



# Microsoft Business Certification

## Certification Exam Objectives

**Microsoft** | Learning



## Microsoft Certified Application Specialist objectives 600-605

**Exam 77-600:**

Windows Vista™ for the Business Worker

**Exam 77-601:**

Using Microsoft® Office Word 2007

**Exam 77-602:**

Using Microsoft® Office Excel® 2007

**Exam 77-603:**

Using Microsoft® Office PowerPoint® 2007

**Exam 77-604**

Using Microsoft® Office Outlook® 2007

**Exam 77-605:**

Using Microsoft® Office Access 2007

Exam 77-600:  
Windows Vista™  
for the Business Worker

- 1. Protecting Your Computer**
  - 1.1. Manage Windows Firewall.
  - 1.2. Manage malicious software (also called malware) protection.
  - 1.3. Configure Windows Update settings.
  - 1.4. Lock a computer.
  - 1.5. Manage Windows Internet Explorer security.
  - 1.6. Configure local user accounts.
- 2. Managing Mobile and Remote Computing**
  - 2.1. Manage the computer power state.
  - 2.2. Manage network connections.
  - 2.3. Manage remote access to your computer.
  - 2.4. Connect to another computer.
  - 2.5. Access files stored in shared network folders when your computer is offline.
- 3. Managing Software, Disks, and Devices**
  - 3.1. Manage software.
  - 3.2. Manage disks.
  - 3.3. Manage devices and drivers.
  - 3.4. Manage display settings.
  - 3.5. Configure multiple monitors.
  - 3.6. Install and configure a printer.
- 4. Managing Files and Folders**
  - 4.1. Manage Windows Explorer settings.
  - 4.2. Manage and secure folders.
  - 4.3. Share folders.
  - 4.4. Search for files and folders.
  - 4.5. Organize files within folders.
  - 4.6. Manage files.
  - 4.7. Back up and restore files and folders.
- 5. Collaborating with Other People**
  - 5.1. Collaborate in real time.
  - 5.2. Present information to an audience.
- 6. Customizing Your Windows Vista Experience**
  - 6.1. Customize and modify the Start menu.
  - 6.2. Customize the taskbar.
  - 6.3. Personalize the appearance and sound of a computer.
  - 6.4. Manage the Windows Sidebar.
- 7. Optimizing and Troubleshooting Your Computer**
  - 7.1. Increase processing speed.
  - 7.2. Locate troubleshooting information.
  - 7.3. Locate system information.
  - 7.4. Repair a network connection.
  - 7.5. Recover from software errors.
  - 7.6. Troubleshoot printing errors.
  - 7.7. Recover the operating system from a problem.
  - 7.8. Request and Manage Remote Assistance.

Exam 77-601:  
Using Microsoft® Office  
Word 2007

- 1. Creating and Customizing Documents**
  - 1.1. Create and format documents
  - 1.2. Lay out documents
  - 1.3. Make documents and content easier to find
  - 1.4. Personalize Office Word 2007.
- 2. Formatting Content**
  - 2.1. Format text and paragraphs
  - 2.2. Manipulate text
  - 2.3. Control pagination
- 3. Working with Visual Content**
  - 3.1. Insert illustrations
  - 3.2. Format illustrations
  - 3.3. Format text graphically
  - 3.4. Insert and modify text boxes
- 4. Organizing Content**
  - 4.1. Structure content by using Quick Parts
  - 4.2. Use tables and lists to organize content
  - 4.3. Modify tables
  - 4.4. Insert and format references and captions
  - 4.5. Merge documents and data sources
- 5. Reviewing Documents**
  - 5.1. Navigate documents.
  - 5.2. Compare and merge document versions
  - 5.3. Manage tracked changes
  - 5.4. Insert, modify, and delete comments
- 6. Sharing and Securing Content**
  - 6.1. Prepare documents for sharing
  - 6.2. Control document access
  - 6.3. Attach digital signatures

