

Appendix A

Microsoft Office Specialist exam objectives

This appendix covers these additional topics:

- A** Excel 2010 Specialist exam objectives, with references to corresponding coverage in ILT Series courseware.
- B** Excel 2010 Expert exam objectives, with references to corresponding coverage in ILT Series courseware

Topic A: Specialist exam objectives map

Explanation

This section lists all Microsoft Office Specialist exam objectives for Excel 2010 (Exam 77-882) and indicates where each objective is covered in conceptual explanations, activities, or both.

1 Managing the Worksheet Environment

Objective	Course level	Conceptual information	Supporting activities
1.1	Navigate through a worksheet		
1.1.1	Use hot keys	Basic	Unit 1, Topic D D-1
1.1.2	Use the Name box	Intermediate	Unit 4, Topic A A-1
1.2	Print a worksheet or workbook		
1.2.1	Print only selected worksheets	Basic	Unit 8, Topic C C-4
1.2.2	Print an entire workbook	Basic	Unit 6, Topic C C-1
1.2.3	Construct headers and footers	Basic	Unit 6, Topic B B-3 Unit 8, Topic B B-3
1.2.4	Apply printing options		
1.2.4.1	Scale	Basic	Unit 6, Topic B B-1
1.2.4.2	Print titles	Basic	Unit 8, Topic B B-1
1.2.4.3	Page setup	Basic	Unit 6, Topic B B-1, B-2
1.2.4.4	Print area	Basic	Unit 6, Topic C C-1
1.2.4.5	Gridlines	Basic	Unit 6, Topic B B-4
1.3	Personalize the environment by using Backstage		
1.3.1	Manipulate the Quick Access Toolbar	Intermediate	Unit 6, Topic A A-1 Unit 8, Topic D D-2
		Advanced	Unit 6, Topic C C-2 Unit 7, Topic A A-3
1.3.2	Customize the Ribbon		
1.3.2.1	Tabs	Intermediate	Unit 9, Topic A A-2
1.3.2.2	Groups	Intermediate	Unit 9, Topic A A-2
		Advanced	Unit 7, Topic A A-3

Objective		Course level	Conceptual information	Supporting activities
1.3.3	Manipulate Excel default settings (Excel Options)	Intermediate	Unit 2, Topic A Unit 8, Topic B Unit 9, Topic A	A-2 B-2 A-1
1.3.4	Manipulate workbook properties (Document Panel)	Intermediate	Unit 8, Topic B Unit 8, Topic D	B-3 D-4
1.3.5	Manipulate workbook files and folders			
1.3.5.1	Manage versions	Intermediate	Unit 8, Topic D	D-2
1.3.5.2	AutoSave	Intermediate	Unit 9, Topic A	A-1

2 Creating Cell Data

Objective		Course level	Conceptual information	Supporting activities
2.1	Construct cell data			
2.1.1	Use Paste Special			
2.1.1.1	Formats	Basic	Unit 3, Topic A Unit 5, Topic B	A-2 B-6
2.1.1.2	Formulas	Basic	Unit 4, Topic C	C-1
2.1.1.3	Values	Basic Intermediate	Unit 3, Topic A Unit 2, Topic B	A-2 B-1
2.1.1.4	Preview icons	Basic Intermediate	Unit 3, Topic A Unit 2, Topic E	A-2 E-4
2.1.1.5	Transpose rows	Intermediate	Unit 2, Topic E	E-4
2.1.1.6	Transpose columns	Intermediate	Unit 2, Topic E	E-4
2.1.1.7	Operations	Intermediate	Unit 2, Topic E	E-5
2.1.1.8	Comments	Intermediate	Unit 8, Topic B	B-2
2.1.1.9	Validation	Advanced	Unit 4, Topic A	A-2
2.1.1.10	Paste as link	Basic	Unit 3, Topic B	B-4
2.1.2	Cut	Basic	Unit 3, Topic A	A-1
2.1.3	Move	Basic	Unit 3, Topic A	A-1, A-3
2.1.4	Select cell data	Basic	Unit 2, Topic A	A-2

