

ACC 189.67 - Excel Proficiency Exam Topics

The following topics will be covered on the proficiency exam. College of Business majors who wish to continue past 27 hours of College of Business coursework must meet the Standards for Progress in the Major including Microsoft Competency. Students can choose one of three options for completing Microsoft Competency:

1. Earn a C or better in ITK 150
2. Earn "CR" in ACC 167 and ACC 168 (5 week long courses, 1 hour each, credit/no credit grade).
3. Pass proficiency exams ACC 189.67 (excel) and ACC 189.68 (PowerPoint/WordPress)

Proficiency Topics

General Spreadsheet Knowledge

Know the steps involved in planning a worksheet.

Know the general capabilities of spreadsheet software.

Be able to build a workbook/worksheet and use the more common types of spreadsheet software commands.

Working with cells

Use Undo and Redo

Clear cell content

Enter text, dates, and numbers

Edit cell content

Go to a specific cell

Cut, copy, paste, paste special and move selected cells, use the Office Clipboard

Use Find and Replace

Creating ranges

Working with files

Use Save

Use Save As (different name, location, format)

Locate and open an existing workbook

Formatting worksheets

Apply font styles (typeface, size, color and styles)

Apply number formats (currency, percent, dates, comma)

Modify size of rows and columns

Modify alignment of cell content

Adjust the decimal place

Use the Format Painter

Print formulas

Apply cell borders and shading

Page setup and printing

Preview and print worksheets

Change page orientation

Set page margins and centering

Set up headers and footers

Set print titles and options (gridlines, print quality, row & column headings)

Working with worksheets & workbooks

Insert and delete rows and columns

Freeze and unfreeze rows and columns

Sorting by a single column

Sorting by multiple columns

Working with formulas & functions

Enter formulas in a cell

Revise formulas

Use references (absolute and relative)

Use AutoSum

Use basic functions (AVERAGE, SUM, COUNT, MIN, MAX, ROUND)
Enter functions using the formula palette
Use date functions (NOW and DATE)
Use financial functions (PMT)
Use logical functions (IF)
Use of database functions (VLOOKUP)

Using charts and objects

Be able to create a chart
Preview and print charts
Modify charts