Microsoft Office Specialist

Excel 2013 Syllabus

Create and manage worksheets and workbooks

- Create worksheets and workbooks
  - Creating new blank workbooks; creating new workbooks using templates; importing files; opening non-native files directly in Excel; adding worksheets to existing workbooks; copying and moving worksheets

- Navigate through worksheets and workbooks
  - Searching for data within a workbook; inserting hyperlinks; changing worksheet order; using Go To; using Name Box

- Format worksheets and workbooks
  - Changing worksheet tab colour; 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

- Customise options and views for worksheets and workbooks
  - Hiding worksheets; hiding columns and rows; customising the Quick Access toolbar; customising 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

- Configure worksheets and workbooks to print or save
  - 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

Create cells and ranges

- Insert data in cells and ranges
  - Appending data to worksheets; finding and replacing data; copying and pasting data; using AutoFill tool; expanding data across columns; inserting and deleting cells

- Format cells and ranges
• 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

• Order and group cells and ranges

• Applying conditional formatting; inserting sparklines; transposing columns and rows; creating named ranges; creating outline; collapsing groups of data in outlines; inserting subtotals

Create tables

• Create a table

  • Moving between tables and ranges; adding and removing cells within tables; defining titles

• Modify a table

  • Applying styles to tables; banding rows and columns; inserting total rows; removing styles from tables

• Filter and sort a table

  • Filtering records; sorting data on multiple columns; changing sort order; removing duplicates

Apply formulas and functions

• Utilise cell ranges and references in formulas and functions

  • Utilising references (relative, mixed, absolute); defining order of operations; referencing cell ranges in formulas

• Summarise data with functions

  • Utilising the SUM function; utilising the MIN and MAX functions; utilising the COUNT function; utilising the AVERAGE function

• Utilise conditional logic in functions

  • Utilising the SUMIF function; utilising the AVERAGEIF function; utilising the COUNTIF function

• Format and modify text with functions

  • Utilising the RIGHT, LEFT and MID functions; utilising the TRIM function; utilising the UPPER and LOWER functions; utilising the CONCATENATE function
Create charts and objects

- Create a chart
  - Creating charts and graphs; adding additional data series; switching between rows and columns in source data; using Quick Analysis

- Format a chart
  - Adding legends; resizing charts and graphs; modifying chart and graph parameters; applying chart layouts and styles; positioning charts and graphs

- Insert and format an object
  - Inserting text boxes; inserting SmartArt; inserting images; adding borders to objects; adding styles and effects to objects; changing object colours; modifying object properties; positioning objects