Excel Assessment Review Topics:

1. Create, Open, Save and Print an Excel file.

   - Change Page Orientation - Portrait / Landscape
   - Print Only 1 page.
   - Shrink to Fit on 1 Page.
   - Print only a Range of Cells.

2. Add appropriate Footers to Worksheets.

3. Modify Sheet Tabs.

   - Rename Sheet Tabs
   - Move or Copy
   - Change Tab Color

4. Change Column Width, Row Height or AutoFit.

5. Position Data within Cells:

   - Align (Top, Middle, Bottom, Left, Center, Right)
   - Wrap Text
   - Orientation (Rotate)
   - Indent
   - Merge & Center

6. Change Appearance of Cells:

   - Change Font / Font Size
   - Change Font Color / Fill Color
   - Change Borders
   - Cell Styles

Excel Assessment Review Topics:

7. Format Numeric Data in Cells:

- Increase/Decrease Decimal
- Number Format
- Currency Format
- Accounting Format
- Comma Format (Thousand **,** Separator)
- Date Format (Long Date, Short Date)
- Time Format
- Percentage Format (%)

8. Copy Data / Formulas to other Cells.

- Using Copy / Paste Command
- Using Fill Handle

9. Enter and Edit Formulas.

- Using Operands (Cells, Numbers)

- Using Operators **(^, *, / , + , -)**

- Using Relative and $Absolute$ **(Shortcut key: F4) Cell References**

- **FORMULA EXAMPLES:**

    =F8 + G8

    =H8 / H13

    =F8 * J3

Excel Assessment Review Topics:

10. Enter and Edit FUNCTIONS.

- =SUM
  - *Add all numbers in a Range of Cells.
  - =SUM(B6:J6)
  - =SUM(B4, B6:B8, B10)

- =AVERAGE
  - *Returns the Average in a Range of Cells.
  - =AVERAGE(B6:J6)

- =MAX
  - *Returns the largest in a Range of Cells.
  - =MAX(B6:J6)

- =MIN
  - *Returns the smallest in a Range of Cells.
  - =MIN(B6:J6)

- =COUNT
  - *Counts the number of cells in a Range of Numbers.
  - =COUNT(B4:B24)

- =NOW()
  - *Returns the Date & Time
  - =NOW()

- =TODAY()
  - *Returns the Date
  - =TODAY()

Excel Assessment Review Topics:

- =IF

- **HINT:** *If using numbers in your logical condition, DO NOT enter $ or a comma, in your expression.*

- **ERROR:**

- **=IF(B6>$5,000, "Bonus", "No Bonus")**

    o **EXAMPLES** from Assignments:
    o =IF(H5 < 76,"Made","Cut")
    o =IF(B6 < 5,22.5,0)
    o =IF(B25 >= 60,"Pass","Fail")

If the Average in H5 is less than 76, display Made, otherwise display Cut.	
Logical test	**H5 < 76**
Value_if_true	**Made**
Value_if_false	**Cut**

If the Quantity purchased in B6 is less than 5, shipping cost is $22.50.	
Logical test	**B6 < 5**
Value_if_true	**22.50**
Value_if_false	**0**

If the Test Score in B25 is 60 or above, display Pass, otherwise Fail.	
Logical test	**B25 > = 60**
Value_if_true	**Pass**
Value_if_false	**Fail**

Excel Assessment Review Topics:

11. Create and Format Charts.

- **Step 1:** Highlight Chart Data Range
- **Step 2:** Choose Chart Type
    - **Column, Bar, Line, or Pie Charts**
- **Step 3:** Choose Chart Location
    - **Embedded on the worksheet or on a Separate Chart Sheet**
- **Step 4:** If needed, modify Chart Elements

    - Use the Chart Elements **+** Button
    - **Or the Ribbon: Chart Tools > Design Tab / Format Tab**
    - Or the Format Pane (on the right-side)
        - **Add a Chart Title**
        - **Change the Legend**
        - **Change the Data Labels**
        - **Color Chart Area, Plot Area**
        - **Add Gridlines**