Objective	Course level	Conceptual information	Supporting activities
2.2 Apply AutoFill			
2.2.1 Copy data	Basic	Unit 3, Topic A Unit 3, Topic B	A-2 B-3
2.2.2 Fill a series	Basic	Unit 2, Topic A	A-3
2.2.3 Preserve cell format	Basic	Unit 5, Topic E	E-2
2.3 Apply and manipulate hyperlinks			
2.3.1 Create a hyperlink in a cell	Intermediate	Unit 6, Topic B	B-1
2.3.2 Modify hyperlinks	Intermediate	Unit 6, Topic B	B-2
2.3.3 Modify hyperlinked cell attributes	Intermediate	Unit 6, Topic B	B-2
2.3.4 Remove a hyperlink	Intermediate	Unit 6, Topic B	B-2

3 Formatting Cells and Worksheets

Objective	Course level	Conceptual information	Supporting activities
3.1 Apply and modify cell formats			
3.1.1 Align cell content	Basic	Unit 5, Topic B	B-3
3.1.2 Apply a number format	Basic Intermediate	Unit 5, Topic C Unit 2, Topic A	C-1, C-2 A-1, A-3
3.1.3 Wrapping text in a cell	Intermediate	Unit 2, Topic E	E-2
3.1.4 Use Format Painter	Basic	Unit 5, Topic E	E-1
3.2 Merge or split cells			
3.2.1 Use Merge & Center	Basic Intermediate	Unit 5, Topic B Unit 2, Topic E	B-3 E-3
3.2.2 Merge Across	Intermediate	Unit 2, Topic E	E-1
3.2.3 Merge cells	Intermediate	Unit 2, Topic E	E-1
3.2.4 Unmerge cells	Intermediate	Unit 2, Topic E	E-3
3.3 Create row and column titles			
3.3.1 Print row and column headings	Basic	Unit 6, Topic B	B-4
3.3.2 Print rows to repeat with titles	Basic	Unit 8, Topic B	B-1
3.3.3 Print columns to repeat with titles	Basic	Unit 8, Topic B	B-1

Objective	Course level	Conceptual information	Supporting activities
3.3.4	Configure titles to print only on odd or even pages	Basic	Unit 8, Topic B B-3
3.3.5	Configure titles to skip the first worksheet page	Basic	Unit 6, Topic B B-4
3.4	Hide or unhide rows and columns		
3.4.1	Hide or unhide a column	Basic	Unit 8, Topic A A-3
3.4.2	Hide or unhide a row	Basic	Unit 8, Topic A A-3
3.4.3	Hide a series of columns	Basic	Unit 8, Topic A A-3
3.4.4	Hide a series of rows	Basic	Unit 8, Topic A A-3
3.5	Manipulate Page Setup options for worksheets		
3.5.1	Configure page orientation	Basic	Unit 6, Topic B B-1
3.5.2	Manage page scaling	Basic	Unit 6, Topic B B-1
3.5.3	Configure page margins	Basic	Unit 6, Topic B B-2
3.5.4	Change header and footer size	Basic	Unit 6, Topic B B-4
3.6	Create and apply cell styles		
3.6.1	Apply cell styles	Basic Intermediate	Unit 5, Topic E E-3 Unit 2, Topic C C-1
3.6.2	Construct new cell styles	Intermediate	Unit 2, Topic C C-1

4 Managing Worksheets and Workbooks

Objective	Course level	Conceptual information	Supporting activities
4.1	Create and format worksheets		
4.1.1	Insert worksheets		
4.1.1.1	Single	Basic	Unit 8, Topic C C-3
4.1.1.2	Multiple	Basic	Unit 8, Topic C C-3
4.1.2	Delete worksheets		
4.1.2.1	Single	Basic	Unit 8, Topic C C-3
4.1.2.2	Multiple	Basic	Unit 8, Topic C C-3

Objective		Course level	Conceptual information	Supporting activities
4.1.3	Reposition worksheets	Basic	Unit 8, Topic C	C-3
4.1.4	Copy worksheets	Basic	Unit 8, Topic C	C-3
		Intermediate	Unit 1, Topic A	A-2
4.1.5	Move worksheets	Basic	Unit 8, Topic C	C-3
4.1.6	Rename worksheets	Basic	Unit 8, Topic C	C-2
4.1.7	Group worksheets	Basic	Unit 8, Topic C	C-2
4.1.8	Apply color to worksheet tabs	Basic	Unit 8, Topic C	C-2
4.1.9	Hide worksheet tabs	Basic	Unit 8, Topic A	A-3
4.1.10	Unhide worksheet tabs	Basic	Unit 8, Topic A	A-3
4.2	Manipulate window views			
4.2.1	Split window views	Basic	Unit 8, Topic A	A-3
4.2.2	Arrange window views	Basic	Unit 8, Topic A	A-2
		Intermediate	Unit 1, Topic D	D-1
4.2.3	Open a new window with contents from the current worksheet	Basic	Unit 8, Topic A	A-2
4.3	Manipulate workbook views			
4.3.1	Use Normal workbook view	Basic	Unit 1, Topic D Unit 6, Topic A	D-1 A-3
4.3.2	Use Page Layout workbook view	Basic	Unit 6, Topic A	A-3
4.3.3	Use Page Break workbook view	Basic	Unit 8, Topic B	B-2
4.3.4	Create custom views	Intermediate	Unit 3, Topic A	A-2

