

# Technical and Academic Standards

## Microsoft Certified Application Specialist Standards

Glencoe's *iCheck Series* covers the Microsoft Certified Application Specialist (MCAS) standards for Word 2007, Excel 2007, Access 2007, PowerPoint 2007, Outlook 2007, and Windows Vista. Advanced MCAS exercises are available at the Online Learning Center at [glencoe.com](http://glencoe.com). Because this program is designed specifically for secondary school students, standards are introduced, developed, and mastered.

WORD 2007 MCAS STANDARDS				
Microsoft Certified Application Specialist Standard		Textbook Correlation		
	Skill Sets and Skills	Introduced	Developed	Mastered
<b>1</b>	<b>CREATING AND CUSTOMIZING DOCUMENTS</b>			
1.1	Create and format documents	42, 54	83, 99	173, 189, 192, 193
1.2	Lay out documents	35, 69	99, 100, 101, 133, 135, 176,	190
1.3	Make documents and content easier to find	111, 117, 118	164, Adv. Word L1, L2	172, 192
1.4	Personalize Office Word 2007	8, 29	76, 80, Adv. Word L3	98, 165
<b>2</b>	<b>FORMATTING CONTENT</b>			
2.1	Format text and paragraphs	38, 41, 42, 48, 98	39, 40, 44, 47, 51, 53, 113, Adv. Word L1, L2	114, 124
2.2	Manipulate text	70, 79	71, 72, 81	88, 89, 92, 94
2.3	Control pagination	103, 110	112	125, 127
<b>3</b>	<b>WORKING WITH VISUAL CONTENT</b>			
3.1	Insert illustrations	143	147, 148	157, 159, 161
3.2	Format illustrations	144, 147	148, Adv. Word L1	157
3.3	Format text graphically	150	155	Adv. Word L1
3.4	Insert and modify text boxes	145	146	161
<b>4</b>	<b>ORGANIZING CONTENT</b>			
4.1	Structure content by using Quick Parts	85, 86	92, Adv. Word L2	94
4.2	Use tables and lists to organize content	45	46, 50, 152	156, 158, 160, 161
4.3	Modify tables	138, 139, 140	141, 142	152, 156, 158
4.4	Insert and format references and captions	106, 107, 108	114, 115, 116	126, 130
4.5	Merge documents and data sources	77, 177	178, 180, 181	191, 193
<b>5</b>	<b>REVIEWING DOCUMENTS</b>			
5.1	Navigate documents	19, 78, 79	90, 92	119, 125
5.2	Compare and merge document versions	169	Adv. Word L3	Adv. Word L3
5.3	Manage Track Changes	166, 167	171, Adv. Word L3	187, 188
5.4	Insert, modify, and delete comments	167	187, 188	193
<b>6</b>	<b>SHARING AND SECURING CONTENT</b>			
6.1	Prepare documents for sharing	182	Adv. Word L3	Adv. Word L3
6.2	Control document access	Adv. Word L3	Adv. Word L3	Adv. Word L3
6.3	Attach digital signatures	Adv. Word L3	Adv. Word L3	Adv. Word L3

