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Microsoft Office Excel 2010 Exam 77–882

Selected Element K courseware addresses Microsoft Office Specialist certification skills for Microsoft Office 2010. The following table indicates where Excel 2010 skills are covered. For example, 3-A indicates the lesson and topic number applicable to that skill, and 3-1 indicates the lesson and activity number.

<i>Objective Domain</i>	<i>Level</i>	<i>Topic</i>	<i>Activity</i>
1. Managing the Worksheet Environment			
1.1 Navigate through a worksheet			
1.1.1 Use hot keys	1	1-B	1-2
1.1.2 Use the name box	1	1-A, 3-B	1-2, 3-2
1.2 Print a worksheet or workbook			
1.2.1 Print only selected worksheets	1	6-B	
1.2.2 Print an entire workbook	1	6-B	
1.2.3 Construct headers and footers	1	6-A	6-1
1.2.4 Apply printing options			
1.2.4.1 Scale	1	6-B	6-3
1.2.4.2 Print titles	1	6-A	6-2
1.2.4.3 Page setup	1	6-A	6-2, 6-3
1.2.4.4 Print area	1	6-B	6-3
1.2.4.5 Gridlines	1	6-A	6-3
1.3 Personalize the environment by using Backstage			
1.3.1 Manipulate the Quick Access Toolbar	1	1-A, 1-C	1-1, 1-3
1.3.2 Customize the ribbon	2	6-A	6-1
1.3.2.1 Tabs	1	1-C	
1.3.2.2 Groups	1	1-C	
1.3.3 Manipulate Excel default settings (Excel Options)	1	1-C	1-3
1.3.4 Manipulate workbook properties (document panel)	3	1-A	
1.3.5 Manipulate workbook files and folders			

Objective Domain	Level	Topic	Activity
1.3.5.1 Manage versions	2	6-A	
1.3.5.2 AutoSave	2	6-A	
2. Creating Cell Data			
2.1 Construct cell data			
2.1.1 Use paste special			
2.1.1.1 Formats	1	4-D	
2.1.1.2 Formulas	1	4-D	
2.1.1.3 Values	1	4-D	
2.1.1.4 Preview icons	2	6-A	
2.1.1.5 Transpose rows	1	3-A	3-1
2.1.1.6 Transpose columns	1	3-A	
2.1.1.7 Operations			
2.1.1.7.1 Add	1	4-D	
2.1.1.7.2 Divide	1	4-D	
2.1.1.8 Comments	1	4-D	
2.1.1.9 Validation	1	4-D	
2.1.1.10 Paste as a link	1	4-D	
2.1.2 Cut	1	2-C	
2.1.3 Move	1	2-C	3-1
2.1.4 Select cell data	1	1-B	1-2
2.2 Apply AutoFill			
2.2.1 Copy data	1	3-A	
2.2.2 Fill a series	1	3-A	3-1
2.2.3 Preserve cell format	1	3-A	
2.3 Apply and manipulate hyperlinks			
2.3.1 Create a hyperlink in a cell	2	6-B	6-2
2.3.2 Modify hyperlinks	2	6-B	
2.3.3 Modify hyperlinked cell attributes	2	6-B	
2.3.4 Remove a hyperlink	2	6-B	
3. Formatting Cells and Worksheets			
3.1 Apply and modify cell formats			
3.1.1 Align cell content	1	4-C	4-3
3.1.2 Apply a number format	1	4-D	4-4
3.1.3 Wrapping text in a cell	1	4-C	4-3
3.1.4 Use Format Painter	1	4-A	4-2
3.2 Merge or split cells			
3.2.1 Use Merge & Center	1	4-C	4-3
3.2.2 Merge Across	1	4-C	
3.2.3 Merge cells	1	4-C	
3.2.4 Unmerge Cells	1	4-C	

Objective Domain	Level	Topic	Activity
3.3 Create row and column titles			
3.3.1 Print row and column headings	1	6-A	
3.3.2 Print rows to repeat with titles	1	6-A	6-2
3.3.3 Print columns to repeat with titles	1	6-A	
3.3.4 Configure titles to print only on odd or even pages	1	6-A	
3.3.5 Configure titles to skip the first worksheet page	1	6-A	
3.4 Hide or unhide rows and columns			
3.4.1 Hide or unhide a column	1	3-C	
3.4.2 Hide or unhide a row	1	3-C	
3.4.3 Hide a series of columns	1	3-C	3-4
3.4.4 Hide a series of rows	1	3-C	
3.5 Manipulate Page Setup options for worksheets			
3.5.1 Configure page orientation	1	6-A	6-2
3.5.2 Manage page scaling	1	6-B	
3.5.3 Configure page margins	1	6-A	
3.5.4 Change header and footer size	1	6-A	
3.6 Create and apply cell styles			
3.6.1 Apply cell styles	1	4-E	4-5
3.6.2 Construct new cell styles	1	4-E	
4. Managing Worksheets and Workbooks			
4.1 Create and format worksheets			
4.1.1 Insert worksheets			
4.1.1.1 Single	1	5-A	
4.1.1.2 Multiple	1	5-A	
4.1.2 Delete worksheets			
4.1.2.1 Single	1	5-A	
4.1.2.2 Multiple	1	5-A	
4.1.3 Reposition worksheets	1	5-A	5-2
4.1.4 Copy worksheets	1	5-A	5-2
4.1.5 Move worksheets	1	5-A	
4.1.6 Rename worksheets	1	5-A	5-1
4.1.7 Group worksheets	1	5-A	
4.1.8 Apply color to worksheet tabs	1	5-A	5-1
4.1.9 Hide worksheet tabs	1	5-A	5-2
4.1.10 Unhide worksheet tabs	1	5-A	5-2
4.2 Manipulate window views			
4.2.1 Split window views	1	5-B	5-3

