

# Excel 2010 Core Items

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## Objective Domain

### 1—Managing the Worksheet Environment

- 1.1—Navigate through a worksheet
- 1.2—Print a worksheet or workbook
- 1.3—Personalize environment by using Backstage

### 2—Creating Cell Data

- 2.1—Construct cell data
- 2.2—Apply AutoFill
- 2.3—Apply and manipulate hyperlinks

### 3—Formatting Cells and Worksheets

- 3.1—Apply and modify cell formats
- 3.2—Merge or split cells
- 3.3—Create row and column titles
- 3.4—Hide and unhide rows and columns
- 3.5—Manipulate Page Setup options for worksheets
- 3.6—Create and apply cell styles

### 4—Managing Worksheets and Workbooks

- 4.1—Create and format worksheets
- 4.2—Manipulate window views
- 4.3—Manipulate workbook views

## **5—Applying Formulas and Functions**

5.1—Create

formulas 5.2—

Enforce precedence

5.3—Apply cell references in formulas

5.4—Apply conditional logic in a formula

(<,>,-) 5.5—Apply named ranges in

formulas 5.6—Apply cell ranges in

formulas

## **6—Presenting Data Visually**

6.1—Create charts based on

worksheet data 6.2—Apply and

manipulate illustrations

6.3—Create and modify images by using the Image

Editor 6.4—Apply Sparklines

## **7—Sharing worksheet data with other users**

7.1—Share spreadsheets by using Backstage

7.2—Manage comments

## **8—Analyzing and Organizing Data**

8.1—Filter data

8.2—Sort data

8.3—Apply conditional formatting