

Objective Domain

1. Managing the Worksheet Environment

- 1.1 Navigate through a worksheet
 - 1.1.1 Use hot keys
 - 1.1.2 Use the name box
- 1.2 Print a worksheet or workbook.
 - 1.2.1 Print only selected worksheets
 - 1.2.2 Print an entire workbook
 - 1.2.3 Construct headers and footers
 - 1.2.4 Apply printing options
 - 1.2.4.1 Scale
 - 1.2.4.2 Print titles
 - 1.2.4.3 Page setup
 - 1.2.4.4 Print area
 - 1.2.4.5 Gridlines
- 1.3 Personalize the environment by using Backstage.
 - 1.3.1 Manipulate the Quick Access Toolbar
 - 1.3.2 Customize the ribbon
 - 1.3.2.1 Tabs
 - 1.3.2.2 Groups
 - 1.3.3 Manipulate Excel default settings (Excel Options)
 - 1.3.4 Manipulate workbook properties (document panel)
 - 1.3.5 Manipulate workbook files and folders
 - 1.3.5.1 Manage versions
 - 1.3.5.2 AutoSave

2. Creating Cell Data

- 2.1 Construct cell data.
 - 2.1.1 Use paste special
 - 2.1.1.1 Formats
 - 2.1.1.2 Formulas
 - 2.1.1.3 Values
 - 2.1.1.4 Preview icons
 - 2.1.1.5 Transpose rows
 - 2.1.1.6 Transpose columns

- 2.1.1.7 Operations
 - 2.1.1.7.1 Add
 - 2.1.1.7.2 Divide
- 2.1.1.8 Comments
- 2.1.1.9 Validation
- 2.1.1.10 Paste as a link
- 2.1.2 Cut
- 2.1.3 Move
- 2.1.4 Select cell data

2.2 Apply AutoFill.

- 2.2.1 Copy data
- 2.2.2 Fill a series
- 2.2.3 Preserve cell format

2.3 Apply and manipulate hyperlinks.

- 2.3.1 Create a hyperlink in a cell
- 2.3.2 Modify hyperlinks
- 2.3.3 Modify hyperlinked cell attributes
- 2.3.4 Remove a hyperlink

3. Formatting Cells and Worksheets

3.1 Apply and modify cell formats.

- 3.1.1 Align cell content
- 3.1.2 Apply a number format
- 3.1.3 Wrapping text in a cell
- 3.1.4 Use Format Painter

3.2 Merge or split cells.

- 3.2.1 Use Merge & Center
- 3.2.2 Merge Across
- 3.2.3 Merge cells
- 3.2.4 Unmerge Cells

3.3 Create row and column titles.

- 3.3.1 Print row and column headings
- 3.3.2 Print rows to repeat with titles
- 3.3.3 Print columns to repeat with titles
- 3.3.4 Configure titles to print only on odd or even pages

- 3.3.5 Configure titles to skip the first worksheet page
- 3.4 Hide or unhide rows and columns.
 - 3.4.1 Hide or unhide a column
 - 3.4.2 Hide or unhide a row
 - 3.4.3 Hide a series of columns
 - 3.4.4 Hide a series of rows
- 3.5 Manipulate Page Setup options for worksheets.
 - 3.5.1 Configure page orientation
 - 3.5.2 Manage page scaling
 - 3.5.3 Configure page margins
 - 3.5.4 Change header and footer size
- 3.6 Create and apply cell styles.
 - 3.6.1 Apply cell styles
 - 3.6.2 Construct new cell styles

