Microsoft Office Specialist: Excel Associate (Excel and Excel 2019) – Skills Measured

NOTE: The bullets that appear below each of the skills measured are intended to illustrate how we are assessing that skill. This list is not definitive or exhaustive.

NOTE: In most cases, exams do NOT cover preview features, and some features will only be added to an exam when they are GA (General Availability).

Manage worksheets and workbooks

Import data into workbooks

- Import data from .txt files
- Import data from .csv files

Navigate within workbooks

- Search for data within a workbook
- Navigate to named cells, ranges, or workbook elements
- Insert and remove hyperlinks

Format worksheets and workbooks

- 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
- 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 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