

# *Microsoft Excel - Skills Measured*



## **Manage worksheets and workbooks (25–30%)**

### **Import data into workbooks**

- Import data from text files
- Import data from online sources

### **Navigate within workbooks**

- Search for data within a workbook
- Navigate to named cells, ranges, or workbook elements
- Insert and remove hyperlinks

### **Format worksheets and workbooks**

- Modify page setup
- Adjust row height and column width
- Customize headers and footers
- Customize options and views
- Manage the Quick Access toolbar
- Display and modify worksheets in different views
- Freeze worksheet rows and columns
- Change window views
- Modify built-in workbook properties
- Display formulas

### **Prepare workbooks for collaboration and distribution**

- Set a print area
- Save and export workbooks in alternative file formats
- Configure print settings
- Inspect workbooks and correct issues
- Manage comments and notes

## **Manage data cells and ranges (25–30%)**

### **Manipulate data in worksheets**

- Paste data by using special paste options
- Fill cells by using Auto Fill
- Insert and delete multiple columns or rows
- Insert and delete cells
- Generate numeric data by using RANDBETWEEN() and SEQUENCE()

### **Format cells and ranges**

- Merge and unmerge cells
- Modify cell alignment, orientation, and indentation
- Format cells by using Format Painter
- Wrap text within cells
- Apply number formats
- Apply cell formats from the Format Cells dialog box
- Apply cell styles
- Clear cell formatting
- Format multiple worksheets by grouping

### **Define and reference named ranges**

- Define a named range
- Reference a named range

### **Summarize data visually**

- Insert Sparklines
- Apply built-in conditional formatting
- Remove conditional formatting

## **Manage tables and table data (10–15%)**

### **Create and format tables**

- Create Excel tables from cell ranges
- Apply table styles
- Convert tables to cell ranges

### **Modify tables**

- Add or remove table rows and columns
- Configure table style options
- Insert and configure total rows

### **Filter and sort table data**

- Filter records
- Sort data by multiple columns

## **Perform operations by using formulas and functions (15–20%)**

### **Insert references**

- Insert relative, absolute, and mixed references
- Use structured references in formulas

### **Calculate and transform data**

- Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions
- Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions
- Perform conditional operations by using the IF() function
- Sort data by using the SORT() function
- Get unique values by using the UNIQUE() function

### **Format and modify text**

- Format text by using RIGHT(), LEFT(), and MID() functions
- Format text by using UPPER(), LOWER(), and LEN() functions
- Format text by using the CONCAT() and TEXTJOIN() functions

## **Manage charts (15 – 20%)**

### **Create charts**

- Create charts
- Create chart sheets

### **Modify charts**

- Add data series to charts
- Switch between rows and columns in source data
- Add and modify chart elements

### **Format charts**

- Apply chart layouts
- Apply chart styles
- Add alternative text to charts for accessibility