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EXCEL 2007 MCAS STANDARDS				
Microsoft Certified Application Specialist Standards		Textbook Correlation		
	Skill Sets and Skills	Introduced	Developed	Mastered
<b>1</b>	<b>CREATING AND MANIPULATING DATA</b>			
1.1	Insert data using AutoFill	234, 238	259	
1.2	Ensure data integrity	Adv. Excel L1	Adv. Excel L1	Adv. Excel L1
1.3	Modify cell contents and formats	251, 252	Adv. Excel L1	Adv. Excel L1
1.4	Change worksheet views	212, 219, 221, 222	319, 320, 326	335
1.5	Manage worksheets	268, 270	317, 318	Adv. Excel L4
<b>2</b>	<b>FORMATTING DATA AND CONTENT</b>			
2.1	Format worksheets	267, 268, 269	275, Adv. Excel L3	277, 346
2.2	Insert and modify rows and columns	234, 235, 236, 237, 243, 248	254, 261, 262, 263, 264, 265	342, 344
2.3	Format cells and cell content	239, 247, 251, 252, 254, 300	259, 264, 265, 266, 278, 279	281, 344, 346
2.4	Format data as a table	254, 255, 257	260, 276	280, 342
<b>3</b>	<b>CREATING AND MODIFYING FORMULAS</b>			
3.1	Reference data in formulas	291, 292, 293	307, 309, 311, 312	345
3.2	Summarize data using a formula	215, 221, 223, 225	229, 244, 246, 248, 281, 298	306, 307, 309, 311, 312, 340, 341, 342
3.3	Summarize data using subtotals	Adv. Excel L1	Adv. Excel L1	Adv. Excel L1
3.4	Conditionally summarize data using a formula	Adv. Excel L2	Adv. Excel L2	Adv. Excel L2
3.5	Look up data using a formula	Adv. Excel L2	Adv. Excel L2	Adv. Excel L2
3.6	Use conditional logic in a formula	302, Adv. Excel L2	312, Adv. Excel L2	Adv. Excel L2
3.7	Format or modify text using formulas	Adv. Excel L2	Adv. Excel L2	Adv. Excel L2
3.8	Display and print formulas	Adv. Excel L2	Adv. Excel L2	Adv. Excel L2
<b>4</b>	<b>PRESENTING DATA VISUALLY</b>			
4.1	Create and format charts	294	308, 310, 311	347
4.2	Modify charts	295, 296	297, 308, Adv. Excel L3	310
4.3	Apply conditional formatting	Adv. Excel L3	Adv. Excel L3	Adv. Excel L3
4.4	Insert and modify illustrations	271	281, Adv. Excel L3	Adv. Excel L3
4.5	Outline data	Adv. Excel L1	Adv. Excel L1	Adv. Excel L1
4.6	Sort and filter data	284	285	347
<b>5</b>	<b>COLLABORATING AND SECURING DATA</b>			
5.1	Manage changes to workbooks	Adv. Excel L1, L4	Adv. Excel L4	Adv. Excel L4
5.2	Protect and share workbooks	Adv. Excel L4	Adv. Excel L4	Adv. Excel L4
5.3	Prepare workbooks for distribution	Adv. Excel L4	Adv. Excel L4	Adv. Excel L4
5.4	Save workbooks	321, 332	335, Adv. Excel L4	340
5.5	Set print options for printing data, worksheets, and workbooks	323–327	329, 330, 336, 337	339

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# Technical and Academic Standards

ACCESS 2007 MCAS STANDARDS				
Microsoft Certified Application Specialist Standards		Textbook Correlation		
	Skill Sets and Skills	Introduced	Developed	Mastered
<b>1</b>	<b>STRUCTURING DATABASES</b>			
1.1	Define data needs and types	393	394, Adv. Access L1	Adv. Access L1
1.2	Define and print table relationships	399, 401, 403	400, 402	424
1.3	Add, set, change, or remove primary keys	386	Adv. Access L1	Adv. Access L1
1.4	Split databases	367		
<b>2</b>	<b>CREATING AND FORMATTING DATABASE ELEMENTS</b>			
2.1	Create databases	382	384	534, 536
2.2	Create tables	385, 386	419, 424	534, 536, 538
2.3	Modify tables	385	387, 389, 391	393
2.4	Create fields and modify field properties	386, 389, 393, 394	396, 398	419, 424, 534, 536, 538
2.5	Create forms	430, 432, 433, 435, 436, 438	440, 463	466, 468, 469
2.6	Create reports	449, 451, 453, 455	459, 464, 465, 467, 469	513, 516, 539
2.7	Modify the design of reports and forms	442–445, 447	457	539
<b>3</b>	<b>ENTERING AND MODIFYING DATA</b>			
3.1	Enter, edit, and delete records	361, 379, 427	428	534, 536
3.2	Navigate among records	357	360	374
3.3	Find and replace data	429		
3.4	Attach documents to and detach documents from records	Adv. Access L1	Adv. Access L1	Adv. Access L1
3.5	Import data	472	474	475
<b>4</b>	<b>CREATING AND MODIFYING QUERIES</b>			
4.1	Create queries	404, 406, 408, 410, 412, 414	418, 420, 421, 422, 423	537
4.2	Modify queries	477, 478, 480, 482, 483	484, 501, 506	537, 538

