



Excel 365 Test Topics

| BEGINNER | INTERMEDIATE | ADVANCED |
|-------------------------------|---------------------------------|-----------------------------------|
| | | |
| Fill Cells with Labels | Change Chart Type | Change Chart Type |
| Copy Cells | Use 3-D Cell References | Use 3-D Cell References |
| Insert Column | Create Pivot Table | Create Pivot Table |
| Undo | Auto Filter | Add a Slicer to PivotTable |
| Find and Replace | Autosum | PivotTable – Field Headers |
| Clear Cell Contents | Conditional Formatting | Average |
| Select Non-adjacent Cells | Add Slicer to Pivot Table | Goal Seek |
| Delete Cells | Fill Cells with Labels | Display Autofilter |
| Use Format Symbols | Copy Cells | Sort on Multiple Fields |
| Move Chart | Insert Column | PivotTable – Move Fields |
| Save OneDrive | Undo | PivotTable – Change Report Layout |
| Create Workbook from Template | Find and Replace | PivotTable – Add Timeline |
| Open Workbook | Check Spelling | Fill Cells with Labels |
| Save Workbook | Mark as Final | Add Note |
| Exit Excel | Freeze Top Row | Add Field |
| Start Excel | Add Note | Co-Authoring |
| Insert New Worksheet | Save OneDrive | Encrypt a Workbook |
| Navigate Between Worksheets | Save with New Name | Rotate Text |
| Accounting Number Format | Create Workbook from Template | Chart Style |
| Paper Size | Rotate Text | Worksheet Background |
| Center Cells Contents | Accounting Number Format | Group Worksheets |
| Font | Margins | Insert Subtotals |
| Bold Text | Paper Size | PivotTable – Create |
| Italicize Text | Hide Column | PivotTable – Modify Type |
| Autofit Column | Add Border to Range | Print Selection |
| Font Color | Center Cells Contents | Scale for Printing |
| Font Size | Merge Cells | Display Developer Tab |
| Worksheet Orientation | Wrap Text | Inspect Workbook |
| Row Height | Create Chart | Customize Quick Access Toolbar |
| Increase Decimal Places | Print Selection | Record Macro |
| Print Preview | Print Review | Data Validation |
| Print Workbook | Print Workbook | Lock Cell |
| | Set Print Area | Convert Text to Columns |
| | Display Developer Tab | |
| | Inspect Workbook | |
| | Customized Quick Access Toolbar | |
| | | |



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 | |

