

MOS: Using Microsoft Office Word 2007 (Exam 77-601):

Skills Being Measured This exam measures your ability to accomplish the technical tasks listed below.

Creating and Customizing Documents

- Create and format documents.
- Lay out documents.
- Make documents and content easier to find.
- Personalize Office Word 2007.

Formatting Content

- Format text and paragraphs.
- Manipulate text.
- Control pagination.

Working with Visual Content

- Insert illustrations.
- Format illustrations.
- Format text graphically.
- Insert and modify text boxes.

Organizing Content

- Structure content by using Quick Parts.
- Use tables and lists to organize content.
- Modify tables.
- Insert and format references and captions.
- Merge documents and data sources.

Reviewing Documents

- Navigate documents.
- Compare and merge document versions.
- Manage tracked changes.
- Insert, modify, and delete comments.

Sharing and Securing Content

- Prepare documents for sharing.
- Control document access.
- Attach digital signatures.

MOS: Using Microsoft Office Excel 2007 (Exam 77-602):

Skills Being Measured This exam measures your ability to accomplish the technical tasks listed below.

Creating and Manipulating Data

- Insert data by using AutoFill.
- Ensure data integrity.
- Modify cell contents and formats.
- Change worksheet views.
- Manage worksheets.

Formatting Data and Content

- Format worksheets.
- Insert and modify rows and columns.
- Format cells and cell content.
- Format data as a table.

Creating and Modifying Formulas

- Reference data in formulas.
- Summarize data by using a formula.
- Summarize data by using subtotals.
- Conditionally summarize data by using a formula.
- Look up data by using a formula.
- Use conditional logic in a formula.
- Format or modify text by using formulas.
- Display and print formulas.

Presenting Data Visually

- Create and format charts.
- Modify charts.
- Apply conditional formatting.
- Insert and modify illustrations.
- Outline data.
- Sort and filter data.

Collaborating on and Securing Data

- Manage changes to workbooks.
- Protect and share workbooks.
- Prepare workbooks for distribution.
- Save workbooks.
- Set print options for printing data, worksheets, and workbooks.

MOS: Using Microsoft Office PowerPoint 2007 (Exam 77-603):

Skills Being Measured This exam measures your ability to accomplish the technical tasks listed below.

Creating and Formatting Presentations

- Create new presentations.
- Customize slide masters.
- Add elements to slide masters.
- Create and change presentation elements.
- Arrange slides.

Creating and Formatting Slide Content

- Insert and format text boxes.
- Manipulate text.
- Add and link existing content to presentations.
- Apply, customize, modify, and remove animations.

Working with Visual Content

- Create SmartArt diagrams.
- Modify SmartArt diagrams.
- Insert illustrations and shapes.
- Modify illustrations.
- Arrange illustrations and other content.
- Insert and modify charts.
- Insert and modify tables.

Collaborating on and Delivering Presentations

- Review presentations.
- Protect presentations.
- Secure and share presentations.
- Prepare printed materials.
- Prepare for and rehearse presentation delivery.

MOS: Using Microsoft Office Outlook 2007 (Exam 77-604):

Skills Being Measured This exam measures your ability to accomplish the technical tasks listed below.

Managing Messaging

- Create and send an e-mail message.
- Create and manage your signature and automated messages.
- Manage e-mail message attachments.
- Configure e-mail message sensitivity and importance settings.
- Configure e-mail message security settings.
- Configure e-mail message delivery options.
- View e-mail messages.

Managing Scheduling

- Create appointments, meetings, and events.
- Send meeting requests.
- Update, cancel, and respond to meeting requests.
- Customize calendar settings.
- Share your calendar with others.
- View other calendars.

Managing Tasks

- Create, modify, and mark tasks as complete.
- Accept, decline, assign, update, and respond to tasks.

Managing Contacts and Personal Contact Information

- Create and modify contacts.
- Edit and use an electronic business card.
- Create and modify distribution lists.
- Create a secondary address book.

Organizing Information

- Categorize Office Outlook 2007 items by color.
- Create and manage Office Outlook 2007 data files.
- Organize mail folders.
- Locate Office Outlook 2007 items by using Search.
- Create, modify, and remove rules to manage e-mail messages.
- Customize your Office Outlook 2007 experience.

MOS: Using Microsoft Office Access 2007 (Exam 77-605):

Skills Being Measured This exam measures your ability to accomplish the technical tasks listed below.

Structuring a Database

- Define data needs and types.
- Define and print table relationships.
- Add, set, change, or remove primary keys.
- Split databases.

Creating and Formatting Database Elements

- Create databases.
- Create tables.
- Modify tables.
- Create fields and modify field properties.
- Create forms.
- Create reports.
- Modify the design of reports and forms.

Entering and Modifying Data

- Enter, edit, and delete records.
- Navigate among records.
- Find and replace data.
- Attach documents to and detach from records.
- Import data.

Creating and Modifying Queries

- Create queries.
- Modify queries.

Presenting and Sharing Data

- Sort data.
- Filter data.
- Create and modify charts.
- Export data.
- Save database objects as other file types.
- Print database objects.

Managing and Maintaining Databases

- Perform routine database operations.

- Manage databases.