

MOS EXCEL 2010

	Counting	ICT / CL
Managing the worksheet document		
Navigate through a worksheet Hot keys, name box	1	1
Print a worksheet or workbook Printing only selected worksheets; printing an entire workbook; constructing headers and footers; applying printing options (scale, print titles, page setup, print area, gridlines)	1	1
Personalize environment by using Backstage Manipulating the Quick Access toolbar; manipulating the ribbon tabs and groups; manipulating Excel default settings; importing data to Excel; importing data from Excel; demonstrating how to manipulate workbook properties; manipulating workbook files and folders; applying different name and file formats for different uses by using Save and Save As features	1	1
Creating cell data		
Construct cell data Using paste special (formats, formulas, values, preview icons, transpose rows and columns, operations, comments, validation, paste as a link); cutting, moving, and selecting cell data	1	1
Apply AutoFill Copying data using AutoFill; filling series using AutoFill; copying or preserving cell format with AutoFill; selecting from drop-down list	1	1
Apply and manipulate hyperlinks Creating a hyperlink in a cell; modifying hyperlinks; modifying hyperlinked-cell attributes; removing a hyperlink	1	1
Formatting cells and worksheets		
Apply and modify cell formats Aligning cell content; applying a number format; wrapping text in a cell; using Format Painter	1	1
Merge or split cells Using Merge & Center, Merge Across, Merge Cells, and Unmerge Cells	1	1
Create row and column titles Printing row and column headings; printing rows to repeat with titles; printing columns to repeat with titles; configuring titles to print only on odd or even pages; configuring titles to skip the first worksheet page	1	1
Hide and unhide rows and columns Hiding a column; unhiding a column; hiding a series of columns; hiding a row; unhiding a row; hiding a series of rows	1	1
Manipulate page setup options for worksheets Configuring page orientation; managing page scaling; configuring page margins; changing header and footer size	1	1
Create and apply cell styles		

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Applying cell styles; constructing new cell styles	1	1
Managing worksheets and workbooks		
Create and format worksheets		
Inserting worksheets; deleting worksheets; copying, repositioning, copying and moving, renaming, grouping; applying coloring to worksheet tabs; hiding worksheet tabs; unhiding worksheet tabs	1	1
Manipulate window views		
Splitting window views; arranging window views; opening a new window with contents from the current	1	1
Manipulate workbook views		
Using Normal, Page Layout, and Page Break workbook views; creating custom views	1	1
Applying formulas and functions		
Create formulas		
Using basic operators; revising formulas	1	1
Enforce precedence		
Order of evaluation, precedence using parentheses, precedence of operators for percent vs. exponentiation	1	1
Apply cell references in formulas		
Relative, absolute	1	1
Apply conditional logic in a formula		
Creating a formula with values that match your conditions; editing defined conditions in a formula; using a series of conditional logic values in a formula	1	1
Apply named ranges in formulas		
Defining, editing, and renaming a named range	1	1
Apply cell ranges in formulas		
Entering a cell range definition in the formula bar; defining a cell range using the mouse; defining a cell range using a keyboard shortcut	1	1
Presenting data visually		
Create charts based on worksheet data		
Create charts based on worksheet data	1	1
Apply and manipulate illustrations		
Clip Art, SmartArt, shapes, screenshots	1	1
Create and modify images by using the Image Editor		
Making corrections to an image (sharpening or softening an image, changing brightness and contrast); using picture color tools; changing artistic effects on an image	1	1
Apply Sparklines		

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Using Line, Column, and Win/Loss chart types; creating a Sparkline chart; customizing a Sparkline; formatting a Sparkline; showing or hiding data markers	1	1
Sharing worksheet data with other users		
Share spreadsheets by using Backstage		
Sending a worksheet via email or SkyDrive; changing the file type to a different version of Excel; saving as PDF or XPS	1	1
Manage comments		
Inserting, viewing, editing, and deleting comments	1	1
Analysizing and organizing data		
Filter data		
Defining, applying, removing, searching, filtering lists using AutoFilter	1	1
Sort data		
Using sort options (values, font color, cell color)	1	1
Apply conditional formatting		
Applying conditional formatting to cells; using the Rule Manager to apply conditional formats; using the IF Function and Apply Conditional Formatting, icon sets, data bars, clear rules	1	1
Total	30	30