Excel Test: Study Guide

1. Charts
   * Insert a chart
   * Add, delete, and edit sections of a chart
   * Switch a chart to a different type
   * What the contextual tabs are for charts (layout, design, etc.), and features of each tab
   * Basic chart types and layouts
   * “Other” types of charts
2. Formatting
   * **Two** ways to have text in a cell take up 2 lines
   * Increase and decrease decimal places
   * Paste Special options
   * Conditional Formatting
   * Sort and Filter
3. Exchange Rates
   * Purpose of exchange rates
   * Format as different currency types
   * Different country’s currency symbols
   * Main countries under “$” dropdown
4. Formulas
   * Types of AutoSum formulas
   * Types of Financial functions, their purpose, and their abbreviations
   * Types of Logical functions, their purpose, and their abbreviations
   * Symbols used in IF Statements