



Excel 2016 Test Topics

BEGINNER	INTERMEDIATE	ADVANCED
Fill cell range with a series of labels	Use Autosum	Enter a 3-D reference in a formula
Copy cells	Auto Filter	Create a blank PivotTable
Insert a column	Create a conditional formatting rule	Add a slicer to filter data in a PivotTable
Undo an action	Change the chart type	PivotTable – Field Headers
Find and replace text	Enter a 3-D reference in a formula	Enter a calculation using the Average function
Clear cell contents	Create a blank PivotTable	Use Goal Seek
Select non-adjacent cells	Add a slicer to filter data in a PivotTable	Display Autofilter
Delete cells	Undo an action	Sort a table on multiple fields
Enter numbers with format symbols	Freeze Top Row	PivotTable – Move Fields
Move a chart in a worksheet	Copy cells	PivotTable – Change Report Layout
Save to location (OneDrive)	Add comment	PivotTable – Add Timeline
Create Workbook from Template	Fill cell range with a series of labels	Fill cell range with a series of labels
Open a workbook	Find and replace text	Add a new field to a table
Exit Excel	Insert a column	Co-authoring
Start Excel	Check spelling for a word	Encrypt a workbook
Insert a new worksheets	Mark a workbook as final	Apply a style to a chart
Navigate between worksheets	Save to location (OneDrive)	Format a worksheet background
Apply the Accounting number font	Create Workbook from Template	Group worksheets
Paper Size	Save a workbook with a new name	Insert subtotals
Center cells contents	Paper Size	PivotTable – Create
Change the font	Add a border to a range	PivotTable – Modify Type
Apply bold formatting to text	Merge cells and center their content	Print Selection
Italicize text	Wrap text in a cell	Scale a worksheet for printing
Autofit column contents	Apply the Accounting number format	Display the Developer tab
Change the font color of a cell	Change worksheet margins	Inspect a workbook
Change the font size	Center cell contents	Record a Macro
Change worksheet orientation	Hide Column	Data Validation
Modify row sight	Rotate text in a cell	Lock a cell
Increase the number of decimal places	Create a chart in the current worksheet	Convert Text to Columns
Preview worksheet before printing	Preview worksheet before printing	
Print WorkBook	Print Workbook	
	Set the print area	
	Display the Developer tab	
	Inspect a workbook	
	Add the “New” command to the Quick Access toolbar	



Excel 2013 Test Topics

BEGINNER	INTERMEDIATE	ADVANCED
Find and replace text	Change the chart type	Change the chart type
Copy and paste cells	Enter a 3D reference in a formula	Use absolute cell references
Delete a column	Use absolute cell references	Auto Filter
Insert a column	Auto Filter	Enter a 3D reference in a formula
Undo an action	Chart – Create	PivotTable – Change Summary Function
Clear cell contents	Add a slicer to filter data in a PivotTable	PivotTable – Calculated Field
Select non-adjacent cells	Create a conditional formatting rule	PivotTable – Scenario Report
Delete cells	Create a formula using the SUM function	PivotTable – Field Headers
Enter numbers with format symbols	Check spelling for a word	PivotTable – Move Fields
Move a chart in a worksheet	Delete a column	Use Goal Seek
Create and save a workbook based on a template	Select a cell	Use Flash Fill to fill a range based on examples
Save to location (Cloud)	Insert a column	Track changes in a History worksheet
Open a workbook	Fill cell range with a series of labels	Review the tracking log
Save a new workbook	Copy and paste cells	Merge workbooks
Exit Excel	Fill adjacent cells with formulas	Encrypt a workbook
Start Excel	Find and replace text	Break external links
Insert a new worksheet	Create defined names from a selection	Rotate text in a cell
Navigate between worksheets	Create and save a workbook based on a template	Add data bars to a range
Apply the Accounting number format	Save a workbook with a new name	Apply conditional formatting to a range
Paper Size	Save to location (Cloud)	Set up a cell to validate data
Change the font	Paper Size	Create and save a table style
Apply bold formatting to text	Change worksheet margins	Format grouped worksheets
Italicized text	Change a sparkline style	Insert subtotals
Autofit column contents	Hide Column and row	Rotate a 3-d pie chart
Change the font color of a cell	Apply the Accounting number format	Add a picture to the worksheet background
Change the font size	Apply the Date number format	Delete a picture from the worksheet background
Change worksheet orientation	Add a border to a range	Print formulas
Modify row height	Rotate text in a cell	Scale a worksheet for printing
Increase the number of decimal places	Rotate a 3-d pie chart	Add titles to a worksheet
Center cell contents	Create a chart in the current worksheet	Lock a cell
Print Workbook	Preview all pages in a worksheet before printing	Display the Developer tab
Print a worksheet	Print formulas	Import an Access table
	Set the print area	
	Print Workbook	
	Display the Developer tab	
	Lock a cell	