Excel 2010 Competency Exam Potential Topics

You should be able to navigate Microsoft Office Excel 2010 software at the feature and functionality level. You should be familiar with and know how to use at least 80% of the features and capabilities of Microsoft Office Excel 2010. You should be able to use Microsoft Office Excel 2010 to create and edit professional-looking spreadsheets for a variety of purposes and situations. The following is a list of the potential topics and tasks on which you will be tested:

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

If you are unsure whether you know how to complete these tasks, you can go to UW-Platteville’s Atomic Learning system and watch videos that show you how to complete these tasks. The Atomic Learning videos can be accessed via the following login webpage: http://www.uwplatt.edu/icet/atomic-learning-login
It is recommended that you review the Excel 2010 - Intro and Excel 2010 - Intermediate Training videos to ensure that you are familiar with all the tasks on the list above.