Excel 2010 Core Items

Objective Domains

Microsoft Office Specialist certification is the only official Microsoft-recognized certification for Microsoft Office globally.

Microsoft® Excel 2010

1 Managing the Worksheet Environment

1—Managing 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— Creating Cell Data ▶ [⚙]

2.1— Construct cell data

2.2— Apply AutoFill

2.3— Apply and manipulate hyperlinks

3 — Formatting Cells and Worksheets ▶[⚙]

3 — Formatting Cells & 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 — Managing Worksheets & Workbooks

4.1— Create and format worksheets

4.2— Manipulate window views

4.3— Manipulate workbook views

5 — Applying Formulas and Functions ▶[⚙]

5 — Applying Formulas & 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

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

Presenting Data Visually

7 — Sharing worksheet data with other users ►[⚙]

7.1—Share spreadsheets by using Backstage

7.2—Manage comments

Sharing worksheet data with other users

8 — Analyzing and Organizing Data ►[⚙]

8.1—Filter data

8.2—Sort data

8.3—Apply conditional formatting

Analyzing and Organizing Data