<u>Exam 77-882</u>   Excel 2010

<u>Skills Measured</u>

Managing the worksheet environment
- Navigate through a worksheet
  - Hot keys, name box
- Print a worksheet or workbook
  - Printing only selected worksheets; printing an entire workbook; constructing headers and footers; applying printing options (scale, print titles, page setup, print area, gridlines)
- Personalize environment by using Backstage
  - Manipulating the Quick Access toolbar; manipulating the ribbon tabs and groups; manipulating Excel default settings; importing data to Excel; importing data from Excel; demonstrating how to manipulate workbook properties; manipulating workbook files and folders; applying different name and file formats for different uses by using Save and Save As features.

Creating cell data
- Construct cell data
  - Using paste special (formats, formulas, values, preview icons, transpose rows and columns, operations, comments, validation, paste as a link); cutting, moving, and selecting cell data
- Apply AutoFill
  - Copying data using AutoFill; filling series using AutoFill; copying or preserving cell format with AutoFill; selecting from drop-down list
- Apply and manipulate hyperlinks
  - Creating a hyperlink in a cell; modifying hyperlinks; modifying hyperlinked-cell attributes; removing a hyperlink

Formatting cells and worksheets
- Apply and modify cell formats
  - Aligning cell content; applying a number format; wrapping text in a cell; using Format Painter
- Merge or split cells
  - Using Merge & Center, Merge Across, Merge Cells, and Unmerge Cells
- Create row and column titles
  - Printing row and column headings; printing rows to repeat with titles; printing columns to repeat with titles; configuring titles to print only on odd or even pages; configuring titles to skip the first worksheet page

- Hide and unhide rows and columns
  - Hiding a column; unhiding a column; hiding a series of columns; hiding a row; unhiding a row; hiding a series of rows
- Manipulate page setup options for worksheets
  - Configuring page orientation; managing page scaling; configuring page margins; changing header and footer size
- Create and apply cell styles
  - Applying cell styles; constructing new cell styles

Managing worksheets and workbooks
- Create and format worksheets
  - Inserting worksheets; deleting worksheets; copying, repositioning, copying and moving, renaming, grouping; applying coloring to worksheet tabs; hiding worksheet tabs; unhiding worksheet tabs
- Manipulate window views
  - Splitting window views; arranging window views; opening a new window with contents from the current worksheet
- Manipulate workbook views
  - Using Normal, Page Layout, and Page Break workbook views; creating custom views

Applying formulas and functions
- Create formulas
  - Using basic operators; revising formulas
- Enforce precedence
  - Order of evaluation, precedence using parentheses, precedence of operators for percent vs. exponentiation
- Apply cell references in formulas
  - Relative, absolute
- Apply conditional logic in a formula
  - Creating a formula with values that match your conditions; editing defined conditions in a formula; using a series of conditional logic values in a formula
- Apply named ranges in formulas
  - Defining, editing, and renaming a named range
- Apply cell ranges in formulas
  - Entering a cell range definition in the formula bar; defining a cell range using the mouse; defining a cell range using a keyboard shortcut

Presenting data visually
- Create charts based on worksheet data

- Apply and manipulate illustrations
    - Clip Art, SmartArt, shapes, screenshots
- Create and modify images by using the Image Editor
    - Making corrections to an image (sharpening or softening an image, changing brightness and contrast); using picture color tools; changing artistic effects on an image
- Apply Sparklines
    - Using Line, Column, and Win/Loss chart types; creating a Sparkline chart; customizing a Sparkline; formatting a Sparkline; showing or hiding data markers

Sharing worksheet data with other users
- Share spreadsheets by using Backstage
    - Sending a worksheet via email or OneDrive; changing the file type to a different version of Excel; saving as PDF or XPS
- Manage comments
    - Inserting, viewing, editing, and deleting comments

Analyzing and organizing data
- Filter data
    - Defining, applying, removing, searching, filtering lists using AutoFilter
- Sort data
    - Using sort options (values, font color, cell color)
- Apply conditional formatting
    - Applying conditional formatting to cells; using the Rule Manager to apply conditional formats; using the IF Function and Apply Conditional Formatting, icon sets, data bars, clear rules