Beginning Excel 2007: Getting Started With Excel 2007 Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Getting Started With Excel 2007 |
| Formatting | Align Cell Contents AutoFit Column Bold Cell Contents Column Width Fonts Italicize Cell Contents Margins Paper Size Underline Cell Contents | Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Manipulating and Formatting Data Beginning Excel 2007: Printing and Reviewing Beginning Excel 2007: Manipulating and Formatting Data |
| Printing | Print Preview Print Workbook Scale Worksheet | Beginning Excel 2007: Printing and Reviewing Beginning Excel 2007: Printing and Reviewing Beginning Excel 2007: Printing and Reviewing |

EXCEL 2007

Excel 2007 Standard

Beginning Level

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|---------------------|--|
| Cut Cells | Beginning Excel 2007: Manipulating and Formatting Data |
| Paste Cells | Beginning Excel 2007: Manipulating and Formatting Data |
| Undo | 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 |
| 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: Printing and Reviewing |
| Scale Worksheet | Beginning Excel 2007: Printing and Reviewing |
| Print Preview | Beginning Excel 2007: Printing and Reviewing |
| Print Workbook | Beginning Excel 2007: Printing and Reviewing |

Intermediate Level

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|--------------------------------|--|
| Create New Workbook - 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: Manipulating and Formatting Data |
| Zoom | |
| Range Name - Create | Beginning Excel 2007: Formulas and Functions |
| Function - Insert | Beginning Excel 2007: Formulas and Functions |
| Function - Auto Sum | Beginning Excel 2007: Getting Started With Excel |
| Spell Check | Beginning Excel 2007: Formulas and Functions |
| Protect cells | Beginning Excel 2007: Manipulating and Formatting Data |
| Rename Work Sheet | Beginning Excel 2007: Printing and Reviewing |
| Set Print Area | |

Advanced Level

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|------------------------|---|
| Borderlines | Beginning Excel 2007: Manipulating and Formatting Data |
| Absolute Cell Address | 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: Charts, Pictures, Themes and Styles |
| Chart - Change Type | Beginning Excel 2007: Charts, Pictures, Themes and Styles |

WORD 2007

| | <u>Tested On Skill Check</u> | <u>Found in SkillSoft</u> |
|-------------------------------|--|---|
| <u>Word 2007 Basic Skills</u> | | |
| Editing | Clear Text Copy Text Cut Text End of Document Move Text Next Word Paste Text Redo Select Document Undo | 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: Working with Text and Paragraphs 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: Working with Text and Paragraphs Beginning Word 2007: Getting Started with Word 2007 Beginning Word 2007: Working with Text and Paragraphs Beginning Word 2007: Getting Started with Word 2007 |
| File Management | Close Document Create New Document - Blank Create New Document - Template Exit Word Help - Display Help Window Open Document Save Document Start Word | Beginning Word 2007: Getting Started with Word 2007 Beginning Word 2007: Getting Started with Word 2007 Beginning Word 2007: Printing, Help and Automated Formatting Beginning Word 2007: Getting Started with Word 2007 Beginning Word 2007: Printing, Help and Automated Formatting Beginning Word 2007: Structuring, Editing, Saving, and Opening Documents Beginning Word 2007: Structuring, Editing, Saving, and Opening Documents Beginning Word 2007: Getting Started with Word 2007 |
| Formatting | Bold Text Fonts Justify Text Line Spacing Margins Orientation Paper Size Superscript Tabs - Set | Beginning Word 2007: Getting Started with Word 2007 Beginning Word 2007: Getting Started with Word 2007 Beginning Word 2007: Getting Started with Word 2007 Beginning Word 2007: Getting Started with Word 2007 Beginning Word 2007: Working with Text and Paragraphs Beginning Word 2007: Working with Text and Paragraphs Beginning Word 2007: Printing, Help and Automated Formatting Beginning Word 2007: Working with Text and Paragraphs Beginning Word 2007: Printing, Help and Automated Formatting |
| Printing | Print Document Print Preview Print Preview - One Page | Beginning Word 2007: Printing, Help and Automated Formatting Beginning Word 2007: Printing, Help and Automated Formatting Beginning Word 2007: Printing, Help and Automated Formatting |

WORD 2007

| <u>Word 2007 Standard Test</u> | | |
|--------------------------------|--|--|
| Beginning | Create New Document - Template Open Document Save Document Help - Display Document Copy Text Paste Text Undo Text - Format Tabs - Set Margins Paper Size Orientation Print Preview Print Document | Beginning Word 2007: Printing, Help and Automated Formatting Beginning Word 2007: Structuring, Editing, Saving, and Opening Documents Beginning Word 2007: Structuring, Editing, Saving, and Opening Documents Beginning Word 2007: Printing, Help and Automated Formatting Beginning Word 2007: Working with Text and Paragraphs Beginning Word 2007: Working with Text and Paragraphs Beginning Word 2007: Getting Started with Word 2007 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: Working with Text and Paragraphs Beginning Word 2007: Printing, Help and Automated Formatting Beginning Word 2007: Working with Text and Paragraphs Beginning Word 2007: Working with Text and Paragraphs Beginning Word 2007: Working with Text and Paragraphs |
| Intermediate | Save As - Location Find Text Go To Zoom Line Spacing Page Break Bullets - Change Type Page Numbers Picture - Insert Table - Insert Spell Check | Beginning Word 2007: Structuring, Editing, Saving, and Opening Documents Beginning Word 2007: Getting Started with Word 2007 Beginning Word 2007: Getting Started with Word 2007 Beginning Word 2007: Getting Started with Word 2007 Beginning Word 2007: Structuring, Editing, Saving, and Opening Documents Beginning Word 2007: Working with Documents Beginning Word 2007: Working with Documents Beginning Word 2007: Working with Documents Beginning Word 2007: Working with Documents Beginning Word 2007: Working with Documents Beginning Word 2007: Getting Started with Word 2007 |
| Advanced | Symbols Apply Theme Columns Style - Create Table - Border Track Changes Protection Merge - Create Form Merge Edit Data Print in Reverse | Beginning Word 2007: Working with Documents Beginning Word 2007: Working with Documents Beginning Word 2007: Working with Documents Beginning Word 2007: Working with Documents Beginning Word 2007: Working with Documents Beginning Word 2007: Working with Documents Beginning Word 2007: Working with Documents Beginning Word 2007: Working with Documents Beginning Word 2007: Working with Documents Beginning Word 2007: Working with Documents Beginning Word 2007: Printing, Help and Automated Formatting |