5 Applying Formulas and Functions

Objective		Course level	Conceptual information	Supporting activities
5.1	Create formulas			
5.1.1	Use basic operators	Basic	Unit 2, Topic B	B-1
5.1.2	Revise formulas	Basic	Unit 2, Topic B	B-3
5.2	Enforce precedence			
5.2.1	Order of evaluation	Basic	Unit 2, Topic B	B-4

Objective	Course level	Conceptual information	Supporting activities
5.2.2	Precedence using parentheses	Basic	Unit 2, Topic B B-4
5.2.3	Precedence of operators for percent vs. exponentiation	Basic	Unit 2, Topic B B-4
5.3	Apply cell references in formulas		
5.3.1	Relative and absolute references	Basic	Unit 2, Topic B B-2 Unit 3, Topic C C-2
5.4	Apply conditional logic in a formula		
5.4.1	Create a formula with values that match conditions	Advanced	Unit 1, Topic A A-1
5.4.2	Edit defined conditions in a formula	Advanced	Unit 1, Topic A A-1
5.4.3	Use a series of conditional logic values in a formula	Advanced	Unit 1, Topic A A-2, A-3
5.5	Apply named ranges in formulas		
5.5.1	Define ranges in formulas	Intermediate	Unit 4, Topic A A-2
5.5.2	Edit ranges in formulas	Intermediate	Unit 4, Topic A A-4 Unit 4, Topic B B-1, B-2
5.5.3	Rename a named range	Intermediate	Unit 5, Topic C C-5
5.6	Apply cell ranges in formulas		
5.6.1	Enter a cell range definition in the formula bar	Basic	Unit 4, Topic A A-3
5.6.2	Define a cell range	Basic Intermediate	Unit 4, Topic A A-1–A-4 Unit 4, Topic A A-1

6 Presenting Data Visually

Objective	Course level	Conceptual information	Supporting activities
6.1	Create charts based on worksheet data	Basic	Unit 7, Topic A A-1, A-4
		Intermediate	Unit 7, Topic A A-1, A-2
6.2	Apply and manipulate illustrations		
6.2.1	Insert	Basic	Unit 2, Topic C C-1
6.2.2	Position	Basic	Unit 2, Topic C C-1
6.2.3	Size	Basic	Unit 2, Topic C C-1

Objective		Course level	Conceptual information	Supporting activities
6.2.4	Rotate	Basic	Unit 2, Topic C	C-1
6.2.5	Modify Clip Art and SmartArt	Basic	Unit 9, Topic B	B-2
6.2.6	Modify shapes	Basic	Unit 9, Topic B	B-2
		Intermediate	Unit 7, Topic C	C-2, C-4
6.2.7	Modify screenshots	Basic	Unit 9, Topic C	C-2
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	Intermediate	Unit 7, Topic C	C-4
6.3.1.2	Change brightness	Intermediate	Unit 7, Topic C	C-4
6.3.1.3	Change contrast	Intermediate	Unit 7, Topic C	C-4
6.3.2	Use picture color tools	Basic	Unit 9, Topic C	C-2
6.3.3	Change artistic effects on an image	Basic	Unit 9, Topic C	C-2
6.4	Apply Sparklines			
6.4.1	Use Line chart types	Intermediate	Unit 7, Topic B	B-3
6.4.2	Use Column chart types	Intermediate	Unit 7, Topic B	B-3
6.4.3	Use Win/Loss chart types	Intermediate	Unit 7, Topic B	B-3
6.4.4	Create a Sparkline chart	Intermediate	Unit 7, Topic B	B-3
6.4.5	Customize a Sparkline	Intermediate	Unit 7, Topic B	B-3
6.4.6	Format a Sparkline	Intermediate	Unit 7, Topic B	B-3
6.4.7	Show or hide data markers	Intermediate	Unit 7, Topic A Unit 7, Topic B	A-2 B-3