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ACCESS 2007 MCAS STANDARDS				
Microsoft Certified Application Specialist Standards		Textbook Correlation		
	Skill Sets and Skills	Introduced	Developed	Mastered
<b>5</b>	<b>PRESENTING AND SHARING DATA</b>			
<b>5.1</b>	Sort data	485, 486	502, 503	537–539
<b>5.2</b>	Filter data	488, 490, 492,	493, 495	504, 507
<b>5.3</b>	Create and modify charts	511	512	533
<b>5.4</b>	Export data	496, 497, 498	505	507
<b>5.5</b>	Save database objects as other file types	523	Adv. Access L1	Adv. Access L1
<b>5.6</b>	Print database objects	365, 375, 378	513, 515, 516, 517	531, 534, 538, 539
<b>6</b>	<b>MANAGING AND MAINTAINING DATABASES</b>			
<b>6.1</b>	Perform routine database operations	355, 368, 370, 373	523, 524	528, 529
<b>6.2</b>	Manage databases	366	514, 518, 519, 521	522, 527, 528, 530, 532, 533

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# Technical and Academic Standards

POWERPOINT 2007 MCAS STANDARDS				
Microsoft Certified Application Specialist Standards		Textbook Correlation		
	Skill Sets and Skills	Introduced	Developed	Mastered
<b>1</b>	<b>CREATING AND FORMATTING PRESENTATIONS</b>			
1.1	Create new presentations	571, 636, 637	655, 672, 674	676, 677, 678, 694
1.2	Customize slide masters	623	625-626	632, 637
1.3	Add elements to slide masters	627, 628	632, Adv. PowerPoint L2	637
1.4	Create and change presentation elements	622, 633	634, 636, 637	674, 676
1.5	Arrange slides	549, 550	563, 565	567, 640
<b>2</b>	<b>CREATING AND FORMATTING SLIDE CONTENT</b>			
2.1	Insert and format text boxes	643-644	663	Adv. PowerPoint L1
2.2	Manipulate text	574, 575, 588, 594, 596, 600	605-610	635, 637, 678, 679
2.3	Add and link existing content to presentations	641, 642, 645, 646	649, 667	672, 673, 677, 678, 679
2.4	Apply, customize, modify, and remove animations	618, 620	600, 622	635, 679
<b>3</b>	<b>WORKING WITH VISUAL CONTENT</b>			
3.1	Create SmartArt diagrams	580	595, Adv. PowerPoint L2	599
3.2	Modify SmartArt diagrams	580, 582	595, Adv. PowerPoint L1	599
3.3	Insert illustrations and shapes	578, 586, 587	594, 597, 598, 599	637, 673, 674, 678
3.4	Modify illustrations	611, 612	615, 633, 635, 637	673, 677
3.5	Arrange illustrations and other content	611, 614, 615, 616	619, 635, 648	667, 670, 672, 673
3.6	Insert and modify charts	583, 585	597, 600	673, 674
3.7	Insert and modify tables	576, 577	598	600
<b>4</b>	<b>COLLABORATING ON AND DELIVERING PRESENTATIONS</b>			
4.1	Review presentations	591	596, 600	673, 674
4.2	Protect presentations	Adv. PowerPoint L2	Adv. PowerPoint L2	Adv. PowerPoint L2
4.3	Secure and share presentations	660, 663	664	669, 671, 672
4.4	Prepare printed materials	558, 559, 564	568, 628, 652	669, 670, 672, 676, 678, 679
4.5	Prepare for and rehearse presentation delivery	554, 555, 564, 567, 568	654, 655, 657, 658, 659, 661	668, 670-673, 679