4. Managing Worksheets and Workbooks

- 4.1 Create and format worksheets.
 - 4.1.1 Insert worksheets
 - 4.1.1.1 Single
 - 4.1.1.2 Multiple
 - 4.1.2 Delete worksheets
 - 4.1.2.1 Single
 - 4.1.2.2 Multiple
 - 4.1.3 Reposition worksheets
 - 4.1.4 Copy worksheets
 - 4.1.5 Move worksheets
 - 4.1.6 Rename worksheets
 - 4.1.7 Group worksheets
 - 4.1.8 Apply color to worksheet tabs
 - 4.1.9 Hide worksheet tabs
 - 4.1.10 Unhide worksheet tabs
- 4.2 Manipulate window views.
 - 4.2.1 Split window views
 - 4.2.2 Arrange window views
 - 4.2.3 Open a new window with contents from the current worksheet

- 4.3 Manipulate workbook views.
 - 4.3.1 Use Normal workbook view
 - 4.3.2 Use Page Layout workbook view
 - 4.3.3 Use Page Break workbook view
 - 4.3.4 Create custom views

5. Applying Formulas and Functions

- 5.1 Create formulas.
 - 5.1.1 Use basic operators
 - 5.1.2 Revise formulas
- 5.2 Enforce precedence.
 - 5.2.1 Order of evaluation
 - 5.2.2 Precedence using parentheses
 - 5.2.3 Precedence of operators for percent vs. exponentiation
- 5.3 Apply cell references in formulas.
 - 5.3.1 Relative and absolute references
- 5.4 Apply conditional logic in a formula.
 - 5.4.1 Create a formula with values that match conditions
 - 5.4.2 Edit defined conditions in a formula
 - 5.4.3 Use a series of conditional logic values in a formula
- 5.5 Apply named ranges in formulas.
 - 5.5.1 Define ranges in formulas
 - 5.5.2 Edit ranges in formulas
 - 5.5.3 Rename a named range
- 5.6 Apply cell ranges in formulas.
 - 5.6.1 Enter a cell range definition in the formula bar
 - 5.6.2 Define a cell range

6. Presenting Data Visually

- 6.1 Create charts based on worksheet data.
- 6.2 Apply and manipulate illustrations.
 - 6.2.1 Insert

- 6.2.2 Position
 - 6.2.3 Size
 - 6.2.4 Rotate
 - 6.2.5 Modify Clip Art SmartArt
 - 6.2.6 Modify Shape
 - 6.2.7 Modify Screenshots
- 6.3 Create and modify images by using the Image Editor.
- 6.3.1 Make corrections to an image
 - 6.3.1.1 Sharpen or soften an image
 - 6.3.1.2 Change brightness
 - 6.3.1.3 Change contrast
 - 6.3.2 Use picture color tools
 - 6.3.3 Change artistic effects on an image
- 6.4 Apply Sparklines.
- 6.4.1 Use Line chart types
 - 6.4.2 Use Column chart types
 - 6.4.3 Use Win/Loss chart types
 - 6.4.4 Create a Sparkline chart
 - 6.4.5 Customize a Sparkline
 - 6.4.6 Format a Sparkline
 - 6.4.7 Show or hiding data markers

7. Sharing Worksheet Data with other users

- 7.1 Share spreadsheets by using Backstage.
- 7.1.1 Send a worksheet via E-mail or Skydrive
 - 7.1.2 Change the file type to a different version of Excel
 - 7.1.3 Save as PDF or XPS
- 7.2 Manage comments.
- 7.2.1 Insert
 - 7.2.2 View
 - 7.2.3 Edit
 - 7.2.4 Delete comments

8. Analyzing and Organizing Data

- 8.1 Filter data.

- 8.1.1 Define a filter
- 8.1.2 Apply a filter
- 8.1.3 Remove a filter
- 8.1.4 Filter lists using AutoFilter

8.2 Sort data.

- 8.2.1 Use sort options
 - 8.2.1.1 Values
 - 8.2.1.2 Font color
 - 8.2.1.3 Cell color

8.3 Apply conditional formatting.

- 8.3.1 Apply conditional formatting to cells
- 8.3.2 Use the Rule Manager to apply conditional formats
- 8.3.3 Use the IF function to apply conditional formatting
- 8.3.4 Clear rules
- 8.3.5 Use icon sets
- 8.3.6 Use data bars