

## **Microsoft Office Specialist 2016**

### **Session 1**

#### **Section A: Introduction to Excel 2016**

- About This Course

#### **Section B: Create Worksheets and Workbooks**

- Tour of Excel
- Create a Blank Workbook
- Create a Workbook Using Templates
- Add Data to a Worksheet
- Import Data
- Add a Worksheet
- Copy a Worksheet
- Move a Worksheet

#### **Section C: Navigate in Worksheets and Workbooks**

- Search for Data
- Navigate a Workbook
- Insert and Remove Hyperlinks

#### **Section D: Format Worksheets and Workbooks**

- Change Worksheet Tab Color
- Rename a Worksheet
- Change Worksheet Order
- Modify Page Setup
- Insert and Delete Columns or Rows
- Change Workbook Themes
- Adjust Row Height and Column Width
- Insert Headers and Footers

#### **Section E: Customize Options and Views**

- Hide and Unhide Worksheets
- Hide and Unhide Columns and Rows
- Customize the Quick Access Toolbar
- Change Workbook Views
- Change Window Views
- Modify Document Properties
- Change Magnification
- Display Formulas

#### **Section F: Prepare Files for Distribution**

- Set a Print Area
- Save Workbooks in Other Formats
- Print All or Part of a Workbook
- Set Print Scaling
- Display Repeating Row and Column Titles
- Inspect for Hidden Properties

- Inspect for Accessibility Issues
- Inspect for Compatibility Issues

### **Section G: Domain 1 Recap**

- Domain 1 Test Tips

## **Session 2**

### **Section A: Manage Data**

- Insert Data in Cells and Ranges
- Replace Data
- Cut and Paste Data
- Copy and Paste Data
- Paste Data with Special Paste Options
- Using AutoFill to Fill Cells
- Insert and Delete Cells

### **Section B: Format Cells and Ranges**

- Merge Cells
- Modify Cell Alignment and Indentation
- Use Format Painter to Format Cells
- Wrap Text Within Cells
- Apply Number Formats
- Apply Cell Formats
- Apply Cell Styles

### **Section C: Summarize and Organize Data**

- Insert Sparklines
- Outline Data
- Create Subtotals
- Apply Conditional Formatting

### **Section D: Domain 2 Recap**

- Domain 2 Test Tips

## **Session 3**

### **Section A: Create Tables**

- Create and Manage Tables
- Create an Excel Table from a Cell Range
- Convert a Table to a Cell Range
- Add or Remove Table Rows and Columns

### **Section B: Manage Table Styles and Options**

- Apply Styles to Tables
- Configure Table Style Options

- Insert Total Rows

### **Section C: Filter and Sort a Table**

- Filter Records
- Sort Data by Multiple Columns
- Sort Data by Custom Lists
- Change Sort Order
- Remove Duplicate Records

### **Section D: Domain 3 Recap**

- Domain 3 Test Tips

### **Session 4**

#### **Section A: Calculations with Formulas and Functions**

- Use Basic Formulas and Functions
- Use Basic Formulas
- Use Absolute and Mixed References
- Using Formulas Across Worksheets
- Calculate with the SUM Function
- Use the MIN and MAX Functions
- Use the COUNT Functions
- Use the AVERAGE Functions
- Formula and Function Tips

#### **Section B: Use Conditional Functions**

- Use the IF Function
- Use the SUMIF Function
- Use the AVERAGEIF Function
- Use the COUNTIF Function

#### **Section C: Use Text Functions**

- Use the LEFT Function
- Use the MID Function
- Use the RIGHT Function
- Use the UPPER and LOWER Functions
- Use the PROPER Function
- Use the CONCAT Function

#### **Section D: Domain 4 Recap**

- Domain 4 Test Tips

## **Session 5**

### **Section A: Create Charts and Objects**

- Create Charts
- Create a New Chart
- Add Additional Data Series
- Switch Orientation of Source Data
- Use Quick Analysis to Analyze Data

### **Section B: Format Charts**

- Resize Charts
- Add and Modify Chart Elements
- Data Labels and Legends
- Gridlines
- Apply Chart Layouts and Styles
- Change Chart Type
- Create Secondary Axis
- Move Charts to a Chart Sheet

### **Section C: Insert and Format Objects**

- Insert Text Boxes and Shapes
- Insert and Modify Images
- Add Alternative Text to Objects

### **Section D: Domain 5 Recap**

- Domain 5 Test Tips

### **Section E: Test Taking Tips**

- Overall Test Tips

### **Section F: Conclusion**

- Course Ending