



Microsoft Office Specialist-Excel 2016

1. Manage Workbook Options and Settings

1.1 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**

1.2 Navigate in Worksheets and Workbooks

- **Search for data within a workbook**
- **Navigate to a named cell, range, or workbook element**
- **Insert and remove hyperlinks**

1.3 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**

1.4 Customize Options and Views for Worksheets and Workbooks

- **Hide or unhide worksheets**
- **Hide or unhide columns and rows**
- **Customize the Quick Access toolbar**
- **Change workbook views**
- **Change window views**
- **Modify document properties**
- **Change magnification by using zoom tools**
- **Display formulas**

1.5 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**

2. Apply Custom Data Formats and Layouts

2.1 Apply Custom Data Formats and Validation

- **Create custom number formats**
- **Populate cells by using advanced Fill Series options**
- **Configure data validation**

2.2 Apply Advanced Conditional Formatting and Filtering

- **Create custom conditional formatting rules**
- **Create conditional formatting rules that use formulas**
- **Manage conditional formatting rules**

2.3 Create and Modify Custom Workbook Elements

- **Create custom color formats**
- **Create and modify cell styles**
- **Create and modify custom themes**
- **Create and modify simple macros**
- **Insert and configure form controls**

2.4 Prepare a Workbook for Internationalization

- **Display data in multiple international formats**
- **Apply international currency formats**
- **Manage multiple options for +Body and +Heading fonts**

3. Create Tables

3.1 Create and Manage Tables

- **Create an Excel table from a cell range**
- **Convert a table to a cell range**
- **Add or remove table rows and columns**

3.2 Manage Table Styles and Options

- **Apply styles to tables**
- **Configure table style options**
- **Insert total rows**

3.3 Filter and Sort a Table

- **Filter records**
- **Sort data by multiple columns**
- **Change sort order**
- **Remove duplicate records**

4. Perform Operations with Formulas and Functions

4.1 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

4.2 Perform Conditional Operations by using Functions

- Perform logical operations by using the IF function
- Perform logical operations by using the SUMIF function
- Perform logical operations by using the AVERAGEIF function
- Perform statistical operations by using the COUNTIF function

4.3 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

5. Create Charts and Objects

5.1 Create Charts

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

5.2 Format Charts

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

5.3 Insert and Format Objects

- Insert text boxes and shapes
- Insert images
- Modify object properties
- Add alternative text to objects for accessibility