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OUTLOOK 2007 MCAS STANDARDS				
Microsoft Certified Application Specialist Standards		Textbook Correlation		
	Skill Sets and Skills	Introduced	Developed	Mastered
<b>1</b>	<b>MANAGING MESSAGING</b>			
1.1	Create and send an e-mail message	Adv. Outlook L1	Adv. Outlook L4	Adv. Outlook L4
1.2	Create and manage your signature and automated messages	Adv. Outlook L1	Adv. Outlook L1	Adv. Outlook L1
1.3	Manage e-mail message attachments	Adv. Outlook L1	Adv. Outlook L1	Adv. Outlook L1
1.4	Configure e-mail message sensitivity and importance settings	Adv. Outlook L1	Adv. Outlook L1	Adv. Outlook L1
1.5	Configure e-mail message security settings	Adv. Outlook L1	Adv. Outlook L1	Adv. Outlook L1
1.6	Configure e-mail message delivery options	Adv. Outlook L1	Adv. Outlook L1	Adv. Outlook L1
1.7	View e-mail messages	Adv. Outlook L1	Adv. Outlook L1	Adv. Outlook L1
<b>2</b>	<b>MANAGING SCHEDULING</b>			
2.1	Create appointments, meetings, and events	Adv. Outlook L3	Adv. Outlook L3	Adv. Outlook L3
2.2	Send meeting requests	Adv. Outlook L3	Adv. Outlook L3	Adv. Outlook L3
2.3	Update, cancel, and respond to meeting requests	Adv. Outlook L3	Adv. Outlook L3	Adv. Outlook L3
2.4	Customize Calendar settings	Adv. Outlook L3	Adv. Outlook L3	Adv. Outlook L3
2.5	Share your Calendar with others	Adv. Outlook L3	Adv. Outlook L3	Adv. Outlook L3
2.6	View other Calendars	Adv. Outlook L3	Adv. Outlook L3	Adv. Outlook L3
<b>3</b>	<b>MANAGING TASKS</b>			
3.1	Create, modify, and mark tasks as complete	Adv. Outlook L3	Adv. Outlook L3	Adv. Outlook L3
3.2	Accept, decline, assign, update, and respond to tasks	Adv. Outlook L3	Adv. Outlook L3	Adv. Outlook L3
<b>4</b>	<b>MANAGING CONTACTS AND PERSONAL CONTACT INFORMATION</b>			
4.1	Create and modify contacts	Adv. Outlook L2	Adv. Outlook L2	Adv. Outlook L2
4.2	Edit and use an electronic business card	Adv. Outlook L2	Adv. Outlook L2	Adv. Outlook L2
4.3	Create and modify distribution lists	Adv. Outlook L2	Adv. Outlook L2	Adv. Outlook L2
4.4	Create a secondary address book	Adv. Outlook L2	Adv. Outlook L2	Adv. Outlook L2
<b>5</b>	<b>ORGANIZING INFORMATION</b>			
5.1	Categorize Outlook items by color	Adv. Outlook L4	Adv. Outlook L4	Adv. Outlook L4
5.2	Create and manage Outlook data files	Adv. Outlook L4	Adv. Outlook L4	Adv. Outlook L4
5.3	Organize mail folders	Adv. Outlook L4	Adv. Outlook L4	Adv. Outlook L4
5.4	Locate Outlook items by the search feature	Adv. Outlook L4	Adv. Outlook L4	Adv. Outlook L4
5.5	Create, modify, and remove rules to manage e-mail messages	Adv. Outlook L4	Adv. Outlook L4	Adv. Outlook L4
5.6	Customize your Outlook experience	Adv. Outlook L4	Adv. Outlook L4	Adv. Outlook L4

