

Exam 77-602: MOS: Using Microsoft Office Excel 2007 – Skills Measured

Audience Profile

Candidates for this exam should have the equivalent of six months to one year of hands-on experience creating business deliverables with Microsoft Office Excel 2007 and might have experience with previous versions of Office Excel. These candidates are especially effective and efficient at creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data.

Skills Measured

NOTE: The bullets that appear below each of the skills measured are intended to illustrate how we are assessing that skill. This list is not definitive or exhaustive.

NOTE: In most cases, exams do NOT cover preview features, and some features will only be added to an exam when they are GA (General Availability).

Create and manipulate data

- insert data by using AutoFill, ensure data integrity, modify cell contents and formats, change worksheet views, manage worksheets

Format data and content

- format worksheets, insert and modify rows and columns, format cells and cell content, format data as a table

Create and modify formulas

- reference data in formulas, summarize data by using a formula, summarize data by using subtotals, conditionally summarize data by using a formula, look up data by using a formula, use conditional logic in a formula, format or modify text by using formulas, display and print formulas

Present data visually

- create and format charts, modify charts, apply conditional formatting, insert and modify illustrations, outline data, sort and filter data

Collaborate on and secure data

- manage changes to workbooks, protect and share workbooks, prepare workbooks for distribution, save workbooks, set print options for printing data, worksheets, and workbooks