

Excel 2010

Skills Being Measured This exam measures your ability to accomplish the technical tasks listed below. The percentages indicate the relative weight of each major topic area on the exam. The higher the percentage, the more questions you are likely to see on that content area on the exam.

The information after "This objective may include but is not limited to" is intended to further define or scope the objective by describing the types of skills and topics that may be tested for the objective. However, it is not an exhaustive list of skills and topics that could be included on the exam for a given skill area. You may be tested on other skills and topics related to the objective that are not explicitly listed here.

Managing the Worksheet Environment

- Navigate through a worksheet.
 - This objective may include but is not limited to: Hot keys, name box
- Print a worksheet or workbook.
 - This objective may include but is not limited to: printing only selected worksheets, printing an entire workbook, constructing headers and footers, and applying printing options (scale, print titles, page setup, print area, gridlines)
- Personalize environment by using Backstage.
 - This objective may include but is not limited to: Manipulate the Quick Access Toolbar, manipulate the ribbon tabs and groups, manipulate Excel default settings, import data to Excel, import data from Excel, demonstrate how to manipulate workbook properties, manipulate workbook files and folders. apply different name and file formats for different uses by using save and save as features

Creating Cell Data

- Construct cell data.
 - This objective may include but is not limited to: using paste special (formats, formulas, values, preview icons, transpose rows and columns, operations, comments, validation, paste as a link), and cutting, moving, and select cell data
- Apply AutoFill.
 - This objective may include but is not limited to: Copy data using AutoFill, fill series using AutoFill, copy or preserve cell format with AutoFill, select from drop-down list
- Apply and manipulate hyperlinks.
 - This objective may include but is not limited to: Create a hyperlink in a cell, modify hyperlinks, modify hyperlinked-cell attributes, remove a hyperlink

Formatting Cells and Worksheets

- Apply and modify cell formats.
 - This objective may include but is not limited to: aligning cell content, applying a number format, wrapping text in a cell, and using Format Painter
- Merge or split cells.
 - This objective may include but is not limited to: using Merge & Center, Merge Across, Merge cells, and Unmerge Cells
- Create row and column titles.
 - This objective may include but is not limited to: Print row and column headings, print rows to repeat with titles, print columns to repeat with titles, configure titles to print only on odd or even pages, configure titles to skip the first worksheet page
- Hide and unhide rows and columns.
 - This objective may include but is not limited to: Hide a column, unhide a column, hide a series of

columns, hide a row, unhide a row, hide a series of rows

- Manipulate Page Setup options for worksheets.
 - This objective may include but is not limited to: Configure page orientation, manage page scaling, configure page margins, change header and footer size
- Create and apply cell styles.
 - This objective may include but is not limited to: Apply cell styles, construct new cell styles

Managing Worksheets and Workbooks

- Create and format worksheets.
 - This objective may include but is not limited to: Insert worksheets, delete worksheets, copy, reposition, copy and move, rename, grouping, apply coloring to worksheet tabs, hiding worksheet tabs, unhiding worksheet tabs
- Manipulate window views.
 - This objective may include but is not limited to: splitting window views, arranging window views, and opening a new window with contents from the current worksheet
- Manipulate workbook views.
 - This objective may include but is not limited to: using Normal, Page Layout, and Page Break workbook views, and creating custom views

Applying Formulas and Functions

- Create formulas.
 - This objective may include but is not limited to: Use basic operators, revise formulas
- Enforce precedence.
 - This objective may include but is not limited to: Order of evaluation, precedence using parentheses, precedence of operators for percent vs. exponentiation
- Apply cell references in formulas.
 - This objective may include but is not limited to: Relative, absolute
- Apply conditional logic in a formula.
 - This objective may include but is not limited to: Create a formula with values that match your conditions, edit defined conditions in a formula, use a series of conditional logic values in a formula
- Apply named ranges in formulas.
 - This objective may include but is not limited to: Define, edit and rename a named range
- Apply cell ranges in formulas.
 - This objective may include but is not limited to: Enter a cell range definition in the formula bar, define a cell range using the mouse, define a cell range using a keyboard shortcut

Presenting Data Visually

- Create charts based on worksheet data.
- Apply and manipulate illustrations.
 - This objective may include but is not limited to: Clip Art, SmartArt, shapes, screenshots
- Create and modify images by using the Image Editor.
 - This objective may include but is not limited to: making corrections to an image (sharpen or soften an image, changing brightness and contrast), using picture color tools, and changing artistic effects on an image
- Apply Sparklines.
 - This objective may include but is not limited to: using Line, Column, and Win/Loss chart types, creating a Sparkline chart, customizing a Sparkline, formatting a Sparkline, and showing or hiding data

markers

Sharing worksheet data with other users

- Share spreadsheets by using Backstage.
 - This objective may include but is not limited to: sending a worksheet via E-mail or Skydrive, changing the file type to a different version of Excel, and saving as PDF or XPS
- Manage comments.
 - This objective may include but is not limited to: inserting, viewing, editing, and deleting comments

Analyzing and Organizing Data

- Filter data.
 - This objective may include but is not limited to: Define, apply, remove, search, filter lists using AutoFilter
- Sort data.
 - This objective may include but is not limited to: using sort options (values, font color, cell color)
- Apply conditional formatting.
 - This objective may include but is not limited to: Apply conditional formatting to cells, use the Rule Manager to Apply Conditional Formats, use the IF Function and Apply Conditional Formatting, icon sets, data bars, clear rules