

Exam 70-602:
Using Microsoft® Office
Excel® 2007

- 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