

MOS Excel 2013 Objectives

Note: This list corresponds to the videos in our series.

2.0 Create and manage worksheets and workbooks

2.1 Create worksheets and workbooks

This objective may include but is not limited to: creating workbooks using templates; importing files; opening non-native files directly in Excel; adding worksheets to existing workbooks; copying and moving worksheets

2.2 Navigate through worksheets and workbooks

This objective may include but is not limited to: searching for data within a workbook; inserting hyperlinks; changing worksheet order; using Go To; using Name Box

2.3 Format worksheets and workbooks

This objective may include but is not limited to: changing worksheet tab color; modifying page setup; inserting and deleting columns and rows; changing workbook themes; adjusting row height and column width; inserting watermarks; inserting headers and footers; setting data validation

2.4 Customize options and views for worksheets and workbooks

This objective may include but is not limited to: hiding worksheets; hiding columns and rows; customizing the Quick Access toolbar; customizing the Ribbon; managing macro security; changing workbook views; recording simple macros; adding values to workbook properties; using zoom; displaying formulas; freezing panes; assigning shortcut keys; splitting the window

2.5 Configure worksheets and workbooks to print or save

This objective may include but is not limited to: setting a print area; saving workbooks in alternate file formats; printing individual worksheets; setting print scaling; repeating headers and footers; maintaining backward compatibility; configuring workbooks to print; saving files to remote locations

3.0 Create cells and ranges

3.1 Insert data in cells and ranges

This objective may include but is not limited to: appending data to worksheets; finding and replacing data; copying and pasting data; using AutoFill tool; expanding data across columns; inserting and deleting cells

3.2 Format cells and ranges

This objective may include but is not limited to: merging cells; modifying cell alignment and indentation; changing font and font styles; using Format Painter; wrapping text

within cells; applying Number format; applying highlighting; applying cell styles; changing text to WordArt

3.3 Order and group cells and ranges

This objective may include but is not limited to: applying conditional formatting; inserting spark lines; transposing columns and rows; creating named ranges; creating outline; collapsing groups of data in outlines; inserting subtotals

4.0 Create tables

4.1 Create a table

This objective may include but is not limited to: moving between tables and ranges; adding and removing cells within tables; defining titles

4.2 Modify a table

This objective may include but is not limited to: applying styles to tables; banding rows and columns; inserting total rows; removing styles from tables

4.3 Filter and sort a table

This objective may include but is not limited to: filtering records; sorting data on multiple columns; changing sort order; removing duplicates

5.0 Apply formulas and functions

5.1 Utilize cell ranges and references in formulas and functions

This objective may include but is not limited to: utilizing references (relative, mixed, absolute); defining order of operations; referencing cell ranges in formulas

5.2 Summarize data with functions

This objective may include but is not limited to: utilizing the SUM function; utilizing the MIN and MAX functions; utilizing the COUNT function; utilizing the AVERAGE function

5.3 Utilize conditional logic in functions

This objective may include but is not limited to: utilizing the SUMIF function; utilizing the AVERAGEIF function; utilizing the COUNTIF function

5.4 Format and modify text with functions

This objective may include but is not limited to: utilizing the RIGHT, LEFT and MID functions; utilizing the TRIM function; utilizing the UPPER and LOWER functions; utilizing the CONCATENATE function

6.0 Create charts and objects

6.1 Create a chart

This objective may include but is not limited to: creating charts and graphs; adding additional data series; switching between rows and columns in source data; using Quick Analysis

6.2 Format a chart

This objective may include but is not limited to: adding legends; resizing charts and graphs; modifying chart and graph parameters; applying chart layouts and styles; positioning charts and graphs

6.3 Insert and format an object

This objective may include but is not limited to: Inserting text boxes; inserting SmartArt; inserting images; adding borders to objects; adding styles and effects to objects; changing object colors; modifying object properties; positioning objects