Exam 77-602:  
Using Microsoft® Office  
Excel® 2007

- 1. Creating and Manipulating Data**
  - 1.1. Insert data by using AutoFill
  - 1.2. Ensure data integrity
  - 1.3. Modify cell contents and formats
  - 1.4. Change Worksheet Views
  - 1.5. Manage worksheets
- 2. Formatting Data and Content**
  - 2.1. Format worksheets
  - 2.2. Insert and modify rows and columns
  - 2.3. Format cells and cell content
  - 2.4. Format data as a table
- 3. Creating and Modifying Formulas**
  - 3.1. Reference data in formulas
  - 3.2. Summarize data using a formula.
  - 3.3. Summarize data using subtotals.
  - 3.4. Conditionally summarize data by using a formula
  - 3.5. Look up data by using a formula.
  - 3.6. Use conditional logic in a formula.
  - 3.7. Format or modify text by using formulas.
  - 3.8. Display and print formulas.
- 4. Presenting Data Visually**
  - 4.1. Create and format charts
  - 4.2. Modify charts
  - 4.3. Apply conditional formatting
  - 4.4. Insert and modify illustrations
  - 4.5. Outline data
  - 4.6. Sort and filter data
- 5. Collaborating and Securing Data**
  - 5.1. Manage changes to workbooks
  - 5.2. Protect and share workbooks
  - 5.3. Prepare workbooks for distribution
  - 5.4. Save workbooks
  - 5.5. Set print options for printing data, worksheets, and workbooks

Exam 77-603:  
Using Microsoft® Office  
PowerPoint® 2007

**1. Creating and Formatting Presentations**

- 1.1. Create new presentations
- 1.2. Customize slide masters.
- 1.3. Add elements to slide masters
- 1.4. Create and change presentation elements
- 1.5. Arrange slides

**2. Creating and Formatting Slide Content**

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

**3. Working With Visual Content**

- 3.1. Create SmartArt diagrams
- 3.2. Modify SmartArt diagrams.
- 3.3. Insert illustrations and shapes.
- 3.4. Modify illustrations
- 3.5. Arrange illustrations and other content
- 3.6. Insert and modify charts
- 3.7. Insert and modify tables

**4. Collaborating on and Delivering Presentations**

- 4.1. Review presentations
- 4.2. Protect presentations.
- 4.3. Secure and Share Presentations
- 4.4. Prepare printed materials
- 4.5. Prepare for and rehearse presentation delivery

Exam 77-604:  
Using Microsoft® Office  
Outlook® 2007

**1. Managing Messaging**

- 1.1. Create and send an e-mail message
- 1.2. Create and manage your signature and automated messages
- 1.3. Manage e-mail message attachments
- 1.4. Configure e-mail message sensitivity and importance settings
- 1.5. Configure e-mail message security settings
- 1.6. Configure e-mail message delivery options
- 1.7. View e-mail messages

**2. Managing Scheduling**

- 2.1. Create appointments, meetings, and events
- 2.2. Send meeting requests
- 2.3. Update, cancel, and respond to meeting requests
- 2.4. Customize calendar settings
- 2.5. Share your Calendar with others
- 2.6. View other calendars

**3. Managing Tasks**

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

**4. Managing Contacts and Personal Contact Information**

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

**5. Organizing Information**

- 5.1. Categorize Office Outlook 2007 items by color
- 5.2. Create and manage Office Outlook 2007 data files
- 5.3. Organize mail folders
- 5.4. Locate Office Outlook 2007 items by using the search feature
- 5.5. Create, modify and remove rules to manage e-mail messages
- 5.6. Customize your Office Outlook 2007 Experience

Exam 77-605:  
Using Microsoft® Office  
Access 2007

- 1. Structuring a Database**
  - 1.1. Define data needs and types
  - 1.2. Define and print table relationships
  - 1.3. Add, set, change, or remove primary keys
  - 1.4. Split databases
- 2. Creating and Formatting Database Elements**
  - 2.1. Create databases
  - 2.2. Create tables
  - 2.3. Modify tables
  - 2.4. Create fields and modify field properties
  - 2.5. Create forms
  - 2.6. Create reports
  - 2.7. Modify the design of reports and forms
- 3. Entering and Modifying Data**
  - 3.1. Enter, edit, and delete records
  - 3.2. Navigate among records
  - 3.3. Find and replace data
  - 3.4. Attach documents to and detach from records
  - 3.5. Import data
- 4. Creating and modifying queries**
  - 4.1. Create queries
  - 4.2. Modify queries
- 5. Presenting and Sharing Data**
  - 5.1. Sort data
  - 5.2. Filter data
  - 5.3. Create and modify charts
  - 5.4. Export data
  - 5.5. Save database objects as other file types
  - 5.6. Print database objects
- 6. Managing and Maintaining Databases**
  - 6.1. Perform routine database operations
  - 6.2. Manage Databases



