



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	

