

Microsoft® Office Excel® 2007 Step by Step

MCAS Exercise Map

The practice files necessary to complete these exercises are available from Courseware Library in the file **50041A-EN_SBSCW_Excel2007_PracticeFiles.zip**.

Exercises in the course study guide reference practice files installed on your computer and organized in chapter-specific folders. Practice files for this Step by Step Courseware Library instructor-led training are organized in module-specific folders. The following table indicates the location of the practice files for each exercise.

Page	Objective	Title	Location\Practice Files
36-40	1.1	Entering and Revising Data	Module01\Series.xlsx
132-134	1.2	Defining Valid Sets of Values for Ranges of Cells	Module01\Credit.xlsx
40-43	1.3	Moving Data Within a Workbook	Module01\2007Q1ShipmentsbyCategory.xlsx
26-32	1.4	Customizing the Excel 2007 Program Window	Module01\RouteVolume.xlsx Module01\ExceptionSummary.xlsx
18-21	1.5	Modifying Workbooks	Module01\ExceptionSummary.xlsx
96-102	2.1	Applying Workbook Themes and Table Styles	Module02\HourlyTracking.xlsx
21-25	2.2	Modifying Worksheets	Module02\RouteVolume.xlsx
86-91	2.3	Formatting Cells	Module02\VehicleMileSummary.xlsx
92-96	2.3	Defining Styles	Module02\HourlyExceptions.xlsx
102-107	2.3	Making Numbers Easier to Read	Module02\ExecutiveSearch.xlsx
320-325	2.3	Creating Hyperlinks	Module02\Hyperlink.xlsx Module02\LevelDescriptions.xlsx
52-55	2.4	Defining a Table	Module02\DriverSortTimes.xlsx
60-63	3.1	Naming Groups of Data	Module03\VehicleMiles.xlsx
64-70	3.1	Creating Formulas to Calculate Values	Module03\ITExpenses.xlsx
127-132	3.3	Manipulating List Data	Module03\ForFollowUp.xlsx
7-8	3.4	Summarizing Data Using New Functions	none
71-74	3.4	Summarizing Data that Meets Specific Conditions	Module03\PackagingCosts.xlsx
153-157	3.5	Looking Up Information in a Data List	Module03\ShipmentLog.xlsx
6-7	3.7	Creating Formulas More Easily by Using Formula AutoComplete	none

Page	Objective	Title	Location\Practice Files
238-244	4.1	Creating Charts	Module04\YearlyPackageVolume.xlsx
244-249	4.2	Customizing the Appearance of Charts	Module04\VolumeByCenter.xlsx
317-320	4.2	Working with Embedded Files	Module04\YearlyRevenueSummary.pptx Module04\RevenueByServiceLevel.xlsx
107-114	4.3	Changing the Appearance of Data Based on Its Value	Module04\Dashboard.xlsx
114-117	4.4	Adding Images to a Document	Module04\CallCenter.xlsx Module04\CallCenter.jpg
258-264	4.4	Creating Images by Using SmartArt	Module04\OrgChart.xlsx
147-152	4.5	Organizing Data into Levels	Module04\GroupByQuarter.xlsx
122-127	4.6	Limiting Data that Appears on Your Screen	Module04\PackageExceptions.xlsx
140-147	4.6	Sorting Data Lists	Module04\ShippingSummary.xlsx
333-336	5.1	Managing Comments	Module05\ProjectionsForComment.xlsx
336-339	5.1	Tracking and Managing Colleagues' Changes	Module05\ProjectionChangeTracking.xlsx
330-333	5.2	Sharing Data Lists	Module05\CostProjections.xlsx
340-345	5.2	Protecting Workbooks and Worksheets	Module05\SecureInfo.xlsx
14-17	5.3	Creating Workbooks	Module05\ExceptionSummary.xlsx
345-347	5.3	Authenticating Workbooks	Module05\ProjectionsSigned.xlsx
160-166	5.4	Using Data Lists as Templates for Other Lists	Module05\DailyCallSummary.xlsx
347-350	5.4	Saving Workbooks for the Web	Module05\ShipmentSummary.xlsx
268-272	5.5	Adding Headers and Footers to Printed Pages	Module05\RevenueByCustomer.xlsx
272-280	5.5	Preparing Worksheets for Printing	Module05\PickupsByHour.xlsx
283-289	5.5	Printing Parts of Data Lists	Module05\HourlyPickups.xlsx