Excel 2010 Core Items

Audience Profile

The Core-level Microsoft Office Excel 2010 User should be able to navigate Microsoft Office Excel 2010 software at the feature and functionality level. They should be familiar with and know how to use at least 80% of the features and capabilities of Microsoft Office Excel 2010. The core-level user should be able to use Microsoft Office Excel 2010 to create and edit professional-looking spreadsheets for a variety of purposes and situations. Users would include people from a wide variety of job roles from almost all areas of professional, student, and personal life. Some of the roles users might take on include, but are not limited to:

- Accountants
- Clerical, Office professionals
- Consultants
- Executives/Managers
- Help desk personnel
- Instructors/Trainers
- Program/Project Managers
- Sales
- Students
- Other members of the general population

Tasks that might be undertaken or work products created by members of the Microsoft Excel 2010 Core-level User Target Audience might include, but would not be limited to:

- Case studies
- Charting
- Classroom instructional materials
- Create analytical, financial, etc. reports
- Data collaboration
- Data entry
- Data formatting
- Data manipulation
- Family budget
- Format numerical (financial, statistical, etc.) reports
- Forms
- Graphing
- Instructional development
- Investor info and analyses
- Process data
- Recipes
- Reporting
- Studies
- Technical support
- Tracking
- Trending

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