

# Exam 77-888

## Excel 2010 Expert



### Sharing and maintaining workbooks

- Apply workbook settings, properties, and data options
    - Setting advanced properties; saving a workbook as a template; importing and exporting XML data
  - Apply protection and sharing properties to workbooks and worksheets
    - Protecting the current sheet; protecting the workbook structure; restricting permissions; requiring a password to open a workbook
  - Maintain shared workbooks
    - Merging workbooks; setting Track Changes options
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### Applying formulas and functions

- Audit formulas
    - Tracing formula precedents, dependents, and errors; locating invalid data or formulas; correcting errors in formulas
  - Manipulate formula options
    - Setting iterative calculation options; enabling or disabling automatic workbook calculation
  - Perform data summary tasks
    - Using an array formula; using a SUMIFS function
  - Apply functions in formulas
    - Finding and correcting errors in functions; applying arrays to functions; using Statistical, Date and Time, Financial, Text, and Cube functions
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### Presenting data visually

- Apply advanced chart features
    - Using Trend lines, Dual axes, chart templates, and Sparklines
  - Apply data analysis
    - Using automated analysis tools; performing What-If analysis
  - Apply and manipulate PivotTables
    - Manipulating PivotTable data; using the slicer to filter and segment your PivotTable data in multiple layers
  - Apply and manipulate PivotCharts
    - Creating, manipulating, and analyzing PivotChart data
  - Demonstrate how to use the slicer
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- Choosing data sets from external data connections
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### Working with macros and forms

- Create and manipulate macros
  - Running a macro; running a macro when a workbook is opened; running a macro when a button is clicked; recording an action macro; assigning a macro to a command button; creating a custom macro button on the Quick Access Toolbar; applying modifications to a macro
- Insert and manipulate form controls
  - Inserting form controls; setting form properties