

Excel 2010 Core Items

Objective Domain

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

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—Analyzing and Organizing Data

8.1—Filter data

8.2—Sort data

8.3—Apply conditional formatting