

Excel 2010 Standard Test Topics**Excel 2010 Basic Test Topics****Excel 2010 Advanced Test Topics**

Create a column chart	Undo an action	Create a column chart
Create a formula using SUM function	Copy cell contents	Use Goal Seek
Enter a formula using the keyboard	Clear cell contents	AutoFilter - Display
Edit a conditional formatting rule	Delete Cells	Use absolute cell references
PivotTable – Insert Slicer	Delete Rows	Create formula using AVERAGE function
Slicer – display data for one category	Enter text in a cell	Apply a style to a chart
Cancel the filter	Position a chart	Edit a conditional formatting rule
Customize the Ribbon	Select non-adjacent cells	PivotTable – Insert Slicer
Copy cell contents	Enter numbers with format symbols	Explode a 3-D pie chart
Delete Cells	Insert rows and columns	Create formula using the COUNT function
Find and replace text	Open Workbook	Customize the Ribbon
Check spelling	Save Workbook	Change the chart type
Enter numbers in a cell	Create a new workbook from a template	Move a legend to a chart
Fill adjacent cells with formulas	Exit Excel	Modify chart data labels
Select non-adjacent cells	Start Excel	Display gridlines on a chart
Move a legend to a chart	Save in Different Location	Modify document properties
Insert rows and columns	Navigate between worksheets	Check the workbook's accessibility
Save Workbook	Insert a new worksheet	Add borders
Rename a worksheet	Align cell contents	Apply a Table Style
Merge cells and center their content	Change the font	Conditional Formatting
Apply the accounting number format	Apply bold	Rotate text
Apply the date number format	Italicize text	Apply a theme to a worksheet
Add borders	Modify worksheet orientation	Create data bars
Change worksheet margins	Modify row height	Modify a chart axis
Change the font size	Increase the number of decimal places	Change fill color
Rotate text	Apply the percent style to cells	Format a chart element
Apply a sparkling style	Use Scale to Fit to print	Create a 3-D pie chart
Create a 3-D pie chart	Use Print Preview	Edit data in an online workbook
Rotate and tilt a 3-D pie chart	Print workbook	Save to Skydrive
Use Print Preview		Toolbar - Customize
Print Workbook		Use Page Layout View
Print a section of the worksheet		Create a linetype sparkline
Print formulas		Use Page Break Preview
Use the Name box to select a cell		Insert a page break
Zoom		

Excel 2013 Beginner Topics**Excel 2013 Intermediate Topics****Excel 2013 Advanced Topics**

Find and replace text	Change the chart type	Change the chart type
Copy and paste cells	Enter a 3D reference in a formula	Use absolute cell references
Delete a column	Use absolute cell references	Auto Filter
Insert a column	Auto Filter	Enter a 3D reference in a formula
Undo an action	Chart – Create	PivotTable – Change Summary Function
Clear cell contents	Add a slicer to filter data in a PivotTable	PivotTable – Calculated Field
Select non-adjacent cells	Create a conditional formatting rule	PivotTable – Scenario Report
Delete cells	Create a formula using the SUM function	PivotTable – Field Headers
Enter numbers with format symbols	Check spelling for a word	PivotTable – Move Fields
Move a chart in a worksheet	Delete a column	Use Goal Seek
Create and save a workbook based on a template	Select a cell	Use Flash Fill to fill a range based on examples
Save to location (Cloud)	Insert a column	Track changes in a History worksheet
Open a workbook	Fill cell range with a series of labels	Review the tracking log
Save a new workbook	Copy and paste cells	Merge workbooks
Exit Excel	Fill adjacent cells with formulas	Encrypt a workbook
Start Excel	Find and replace text	Break external links
Insert a new worksheet	Create defined names from a selection	Rotate text in a cell
Navigate between worksheets	Create and save a workbook based on a template	Add data bars to a range
Apply the Accounting number format	Save a workbook with a new name	Apply conditional formatting to a range
Paper Size	Save to location (Cloud)	Set up a cell to validate data
Change the font	Paper Size	Create and save a table style
Apply bold formatting to text	Change worksheet margins	Format grouped worksheets
Italicized text	Change a sparkline style	Insert subtotals
Autofit column contents	Hide Column and row	Rotate a 3-d pie chart
Change the font color of a cell	Apply the Accounting number format	Add a picture to the worksheet background
Change the font size	Apply the Date number format	Delete a picture from the worksheet background
Change worksheet orientation	Add a border to a range	Print formulas
Modify row height	Rotate text in a cell	Scale a worksheet for printing
Increase the number of decimal places	Rotate a 3-d pie chart	Add titles to a worksheet
Center cell contents	Create a chart in the current worksheet	Lock a cell
Print Workbook	Preview all pages in a worksheet before printing	Display the Developer tab
Print a worksheet	Print formulas	Import an Access table
	Set the print area	

	Print Workbook	
	Display the Developer tab	
	Lock a cell	