

MOS EXCEL 2013

	Counting	ICT / CL
Creating 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	1	1
Navigate through worksheets and workbooks Searching for data within a workbook; inserting hyperlinks; changing worksheet order; using Go To; using Name	1	1
Format worksheets and workbooks 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	1	1
Customize options and views for worksheets and workbooks 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	1	1
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	1	1
Create cells and range		
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	1	1
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	1	1
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	1	1
Create tables		
Create a table Moving between tables and ranges; adding and removing cells within tables; defining titles	1	1
Modify a table Applying styles to tables; banding rows and columns; inserting total rows; removing styles from tables	1	1

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Filter and sort a table Filtering records; sorting data on multiple columns; changing sort order; removing duplicates	1	1
Apply formulas and functions		
Utilize cell ranges and references in formulas and functions Utilizing references (relative, mixed, absolute); defining order of operations; referencing cell ranges in formulas	1	1
Summarize data with functions Utilizing the SUM function; utilizing the MIN and MAX functions; utilizing the COUNT function; utilizing the AVERAGE function	1	1
Utilize conditional logic in functions Utilizing the SUMIF function; utilizing the AVERAGEIF function; utilizing the COUNTIF function	1	1
Format and modify text with functions Utilizing the RIGHT, LEFT and MID functions; utilizing the TRIM function; utilizing the UPPER and LOWER functions; utilizing the CONCATENATE function	1	1
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	1	1
Format a chart Adding legends; resizing charts and graphs; modifying chart and graph parameters; applying chart layouts and styles; positioning charts and graphs	1	1
Insert and format an object 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	1	1
Total	18	18