

Excel 2010 (Exam 77-882):

Skills Being Measured This exam measures your ability to accomplish the technical tasks listed below.

Managing the Worksheet Environment

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

Creating Cell Data

- Construct cell data.
- Apply AutoFill.
- Apply and manipulate hyperlinks.

Formatting Cells and Worksheets

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

Managing Worksheets and Workbooks

- Create and format worksheets.
- Manipulate window views.
- Manipulate workbook views.

Applying Formulas and Functions

- Create formulas.
- Enforce precedence.
- Apply cell references in formulas.
- Apply conditional logic in a formula.
- Apply named ranges in formulas.
- Apply cell ranges in formulas.

Presenting Data Visually

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

Sharing worksheet data with other users

- Share spreadsheets by using Backstage.
- Manage comments.

Analyzing and Organizing Data

- Filter data.
- Sort data.
- Apply conditional formatting.