

1. Define the Excel terms: workbook, a worksheet, chart, cell, row, column, range, merged cell, reference, content, format, comment, clip art and style.
2. Know how to open, save, or print a worksheet or chart in Excel.
3. Explain the differences between the way that Excel handles text vs. number data.
4. Know how to select and describe ranges (both adjacent and non- adjacent) in Excel.
5. Differentiate between clearing a range and deleting a range.
6. Explain the purpose and use of the "fill handle" and the Auto Fill command.
7. Know the keystroke (or keystroke combinations) used to navigate a workbook.
8. Know how to enter a formula by typing and/or pointing.
9. Recognize the characteristics of at least the following chart types: bar, column, line, and pie, and explain what a stacked chart is.
10. Describe the elements that make up the charts listed above.
11. Distinguish between a "chart sheet" and an "embedded chart".
12. Know default quantity of worksheets in a new Excel workbook.
13. Explain how to display the underlying formulas used in a worksheet in the cells.
14. Define the terms: formula, operator, operand, order of operations, function, and argument.
15. Describe how to make a formula cell reference absolute and what effect that will have on copying that formula.
16. Know how to control text alignment (including word wrap) within cells.
17. Explain how to manage headers and footers in a workbook.
18. Know the default names for the first worksheet and the first chart in a workbook.
19. Be familiar with the use of the copy, cut, paste, paste special, and format painter commands in Excel, including the keyboard shortcuts Ctrl+C, Ctrl+X, and Ctrl+V.
20. Define the terms: what-if analysis, and goal seek feature.
21. Know the significance of a "moving border" (a.k.a. "racing border") and how to deactivate one.
22. Know how to filter and sort data in a worksheet.
23. Know the names of the different areas of the screen when using Excel.
24. Explain how to resize a column or row.
25. Know the default file extension for an Excel 2007 workbook and the rules for naming workbook files.
26. Know how to use at least the functions: SUM, AVERAGE, IF, NA and NOW.
27. Explain the circumstances that will cause Excel to revise a formula and what effect inserting or deleting ranges has.
28. Define the charting terms: axis, data series, legend, plot area, data marker, and scaling.