

## **Skills measured**

This exam measures your ability to accomplish the technical tasks listed below. The percentages indicate the relative weight of each major topic area on the exam. The higher the percentage, the more questions you are likely to see on that content area on the exam.

**Please note that the questions may test on, but will not be limited to, the topics described in the bulleted text.**

### **Navigation**

- 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

### **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

### **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

## **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

## **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
- Manage comments
  - Inserting, viewing, editing, and deleting comments

## **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