## Microsoft Certified Application Professional objectives 610-613

**Exam 77-610 Pro:**  
Organizational Support

**Exam 77-611 Pro:**  
Creating and Managing Presentations

**Exam 77-612 Pro:**  
Content Management and Collaboration

**Exam 77-613 Pro:**  
Budget Analysis and Forecasting

## Exam 77-610 Pro: Organizational Support

- 1. Managing a Microsoft Office SharePoint Server 2007 Team Site**
  - 1.1. Create and secure a team site.
  - 1.2. Modify an Office SharePoint Server 2007 site to meet team needs.
  - 1.3. Create document libraries for specific purposes.
  - 1.4. Create a central information dashboard for a project.
  - 1.5. Manage information stored on a team site.
  - 1.6. Communicate with team members.
  - 1.7. Automate file-management processes.
- 2. Managing Communication**
  - 2.1. Delegate Office Outlook 2007 permissions.
  - 2.2. Work with multiple mailboxes in Office Outlook 2007.
  - 2.3. Schedule an e-mail message for delivery at a specific time.
  - 2.4. Create, send, and track surveys by using e-mail messages.
  - 2.5. Use real-time communications.
  - 2.6. Send group communications.
- 3. Tracking, Maintaining, and Sharing Information**
  - 3.1. Create databases for specific purposes.
  - 3.2. Collect data and enter it into a database.
  - 3.3. Quickly locate specific information in a database.
  - 3.4. Share data stored in a database with other people.
- 4. Presenting Information**
  - 4.1. Determine the best program and format for presenting data.
  - 4.2. Comply with documentation standards.
  - 4.3. Create professional business graphics.
  - 4.4. Present information stored in a Office Excel 2007 worksheet.
- 5. Managing Digital Information**
  - 5.1. Make information available through Office SharePoint Server 2007.
  - 5.2. Make information available through Office Outlook 2007.
  - 5.3. Make information available on the network.
  - 5.4. Manage document retention.
  - 5.5. Manage information security.
  - 5.6. Find data and solutions.
- 6. Organizing and Facilitating Meetings**
  - 6.1. Create and modify meeting requests.
  - 6.2. Facilitate meetings by using an Office SharePoint Server 2007 site.
  - 6.3. Assign and track meeting-related tasks.
  - 6.4. Manage another person's calendar.

Exam 77-611 Pro:  
Creating and Managing  
Presentations

**1. Preparing the Presentation Collaboration Environment**

- 1.1. Design standard workflows
- 1.2. Create a standard collaboration environment
- 1.3. Find solutions

**2. Creating and Managing Elements for Re-Use in Presentations**

- 2.1. Determine whether to use a theme, master or template to implement standards
- 2.2. Create and manage themes
- 2.3. Create and modify presentation masters
- 2.4. Create and modify templates
- 2.5. Deploy a template

**3. Creating Effective Presentations**

- 3.1. Determine the best format for presenting data
- 3.2. Summarize and present information stored in an Microsoft Office Excel 2007 worksheet
- 3.3. Dynamically update content from an external data source
- 3.4. Simplify a complex Microsoft Office PowerPoint 2007 slide without changing the meaning
- 3.5. Create professional business graphics
- 3.6. Manage the metadata of a presentation

**4. Collaborating with Team Members**

- 4.1. Create a SharePoint site for a specific purpose
- 4.2. Create document libraries for specific purposes
- 4.3. Make digital information available through an Office SharePoint Server 2007 site
- 4.4. Manage documents stored on a Office SharePoint Server 2007 site
- 4.5. Reuse slides
- 4.6. Manage information security