Objective Domain	Level	Topic	Activity
4.2.2 Arrange window views	1	5-B	5-3
4.2.3 Open a new window with contents from the current worksheet	1	5-B	5-3
4.3 Manipulate workbook views			
4.3.1 Use Normal workbook view	1	1-A	1-1
4.3.2 Use Page Layout workbook view	1	6-A	6-1
4.3.3 Use Page Break workbook view	1	6-A	6-1
4.3.4 Create custom views	2	6-B	
5. Applying Formulas and Functions			
5.1 Create formulas			
5.1.1 Use basic operators	1	2-A	2-1
5.1.2 Revise formulas	2	1-A	
5.2 Enforce precedence			
5.2.1 Order of evaluation	1	2-A	
5.2.2 Precedence using parentheses	1	2-A	
5.2.3 Precedence of operators for percent vs. exponentiation	2	1-C	
5.3 Apply cell references in formulas.			
5.3.1 Relative and absolute references	1	2-C	2-3
5.4 Apply conditional logic in a formula			
5.4.1 Create a formula with values that match conditions	2	1-D	
5.4.3 Use a series of conditional logic values in a formula	2	1-D	
5.5 Apply named ranges in formulas.			
5.5.1 Define ranges in formulas	2	1-A	1-1
5.5.2 Edit ranges in formulas	2	1-A	
5.5.3 Rename a named range	2	1-A	1-1
5.6 Apply cell ranges in formulas			
5.6.1 Enter a cell range definition in the formula bar	1	3-B	
5.6.2 Define a cell range	1	3-B	3-2
6. Presenting Data Visually			
6.1 Create charts based on worksheet data	2	3-A	3-1
6.2 Apply and manipulate illustrations			
6.2.1 Insert	2	5-A	5-1
6.2.2 Position	2	5-B	
6.2.3 Size	2	5-A, 5-B	5-1, 5-2
6.2.4 Rotate	2	5-B	
6.2.5 Modify Clip Art SmartArt	2	5-C	5-3
6.2.6 Modify Shape	2	5-B	5-2

Objective Domain	Level	Topic	Activity
6.2.7 Modify Screenshots	2	5-A	
6.3 Create and modify images by using the Image Editor			
6.3.1 Make corrections to an image			
6.3.1.1 Sharpen or soften an image	2	5-A	
6.3.1.2 Change brightness	2	5-A	
6.3.1.3 Change contrast	2	5-A	
6.3.2 Use picture color tools	2	5-A	
6.3.3 Change artistic effects on an image	2	5-A	
6.4 Apply Sparklines			
6.4.1 Use Line chart types	3	4-B	4-2
6.4.2 Use Column chart types	3	4-B	
6.4.3 Use Win/Loss chart types	3	4-B	
6.4.4 Create a Sparkline chart	3	4-B	
6.4.5 Customize a Sparkline	3	4-B	
6.4.6 Format a Sparkline	3	4-B	4-2
6.4.7 Show or hiding data markers	3	4-B	4-2
7. Sharing Worksheet Data with other users			
7.1 Share spreadsheets by using Backstage			
7.1.1 Send a worksheet via Email or Skydrive	2	2-B	2-5
7.1.2 Change the file type to a different version of Excel	1	1-D	1-4
7.1.3 Save as PDF or XPS	2	2-B	
7.2 Manage comments			
7.2.1 Insert	2	6-B	6-2
7.2.2 View	2	6-B	
7.2.3 Edit	2	6-B	6-2
7.2.4 Delete comments	2	6-B	
8. Analyzing and Organizing Data			
8.1 Filter data			
8.1.1 Define a filter	2	2-C	2-4
8.1.2 Apply a filter	2	2-C	2-4
8.1.3 Remove a filter	2	2-C	
8.1.4 Filter lists using AutoFilter	2,	2-C	2-4
8.2 Sort data			
8.2.1 Use sort options			
8.2.1.1 Values	2	2-C	2-4
8.2.1.2 Font color	2	2-C	
8.2.1.3 Cell color	2	2-C	
8.3 Apply conditional formatting			

Objective Domain	Level	Topic	Activity
8.3.1 Apply conditional formatting to cells	3	1-D	1-4
8.3.2 Use the Rule Manager to apply conditional formats	3	1-D	1-4
8.3.3 Use the IF function to apply conditional formatting	3	1-D	
8.3.4 Clear rules	3	1-D	
8.3.5 Use icon sets	3	1-D	
8.3.6 Use data bars	3	1-D	
