

What is the Microsoft Business Certification Program?

The Microsoft Business Certification Program enables candidates to show that they have something exceptional to offer—proven expertise in Microsoft Office programs. The two certification tracks allow candidates to choose how they want to exhibit their skills, either through validating skills within a specific Microsoft product or taking their knowledge to the next level and combining Microsoft programs to show that they can apply multiple skills sets to complete more complex office tasks. Recognized by businesses and schools around the world, over 3 million certifications have been obtained in over 100 different countries. The Microsoft Business Certification Program is the only Microsoft-approved certification program of its kind.

What is the Microsoft Certification Application Specialist Certification?



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The Microsoft Certified Application Specialist Certification exams focus on validating specific skill sets within each of the Microsoft® Office system programs. The candidate can choose which exam(s) they want to take according to which skills they want to validate. The available Application Specialist exams include:

- Using Microsoft® Windows Vista™
- Using Microsoft® Office Word 2007
- Using Microsoft® Office Excel® 2007
- Using Microsoft® Office PowerPoint® 2007
- Using Microsoft® Office Access 2007
- Using Microsoft® Office Outlook® 2007

What does the Microsoft Business Certification Vendor of Approved Courseware logo represent?



Microsoft
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The logo validates that the courseware has been approved by the Microsoft® Business Certification Vendor program: these courses cover objectives that will be included in the relevant exam. It also means that after utilizing this courseware, you may be prepared to pass the exams required to become a Microsoft Certified Application Specialist.

For more information:

To learn more about the Microsoft Certified Application Specialist exam, visit microsoft.com/learning/msbc. To learn about other Microsoft Certified Application Specialist approved courseware from Glencoe/McGraw-Hill, visit www.glencoe.com.

*The availability of Microsoft Certified Application exams varies by Microsoft Office program, program version and language. Visit www.microsoft.com/learning for exam availability.

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Microsoft Certified Application Specialist Standards

iCheck Express Microsoft Word 2007 covers the Microsoft Certified Application Specialist (MCAS) standards for Word. This chart provides an overview of the coverage of the MCAS standards in *iCheck Express Microsoft Word 2007*.

Microsoft Word 2007 Certified Application Specialist Standards		
Standard	Skill Sets and Skills	Text Correlation
1	Creating and Customizing Documents	
1.1	Create and format documents	42, 54, 83, 99, 173, 192-193, 230, 244-248, 252, 265, 294, 296, 299
1.2	Lay out documents	35, 69, 99, 100, 101, 133, 135, 176, 190, 276, 287
1.3	Make documents and content easier to find	111, 117, 118, 164, 172, 192, 225, 254, 261, 262, 266, 267
1.4	Personalize Office Word 2007	8, 29, 76, 80, 98, 165, 270
2	Formatting Content	
2.1	Format text and paragraphs	38-41, 42, 44, 47, 48, 51, 53, 98, 113, 114, 124, 205-206, 232, 236, 237
2.2	Manipulate text	70, 71, 72, 79, 81, 88, 89, 92, 94
2.3	Control pagination	103, 110, 112, 125, 127
3	Working with Visual Content	
3.1	Insert illustrations	143, 147, 148, 157, 159, 161, 294, 296
3.2	Format illustrations	144, 147, 148, 157, 211-212, 234, 235, 238, 294, 296
3.3	Format text graphically	150, 155, 205, 206, 213, 214, 215
3.4	Insert and modify text boxes	145, 146, 161
4	Organizing Content	
4.1	Structure content by using Quick Parts	85, 86, 92, 94, 224, 249, 250-251, 264, 298, 299
4.2	Use tables and lists to organize content	45, 46, 50, 152, 156, 158, 160, 161, 204, 205, 218, 219, 297
4.3	Modify tables	138, 139, 140, 141, 142, 152, 156, 158, 207-208, 220, 221, 222, 238
4.4	Insert and format references and captions	106, 107, 108, 114, 115, 116, 126, 130, 253, 255, 256, 257-258, 263, 294
4.5	Merge documents and data sources	77, 177, 178, 180, 181, 191, 193, 226-227, 228-229, 238
5	Reviewing Documents	
5.1	Navigate documents	19, 78, 79, 90, 92, 119, 125
5.2	Compare and merge document versions	169, 280, 290, 292, 293
5.3	Manage track changes	166, 167, 171, 187, 188, 271-272, 273, 274, 275, 287, 288
5.4	Insert, modify, and delete comments	167, 292, 293
6	Sharing and Securing Content	
6.1	Prepare documents for sharing	182, 271, 282, 283, 292
6.2	Control document access	243-244, 277, 278, 279, 281, 289, 293, 294, 297
6.3	Attach digital signatures	284, 299