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