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Microsoft Office Specialist: Excel Associate Certification

The Microsoft Office Specialist: Excel Associate Certification demonstrates competency in the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects. The exam covers the ability to create and edit a workbook with multiple sheets, and use a graphic element to represent data visually. Workbook examples include professional-looking budgets, financial statements, team performance charts, sales invoices, and data-entry logs.

Objective Domains

Manage Worksheets and Workbooks

- Import data into workbooks

    Import data from .txt files

    Import data from .csv files

- Navigate within workbooks

    Modify page setup

    Adjust row height and column width

    Customize headers and footers

- Customize options and views

    Modify page setup

    Adjust row height and column width

    Customize headers and footers

- Customize options and views

    Customize the Quick Access toolbar

    Display and modify workbook content in different views

    Freeze worksheet rows and columns

    Change window views

    Modify basic workbook properties

    Display formulas

- Configure content for collaboration

    Set a print area

    Save workbooks in alternative file formats

    Configure print settings

    Inspect workbooks for issues

Manage data cells and ranges

- Manipulate data in worksheets

    Paste data by using special paste options

Fill cells by using Auto Fill

Insert and delete multiple columns or rows

Insert and delete cells

- Format cells and ranges

  Merge and unmerge cells

  Modify cell alignment, orientation, and indentation

  Format cells by using Format Painter

  Wrap text within cells

  Apply number formats

  Apply cell formats from the Format Cells dialog box

  Apply cell styles

  Clear cell formatting

- Define and reference named ranges

  Define a named range

  Name a table

- Summarize data visually

  Insert Sparklines

  Apply built-in conditional formatting

  Remove conditional formatting

Manage tables and table data

- Create and format tables

  Create Excel tables from cell ranges

  Apply table styles

  Convert tables to cell ranges

- Modify tables

  Add or remove table rows and columns

  Configure table style options

  Insert and configure total rows

- Filter and sort table data

  Filter records

  Sort data by multiple columns

Perform operations by using formulas and functions

- Insert references

  Insert relative, absolute, and mixed references

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Reference named ranges and named tables in formulas

- Calculate and transform datas

  Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions

  Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions

  Perform conditional operations by using the IF() function

- Format and modify text

  Format text by using RIGHT(), LEFT(), and MID() functions

  Format text by using UPPER(), LOWER(), and LEN() functions

  Format text by using the CONCAT() and TEXTJOIN() functions

Manage charts

  Create charts

  Create chart sheets

- Modify charts

  Add data series to charts

  Switch between rows and columns in source data

  Add and modify chart elements

- Format charts

  Apply chart layouts

  Apply chart styles

Add alternative text to charts for accessibility