

77-888

Microsoft Excel Expert 2010, Objective Domain

Exam Design

The Basics

This is a Technical Specialist exam designed to assess candidates' hands-on skills using Microsoft Office Excel 2010 at the Expert level. We are specifying an item pool of 75 unique performance-based tasks. Items should be written to the Application cognitive level. For more information about cognitive levels, refer to the Cognitive Domain in Bloom's Taxonomy.



Categories in the cognitive domain of Bloom's Taxonomy (Anderson & Krathwohl, 2001)

Target Audience

The audience profile for the Expert Exam is a skilled office worker or student with at least 6 – 9 months use of the particular Office software.

- ☐ Conditional formatting (creating, editing, and managing rules, multiple conditions)
- ☐ Charts and graphs (customized)
- ☐ Formulas and functions (complex)
- ☐ Time/date functions, time/date math
- ☐ Converting data types
- ☐ Linking data across multiple workbooks
- ☐ Consolidated data
- ☐ Pivot charts and tables (creating and manipulating)
- ☐ Dynamic charts
- ☐ Trend line
- ☐ Error tracing
- ☐ Named ranges and cells
- ☐ Hyperlinks
- ☐ Recording and running macros
- ☐ Locking cells
- ☐ Protecting worksheets

Objective Domain

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