



MICROSOFT EXCEL 2007 EXAM (70-602) OBJECTIVES

1. Creating and Manipulating Data

- 1.1 Insert data by using AutoFill.
- 1.2 Ensure data integrity.
- 1.3 Modify cell contents and formats.
- 1.4 Change Worksheet Views.
- 1.5 Manage worksheets.

2. Formatting Data and Content

- 2.1 Format worksheets.
- 2.2 Insert and modify rows and columns.
- 2.3 Format cells and cell content.
- 2.4 Format data as a table.

3. Creating and Modifying Formulas

- 3.1 Reference data in formulas.
- 3.2 Summarize data using a formula.
- 3.3 Summarize data using subtotals.
- 3.4 Conditionally summarize data by using a formula.
- 3.5 Look up data by using a formula.
- 3.6 Use conditional logic in a formula.
- 3.7 Format or modify text by using formulas.
- 3.8 Display and print formulas.

4. Presenting Data Visually

- 4.1 Create and format charts.
- 4.2 Modify charts.
- 4.3 Apply conditional formatting.
- 4.4 Insert and modify illustrations.
- 4.5 Outline data.
- 4.6 Sort and filter data

5. Collaborating and Securing Data

- 5.1 Manage changes to workbooks.
- 5.2 Protect and share workbooks.
- 5.3 Prepare workbooks for distribution.
- 5.4 Save workbooks.
- 5.5 Set print options for printing data, worksheets and workbooks.