



MICROSOFT EXCEL EXPERT 2010 EXAM (77-888) OBJECTIVES

1. Sharing and Maintaining Workbooks

- 1.1 Apply workbook settings, Properties, and data options.
- 1.2 Apply protection and sharing properties to workbooks and worksheets.
- 1.3 Maintain shared workbooks.

2. Applying Formulas and Functions

- 2.1 Audit Formulas.
- 2.2 Manipulate formula options.
- 2.3 Perform Data Summary Tasks.
- 2.4 Apply functions in formulas.

3. Presenting Data Visually

- 3.1 Apply advanced chart features.
- 3.2 Apply data analysis.
- 3.3 Create and manipulate PivotTables.
- 3.4 Create and manipulate PivotCharts.

4. Working with Macros and Forms

- 4.1 Create and manipulate macros.
- 4.2 Insert and manipulate form controls.