

Skills Measured

Managing the worksheet environment

- ☐ Navigate through a worksheet
 - ☐ Hot keys, name box
- ☐ 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)
- ☐ 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.

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
- ☐ Apply AutoFill
 - ☐ Copying data using AutoFill; filling series using AutoFill; copying or preserving cell format with AutoFill; selecting from drop-down list
- ☐ Apply and manipulate hyperlinks
 - ☐ Creating a hyperlink in a cell; modifying hyperlinks; modifying hyperlinked-cell attributes; removing a hyperlink

Formatting cells and worksheets

- ☐ Apply and modify cell formats
 - ☐ Aligning cell content; applying a number format; wrapping text in a cell; using Format Painter
- ☐ Merge or split cells
 - ☐ Using Merge & Center, Merge Across, Merge Cells, and Unmerge Cells
- ☐ 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

- 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
 - Manipulate page setup options for worksheets
 - Configuring page orientation; managing page scaling; configuring page margins; changing header and footer size
 - Create and apply cell styles
 - Applying cell styles; constructing new cell styles
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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
 - Manipulate window views
 - Splitting window views; arranging window views; opening a new window with contents from the current worksheet
 - Manipulate workbook views
 - Using Normal, Page Layout, and Page Break workbook views; creating custom views
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Applying formulas and functions

- Create formulas
 - Using basic operators; revising formulas
 - Enforce precedence
 - Order of evaluation, precedence using parentheses, precedence of operators for percent vs. exponentiation
 - Apply cell references in formulas
 - Relative, absolute
 - 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
 - Apply named ranges in formulas
 - Defining, editing, and renaming a named range
 - 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
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Presenting data visually

- Create charts based on worksheet data

- Apply and manipulate illustrations
 - Clip Art, SmartArt, shapes, screenshots
 - 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
 - Apply Sparklines
 - Using Line, Column, and Win/Loss chart types; creating a Sparkline chart; customizing a Sparkline; formatting a Sparkline; showing or hiding data markers
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Sharing worksheet data with other users

- Share spreadsheets by using Backstage
 - Sending a worksheet via email or OneDrive; changing the file type to a different version of Excel; saving as PDF or XPS
 - Manage comments
 - Inserting, viewing, editing, and deleting comments
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Analyzing and organizing data

- Filter data
 - Defining, applying, removing, searching, filtering lists using AutoFilter
- Sort data
 - Using sort options (values, font color, cell color)
- 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