

Exam 77-882: Excel 2010 – Skills Measured

Audience Profile

The core-level Microsoft Office Excel 2010 user should be able to navigate Microsoft Office Excel 2010 software at the feature and functional level. They should be familiar with and know how to use at least 80 percent of the features and capabilities of Microsoft Office Excel 2010. The core-level user should be able to use Microsoft Office Excel 2010 to create and edit professional-looking spreadsheets for a variety of purposes and situations. Users would include people from a wide variety of job roles from almost all areas of professional, student, and personal life.

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).

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