7 Sharing Worksheet Data with Other Users

Objective	Course level	Conceptual information	Supporting activities
7.1 Share spreadsheets by using Backstage			
7.1.1 Send a worksheet via e-mail or Skydrive	Intermediate	Unit 6, Topic C	C-1, C-2
7.1.2 Change the file type to a different version of Excel	Basic	Unit 2, Topic D	D-2
7.1.3 Save as PDF or XPS	Basic	Unit 2, Topic D	D-3
7.2 Manage comments			
7.2.1 Insert	Intermediate	Unit 8, Topic B	B-2
7.2.2 View	Intermediate	Unit 8, Topic B	B-1
7.2.3 Edit	Intermediate	Unit 8, Topic B	B-2
7.2.4 Delete comments	Intermediate	Unit 8, Topic B	B-2

8 Analyzing and Organizing Data

Objective	Course level	Conceptual information	Supporting activities
8.1 Filter data			
8.1.1 Define a filter	Intermediate	Unit 5, Topic B	B-2
8.1.2 Apply a filter	Intermediate	Unit 5, Topic B	B-2
8.1.3 Remove a filter	Intermediate	Unit 5, Topic B	B-2
8.1.4 Filter lists using AutoFilter	Intermediate	Unit 5, Topic A Unit 5, Topic B	A-3 B-1
8.2 Sort data			
8.2.1 Use sort options			
8.2.1.1 Values	Basic Intermediate	Unit 5, Topic E Unit 5, Topic A	E-4 A-2
8.2.1.2 Font color	Intermediate	Unit 5, Topic A	A-4
8.2.1.3 Cell color	Intermediate	Unit 5, Topic A	A-4

Objective	Course level	Conceptual information	Supporting activities
8.3 Apply conditional formatting			
8.3.1 Apply conditional formatting to cells	Basic	Unit 5, Topic D Unit 9, Topic A	D-1 A-1, A-2, A-3
8.3.2 Use the Rule Manager to apply conditional formats	Basic	Unit 5, Topic D Unit 9, Topic A	D-1, D-2 A-1, A-3
8.3.3 Use the IF function to apply conditional formatting	Advanced	Unit 1, Topic A	A-2
8.3.4 Clear rules	Basic	Unit 5, Topic D Unit 9, Topic A	D-2 A-2
8.3.5 Use icon sets	Basic	Unit 9, Topic A	A-3
8.3.6 Use data bars	Basic	Unit 9, Topic A	A-1

Topic B: Expert exam objectives map

Explanation

This section lists all Microsoft Office Specialist exam objectives for Excel Expert 2010 (Exam 77-888) and indicates where each objective is covered in conceptual explanations, activities, or both.

1 Sharing and Maintaining Workbooks

Objective	Course level	Conceptual information	Supporting activities
1.1 Apply workbook settings, properties, and data options			
1.1.1 Set advanced properties	Intermediate	Unit 2, Topic A Unit 9, Topic A	A-2 A-1
1.1.2 Save a workbook as a template	Intermediate	Unit 9, Topic C	C-1
1.1.3 Import and export XML data	Advanced	Unit 5, Topic B	B-1–B-4
1.2 Apply protection and sharing properties to workbooks and worksheets			
1.2.1 Protect the current sheet	Intermediate	Unit 8, Topic C	C-1
1.2.2 Protect the workbook structure	Intermediate	Unit 8, Topic C	C-3
1.2.3 Restrict permissions	Intermediate	Unit 8, Topic D	D-1
1.2.4 Require a password to open a workbook	Intermediate	Unit 8, Topic C	C-1
1.3 Maintain shared workbooks			
1.3.1 Merge workbooks	Intermediate	Unit 8, Topic D	D-2
1.3.2 Set Track Changes options	Intermediate	Unit 8, Topic D	D-1, D-3

