

## Excel 2010 Expert

**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.

### Sharing and Maintaining Workbooks

- Apply workbook settings, properties, and data options.
  - This objective may include but is not limited to: setting advanced properties, saving a workbook as a template, and importing and exporting XML data
- Apply protection and sharing properties to workbooks and worksheets.
  - This objective may include but is not limited to: protecting the current sheet, protecting the workbook structure, restricting permissions, and requiring a password to open a workbook
- Maintain shared workbooks.
  - This objective may include but is not limited to: merging workbooks and setting Track Changes options

### Applying Formulas and Functions

- Audit formulas.
  - This objective may include but is not limited to: tracing formula precedents, dependents, and errors, locating invalid data or formulas, and correcting errors in formulas
- Manipulate formula options.
  - This objective may include but is not limited to: setting iterative calculation options and enabling or disabling automatic workbook calculation
- Perform data summary tasks.
  - This objective may include but is not limited to: using an array formula and using a SUMIFS function
- Apply functions in formulas.
  - This objective may include but is not limited to: finding and correcting errors in functions, applying arrays to functions, and using Statistical, Date and Time, Financial, Text, and Cube functions

### Presenting Data Visually

- Apply advanced chart features.
  - This objective may include but is not limited to: using Trend lines, Dual axes, chart templates, and Sparklines
- Apply data analysis.
  - This objective may include but is not limited to: using automated analysis tools and performing What-If analysis
- Apply and manipulate PivotTables.
  - This objective may include but is not limited to: manipulating PivotTable data and using the slicer to filter and segment your PivotTable data in multiple layers
- Apply and manipulate PivotCharts.
  - This objective may include but is not limited to: creating, manipulating, and analyzing PivotChart data
- Demonstrate how to use the slicer.

- This objective may include but is not limited to: choosing data sets from external data connections

### **Working with Macros and Forms**

- Create and manipulate macros.
  - This objective may include but is not limited to: running a macro, running a macro when a workbook is opened, running a macro when a button is clicked, recording an action macro, assigning a macro to a command button, creating a custom macro button on the Quick Access Toolbar, and applying modifications to a macro
- Insert and manipulate form controls.
  - This objective may include but is not limited to: inserting form controls and setting form properties