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WINDOWS VISTA MCAS STANDARDS				
Microsoft Certified Application Specialist Standards		Textbook Correlation		
	Skill Sets and Skills	Introduced	Developed	Mastered
<b>1</b>	<b>PROTECTING YOUR COMPUTER</b>			
1.1	Manage Windows Firewall	Adv. Vista L1	Adv. Vista L1	Adv. Vista L1
1.2	Manage malicious software (also called malware) protection	Adv. Vista L1	Adv. Vista L1	Adv. Vista L1
1.3	Configure Windows Update settings	Adv. Vista L1	Adv. Vista L1	Adv. Vista L1
1.4	Lock a computer	Adv. Vista L1	Adv. Vista L1	Adv. Vista L1
1.5	Manage Windows Internet Explorer security	Adv. Vista L1	Adv. Vista L1	Adv. Vista L1
1.6	Configure local user accounts	Adv. Vista L1	Adv. Vista L1	Adv. Vista L1
<b>2</b>	<b>MANAGING MOBILE AND REMOTE COMPUTING</b>			
2.1	Manage the computer power state	Adv. Vista L2	Adv. Vista L2	Adv. Vista L2
2.2	Manage network connections	Adv. Vista L2	Adv. Vista L2	Adv. Vista L2
2.3	Manage remote access to your computer	Adv. Vista L2	Adv. Vista L2	Adv. Vista L2
2.4	Connect to another computer	Adv. Vista L2	Adv. Vista L2	Adv. Vista L2
2.5	Access files stored in shared network folders when your computer is offline	Adv. Vista L2	Adv. Vista L2	Adv. Vista L2
<b>3</b>	<b>MANAGING SOFTWARE, DISKS, AND DEVICES</b>			
3.1	Manage software	Adv. Vista L3	Adv. Vista L3	Adv. Vista L3
3.2	Manage disks	Adv. Vista L3	Adv. Vista L3	Adv. Vista L3
3.3	Manage devices and drivers	Adv. Vista L3	Adv. Vista L3	Adv. Vista L3
3.4	Manage display settings	Adv. Vista L3	Adv. Vista L3	Adv. Vista L3
3.5	Configure multiple monitors	Adv. Vista L3	Adv. Vista L3	Adv. Vista L3
3.6	Install and configure a printer	Adv. Vista L3	Adv. Vista L3	Adv. Vista L3
<b>4</b>	<b>MANAGING FILES AND FOLDERS</b>			
4.1	Manage Windows Explorer settings	Adv. Vista L4	Adv. Vista L4	Adv. Vista L4
4.2	Manage and secure folders	Adv. Vista L4	Adv. Vista L4	Adv. Vista L4
4.3	Share folders	Adv. Vista L4	Adv. Vista L4	Adv. Vista L4
4.4	Search for files and folders	Adv. Vista L4	Adv. Vista L4	Adv. Vista L4
4.5	Organize files within folders	Adv. Vista L4	Adv. Vista L4	Adv. Vista L4
4.6	Manage files	Adv. Vista L4	Adv. Vista L4	Adv. Vista L4
4.7	Back up and restore files and folders	Adv. Vista L4	Adv. Vista L4	Adv. Vista L4

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	Skill Sets and Skills	Introduced	Developed	Mastered
<b>5</b>	<b>COLLABORATING WITH OTHER PEOPLE</b>			
<b>5.1</b>	Collaborate in real time	Adv. Vista L2	Adv. Vista L2	Adv. Vista L2
<b>5.2</b>	Present information to an audience	Adv. Vista L2	Adv. Vista L2	Adv. Vista L2
<b>6</b>	<b>CUSTOMIZING YOUR WINDOWS VISTA EXPERIENCE</b>			
<b>6.1</b>	Customize and modify the Start menu	Adv. Vista L5	Adv. Vista L5	Adv. Vista L5
<b>6.2</b>	Customize the taskbar	Adv. Vista L5	Adv. Vista L5	Adv. Vista L5
<b>6.3</b>	Personalize the appearance and sound of a computer	Adv. Vista L5	Adv. Vista L5	Adv. Vista L5
<b>6.4</b>	Manage the Windows Sidebar	Adv. Vista L5	Adv. Vista L5	Adv. Vista L5
<b>7</b>	<b>OPTIMIZING AND TROUBLESHOOTING YOUR COMPUTER</b>			
<b>7.1</b>	Increase processing speed	Adv. Vista L6	Adv. Vista L6	Adv. Vista L6
<b>7.2</b>	Locate troubleshooting information	Adv. Vista L6	Adv. Vista L6	Adv. Vista L6
<b>7.3</b>	Locate system information	Adv. Vista L6	Adv. Vista L6	Adv. Vista L6
<b>7.4</b>	Repair a network connection	Adv. Vista L6	Adv. Vista L6	Adv. Vista L6
<b>7.5</b>	Recover from software errors	Adv. Vista L6	Adv. Vista L6	Adv. Vista L6
<b>7.6</b>	Troubleshoot printing errors	Adv. Vista L6	Adv. Vista L6	Adv. Vista L6
<b>7.7</b>	Recover the operating system from a problem	Adv. Vista L6	Adv. Vista L6	Adv. Vista L6
<b>7.8</b>	Request and Manage Remote Assistance	Adv. Vista L6	Adv. Vista L6	Adv. Vista L6

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