2 Applying Formulas and Functions

Objective	Course level	Conceptual information	Supporting activities
2.1 Audit formulas			
2.1.1 Trace formula precedents	Intermediate	Unit 8, Topic A	A-1
2.1.2 Trace dependents	Intermediate	Unit 8, Topic A	A-1
2.1.3 Trace errors	Intermediate	Unit 8, Topic A	A-2
2.1.4 Locate invalid data	Advanced	Unit 4, Topic A	A-1, A-2
2.1.5 Locate invalid formulas	Basic	Unit 3, Topic C	C-1
2.1.6 Correct errors in formulas	Intermediate	Unit 8, Topic A	A-2
2.2 Manipulate formula options			
2.2.1 Set iterative calculation options	Advanced	Unit 2, Topic D	D-2
2.2.2 Enable or disabling automatic workbook calculation	Advanced	Unit 2, Topic D	D-2
2.3 Perform data summary tasks			
2.3.1 Use an array formula	Advanced	Unit 2, Topic C	C-1
2.3.2 Use a SUMIFS function	Advanced	Unit 1, Topic B	B-4
2.4 Apply functions in formulas			
2.4.1 Find and correct errors in functions	Basic	Unit 4, Topic A	A-1
	Advanced	Unit 1, Topic A	A-4
2.4.2 Apply arrays to functions	Advanced	Unit 2, Topic C	C-2
2.4.3 Use Statistical functions	Basic	Unit 4, Topic C	C-1–C-4
	Advanced	Unit 1, Topic B	B-2, B-3
2.4.4 Use Date functions	Advanced	Unit 2, Topic B Unit 3, Topic A	B-1 A-3
2.4.5 Use Time functions	Advanced	Unit 2, Topic B	B-2
2.4.6 Use Financial functions	Advanced	Unit 2, Topic A	A-1
2.4.7 Use Text functions	Intermediate	Unit 2, Topic B	B-1, B-2
2.4.8 Cube functions	Advanced	Unit 5, Topic C	C-3

3 Presenting Data Visually

Objective	Course level	Conceptual information	Supporting activities
3.1 Apply advanced chart features			
3.1.1 Use Trend lines	Intermediate	Unit 7, Topic B	B-2
3.1.2 Use dual axes	Intermediate	Unit 7, Topic B	B-1
3.1.3 Use chart templates	Intermediate	Unit 7, Topic B	B-4
3.1.4 Use Sparklines	Intermediate	Unit 7, Topic B	B-3
3.2 Apply data analysis			
3.2.1 Use automated analysis tools	Advanced	Unit 6, Topic A Unit 6, Topic B Unit 6, Topic C	A-1, A-2, A-3 B-1 C-1, C-2, C-3
3.2.2 Perform What-If analysis	Advanced	Unit 6, Topic A Unit 6, Topic C	A-1, A-3 C-1, C-2, C-3
3.3 Apply and manipulate PivotTables			
3.3.1 Manipulate PivotTable data	Intermediate	Unit 10, Topic A Unit 10, Topic B	A-1, A-2, B-1, B-2, B-3
3.3.2 Use the slicer to filter and segment your PivotTable data in multiple layers	Intermediate	Unit 10, Topic A	A-3
3.4 Apply and manipulate PivotCharts			
3.4.1 Create PivotCharts	Intermediate	Unit 10, Topic D	D-1
3.4.2 Manipulate PivotChart data	Intermediate	Unit 10, Topic D	D-1
3.4.3 Analyze PivotChart data	Intermediate	Unit 10, Topic D	D-1
3.5 Demonstrate how to use the slicer			
3.5.1 Choose data sets from external data connections	Intermediate	Unit 10, Topic A	A-1

4 Working with Macros and Forms

Objective	Course level	Conceptual information	Supporting activities
4.1 Create and manipulate macros			
4.1.1 Run a macro	Advanced	Unit 7, Topic A	A-1
4.1.2 Run a macro when a workbook is opened	Advanced	Unit 7, Topic A	A-5
4.1.3 Run a macro when a button is clicked	Advanced	Unit 7, Topic A	A-4
4.1.4 Record an action macro	Advanced	Unit 7, Topic A	A-2
4.1.5 Assign a macro to a command button	Advanced	Unit 7, Topic A	A-3
4.1.6 Create a custom macro button on the Quick Access Toolbar	Advanced	Unit 7, Topic A	A-3
4.1.7 Apply modifications to a macro	Advanced	Unit 7, Topic B	B-2
4.2 Insert and manipulate form controls			
4.2.1 Insert form controls	Advanced	Unit 7, Topic A	A-4
4.2.2 Set form properties	Advanced	Unit 7, Topic A	A-4