**5. Finalizing, Distributing, and Delivering Presentations**

- 5.1. Initiate an approval or publishing workflow
- 5.2. Finalize a presentation
- 5.3. Publish a presentation
- 5.4. Deliver a presentation

**6. Archiving and Maintaining Presentations**

- 6.1. Update a presentation
- 6.2. Configure expiration rules
- 6.3. Restore a presentation

**7. Archiving and Maintaining Presentations**

- 7.1. Update a presentation
- 7.2. Configure expiration rules
- 7.3. Restore a presentation

Exam 77-612 Pro:  
Content Management  
and Collaboration

**1. Creating a Collaborative Environment**

- 1.1. Determine the appropriate collaboration technology and strategy for your organization.
- 1.2. Create an Office SharePoint Server 2007 site.
- 1.3. Modify the look and feel of an Office SharePoint Server 2007 site.
- 1.4. Create and manage public folders.
- 1.5. Make information available on the network.

**2. Configuring SharePoint Site Structures and Processes**

- 2.1. Add a Web Part.
- 2.2. Hide or remove a Web Part.
- 2.3. Re-use a Web Part.
- 2.4. Configure a Web Part.
- 2.5. Manage SharePoint site content types.
- 2.6. Manage metadata for content stored on an Office SharePoint Server 2007 site.
- 2.7. Automate file-management processes.
- 2.8. Create and manage SharePoint site templates.

**3. Administering an Office SharePoint Server 2007 Site**

- 3.1. Manage access to sites and content.
- 3.2. Manage communications with SharePoint site members.
- 3.3. Manage documents within an Office SharePoint Server 2007 site.
- 3.4. Recover, restore, and undo deleted items.
- 3.5. Track site metrics.
- 3.6. Schedule Content Disposition.

**4. Facilitating Content Creation**

- 4.1. Manage document templates.
- 4.2. Create and manage themes.
- 4.3. Create and manage custom building blocks.

**5. Facilitating Collaboration**

- 5.1. Create a visual report displaying aggregated data.
- 5.2. Create libraries and lists for specific purposes.
- 5.3. Create custom views of SharePoint site content.
- 5.4. Connect to site content by using Microsoft Office Outlook 2007.
- 5.5. Collaborate in real time.

Exam 77-613 Pro:  
Budget Analysis and Forecasting

**1. Obtaining and Managing Data**

- 1.1. Create a data input form to automate data collection.
- 1.2. Create a Microsoft Office Excel 2007 template for data input.
- 1.3. Connect to the data source.
- 1.4. Automate file-management processes.
- 1.5. Quickly locate specific information in a database.
- 1.6. Import and export data.
- 1.7. Validate data.
- 1.8. Schedule content disposition.

**2. Securing Information**

- 2.1. Manage access to SharePoint sites and content.
- 2.2. Manage the security of Microsoft Office documents.
- 2.3. Manage database security.
- 2.4. Communicate securely.

**3. Managing Collaboration**

- 3.1. Administer an Office SharePoint Server 2007 collaboration environment.
- 3.2. Manage information stored in an Office SharePoint Server 2007 site.
- 3.3. Distribute deliverables to other people.
- 3.4. Publish a document.

**4. Manipulating and Analyzing Data**

- 4.1. Sort and filter data.
- 4.2. Create and use named ranges in an Office Excel 2007 workbook.
- 4.3. Troubleshoot formulas in an Office Excel 2007 workbook.
- 4.4. Summarize and model data by using PivotTables.
- 4.5. Calculate business metrics.
- 4.6. Create a budget status report.
- 4.7. Calculate the historical return on investment (ROI).
- 4.8. Forecast the return on investment (ROI).

**5. Reporting and Presenting Data**

- 5.1. Create and modify an Office Access 2007 report.
- 5.2. Create a visual representation of data in Office Excel 2007.
- 5.3. Display dynamically updated content on an Office SharePoint Server 2007 site.
- 5.4. Display dynamically updated business indicators in a Dashboard report.
- 5.5. Develop presentation resources for re-use.
- 5.6. Share data stored in a database with other people.

