



MICROSOFT EXCEL 2010 CORE EXAM OBJECTIVES

1. Managing the Worksheet Environment

- 1.1 Navigate through a worksheet.
- 1.2 Print a worksheet or workbook.
- 1.3 Personalize environment by using Backstage.

2. Creating Cell Data

- 2.1 Construct cell data.
- 2.2 Apply AutoFill.
- 2.3 Apply and manipulate hyperlinks.

3. Formatting Cells and Worksheets

- 3.1 Apply and modify cell formats.
- 3.2 Merge or split cells.
- 3.3 Create row and column titles.
- 3.4 Hide and unhide rows and columns.
- 3.5 Manipulate Page Setup options for worksheets.
- 3.6 Create and apply cell styles.

4. Managing Worksheets and Workbooks

- 4.1 Create and format worksheets.
- 4.2 Manipulate window views.
- 4.3 Manipulate workbook views.

5. Applying Formulas and Functions

- 5.1 Create formulas.
- 5.2 Enforce precedence.
- 5.3 Apply cell references in formulas.
- 5.4 Apply conditional logic in a formula (<, >, =)
- 5.5 Apply named ranges in formulas.
- 5.6 Apply cell ranges in formulas.



(Microsoft Excel 2010 Core - Exam Objectives.....cont'd)

6. Presenting Data Visually

- 6.1 Create charts based on worksheet data.
- 6.2 Apply and manipulate illustrations.
- 6.3 Create and modify images by using the Image Editor.
- 6.4 Apply Sparklines.

7. Sharing worksheet data with other users

- 7.1 Share spreadsheets by using Backstage.
- 7.2 Manage comments.

8. Analysing and Organising Data

- 8.1 Filter data.
- 8.2 Sort data.
- 8.3 Apply conditional formatting.