



## MICROSOFT EXCEL 2007 - EXAM 70-602 OBJECTIVES

### 1. Creating and Manipulating Data

- 1.1 Insert data by using AutoFill
- 1.2 Ensure data integrity
- 1.3 Modify cell contents and formats
- 1.4 Change Worksheet Views
- 1.5 Manage worksheets

### 2. Formatting Data and Content

- 2.1 Format worksheets
- 2.2 Insert and modify rows and columns
- 2.3 Format cells and cell content
- 2.4 Format data as a table

### 3. Creating and Modifying Formulas

- 3.1 Reference data in formulas
- 3.2 Summarize data using a formula.
- 3.3 Summarize data using subtotals.
- 3.4 Conditionally summarize data by using a formula
- 3.5 Look up data by using a formula.
- 3.6 Use conditional logic in a formula.
- 3.7 Format or modify text by using formulas.
- 3.8 Display and print formulas.

### 4. Presenting Data Visually

- 4.1 Create and format charts
- 4.2 Modify charts
- 4.3 Apply conditional formatting
- 4.4 Insert and modify illustrations
- 4.5 Outline data
- 4.6 Sort and filter data

### 5. Collaborating and Securing Data

- 5.1 Manage changes to workbooks
- 5.2 Protect and share workbooks
- 5.3 Prepare workbooks for distribution
- 5.4 Save workbooks
- 5.5 Set print options for printing data, worksheets and workbooks