Microsoft® Excel 2016

Core Exam

Exam Objectives as stated by Microsoft
Pass rate 70% : 5 to 7 projects in 50 minutes

Skill Sets	Exam Skill Standards
Create and Manage Worksheets and Workbooks	**Create Worksheets and Workbooks** • Create a workbook • Import data from a delimited text file • Add a worksheet to an existing workbook • Copy and move a worksheet **Navigate in Worksheets and Workbooks** • Search for data within a workbook • Navigate to a named cell, range or workbook elements • Insert and remove hyperlinks **Format Worksheets and Workbooks** • Change worksheet tab color • Rename a worksheet • Change worksheet order • Modify page setup • Insert and delete columns or rows • Change workbook themes • Adjust row height and column width • Insert headers and footers **Customise Options and Views for Worksheets and Workbooks** • Hide or unhide worksheets • Hide or unhide columns and rows • Customise the Quick Access Toolbar • Change workbook views • Change window views • Modify document properties • Change magnification by using zoom tools • Display formulas **Configure Worksheets and Workbooks for Distribution** • Set a print area • Save workbooks in alternative file formats • Print all or part of a workbook • Set print scaling • Display repeating row and column titles, on multipage worksheets • Inspect a workbook for hidden properties or personal information • Inspect a workbook for accessibility issues • Inspect a workbook for compatibility issues

Manage Data Cells and Range	**Inset Data in Cells and Ranges** • Replace data • Cut, copy, or paste data • Paste data by using special paste options • Fill cells by using Auto Fill • Insert and delete cells
	Format Cells and Ranges • Merge cells • Modify cell alignment and indentation • Format cells by sing Format Painter • Wrap text within cells • Apply number formats • Apply cell formats • Apply cell styles
	Summarize and Organize Data • Insert SparkLines • Outline data • Insert subtotals • Apply conditional formatting
Create Tables	**Create and Manage Tables** • Create and Excel table from a cell range • Convert a table to a cell range • Add or remove table rows and columns
	Manage Table Styles and Options • Apply styles to tables • Configure table style options • Insert total rows
	Filter and Sort a Table • Filter records • Sort data by multiple columns • Change sort order • Remove duplicate records
Perform Operations with Formulas and Functions	**Summarize data by using Functions** • Insert references • Perform calculations by using the SUM function • Perform calculations by using MIN and MAX functions • Perform calculations by using the COUNT function • Perform calculations by using the AVERAGE function
	Perform Conditional Operations by using Functions • Perform logical operations by using the IF function • Perform logical operations by usinf the SUMIF functions • Perform logical operations by using the AVERAGEIF function • Perform statistical operations by using the COUNTIF function
	Format and Modify Text by using Functions • Format text by using RIGHT, LEFT, and MID functions • Format text by using UPPER, LOWER and PROPER functions • Format text by using the CONCATENATE function

Create Charts and Objects

Create Charts
- Create a new chart
- Add additional data series
- Switch between rows and columns in source data
- Analyze data by using Quick Analysis

Format Charts
- Resize charts
- Add and modify chart elements
- Apply chart layouts and styles
- Move charts to a chart sheet

Insert and Format Objects
- Insert text boxes and shapes
- Insert images
- Modify object properties
- add alternative text to objects for accessibility