

## Preparation Guide for BJ 38

<b>BJ 38: Support for Microsoft Excel</b>		
<b>Element</b>	<b>How Will You Be Evaluated?</b>	<b>How To Prepare Yourself?</b>
BJ38-1: Create, edit, format and manage workbooks	'Hands-on' exercises to demonstrate proficiency of this skill	<ul style="list-style-type: none"> <li>• <a href="#">Up to Speed with MS Excel 2007</a></li> <li>• <a href="#">Create your first workbook</a></li> <li>• <a href="#">Worksheet background</a></li> <li>• Refer to Seminar materials</li> </ul>
BJ 38-2: Work with data (enter and format data, sort, filter, subtotal and summarize data, create, edit, format and manage graphical objects and shapes, such as pictures, graphics, smart art objects, charts, etc).	Hands-on exercises to demonstrate proficiency of this skill	<ul style="list-style-type: none"> <li>• <a href="#">Columns and Rows</a></li> <li>• <a href="#">Enter data</a></li> <li>• <a href="#">Quick ways to enter data</a></li> <li>• <a href="#">Insert a Picture or ClipArt</a></li> <li>• <a href="#">Create a Chart</a></li> <li>• Refer to Seminar materials</li> </ul>
BJ 38-3: Use formulas	Hands-on' exercises to demonstrate proficiency of this skill	<ul style="list-style-type: none"> <li>• <a href="#">Enter formulas</a></li> <li>• <a href="#">Absolute and relative cell references</a></li> <li>• <a href="#">Using Dates in Formulas</a></li> <li>• <a href="#">Excel Functions (the list)</a></li> <li>• Refer to Seminar materials</li> </ul>
BJ 38-4: Share workbooks in group collaboration	Hands-on' exercises to demonstrate proficiency of this skill	<ul style="list-style-type: none"> <li>• <a href="#">Sharing and collaborating on Excel data</a></li> <li>• <a href="#">Track Changes in Excel shares workbooks</a></li> <li>• <a href="#">Merge copies of shared workbooks</a></li> <li>• Refer to Seminar materials</li> </ul>
BJ 38-5: Provide technical support to Excel users	Provide written procedure in response to users' requests for solutions.	<ul style="list-style-type: none"> <li>• <a href="#">Microsoft Office 2007 Help Tab</a></li> <li>• <a href="#">Excel 2007 features that are not supported in earlier versions of Excel</a></li> <li>• <a href="#">Support for Excel 2010 and Excel 2007 (Solution Center)</a></li> <li>• <a href="#">Check Excel 2007 Discussion forums</a></li> <li>• Refer to Seminar materials</li> </ul>