

Exam 77-888: Excel 2010 Expert – Skills Measured

Audience Profile

Expert-level Microsoft Office Excel 2010 users are able to efficiently and confidently use Excel 2010 software at the feature and functionality levels. Expert users are proficient with advanced formulas, functions, and data analysis tools. Expert users can manipulate data for analysis, presentation, and collaboration. In addition, expert users can manipulate Excel options to customize their environment to meet varying needs and enhance their productivity.

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).

Sharing and maintaining workbooks

Apply workbook settings, properties, and data options

- setting advanced properties; saving a workbook as a template; importing and exporting XML data

Apply protection and sharing properties to workbooks and worksheets

- protecting the current sheet; protecting the workbook structure; restricting permissions; requiring a password to open a workbook

Maintain shared workbooks

- merging workbooks; setting Track Changes options

Applying formulas and functions

Audit formulas

- tracing formula precedents, dependents, and errors; locating invalid data or formulas; correcting errors in formulas

Manipulate formula options

- setting iterative calculation options; enabling or disabling automatic workbook calculation

Perform data summary tasks

- using an array formula; using a SUMIFS function

Apply functions in formulas

- finding and correcting errors in functions; applying arrays to functions; using Statistical, Date and Time, Financial, Text, and Cube functions

Presenting data visually

Apply advanced chart features

- using Trend lines, Dual axes, chart templates, and Sparklines

Apply data analysis

- using automated analysis tools; performing What-If analysis

Apply and manipulate PivotTables

- manipulating PivotTable data; using the slicer to filter and segment your PivotTable data in multiple layers

Apply and manipulate PivotCharts

- creating, manipulating, and analyzing PivotChart data

Demonstrate how to use the slicer

- choosing data sets from external data connections

Working with macros and forms

Create and manipulate macros

- 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; applying modifications to a macro

Insert and manipulate form controls

- inserting form controls; setting form properties