Excel 2016 Basic Skills Inventory

- Create and Manage Worksheets and Workbooks
  - Create Worksheets and Workbooks
    - Create a workbook
    - Add a worksheet to an existing workbook
    - Copy and move a worksheet
  - Navigate in Worksheets and Workbooks
    - Search for data within a workbook
    - Insert and remove hyperlinks
  - 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
  - Customize Options and Views for Worksheets and Workbooks
    - Hide or unhide worksheets
    - Hide or unhide columns and rows
    - Customize the Quick Access Toolbar
    - Change workbook views
    - Change window views
    - Modify document properties
    - Change magnification by using zoom tools
  - Configure Worksheets and Workbooks for Distribution
    - Set a print area
    - Save workbooks in alternative file formats
    - Print all or part of a workbook
    - Set print scaling
    - Display repeating row and column titles on multipage worksheets
    - Inspect a workbook for compatibility issues

Excel 2016 Basic Skills Inventory

- Manage Data Cells and Ranges
  - Insert Data in Cells and Ranges
    - Replace data
    - Cut, copy, or paste data
    - Paste data by using special paste options
    - Fill cells by using AutoFill
    - Insert and delete cells
  - Format Cells and Ranges
    - Merge cells
    - Modify cell alignment and indentation
    - Format cells by using Format Painter
    - Wrap text within cells
    - Apply number formats
    - Apply cell formats
    - Apply cell styles
  - Summarize and Organize Data
    - Apply conditional formatting
- Perform Operations with Formulas and Functions
  - Summarize Data by Using Functions
    - Insert references
    - Perform calculations by using the SUM function
    - Perform calculations by using MIN and MAX functions
    - Perform calculations by using the COUNT function
    - Perform calculations by using the AVERAGE function