Appointment are mandatory
➢ $40 Cash
➢ Bring SSU ID and one other form of photo ID
➢ Time allotted for exam: 2 hours
➢ Passing grade of: 70% or better

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Excel Tasks to Know

- Adding Cell Borders
- Adding Columns
- Adding Information and Saving Changes
- Adding Numbers
- Applying Conditional Formatting
- Calculating Amounts
- Calculating Averages
- Changing Margins
- Changing Table Styles
- Changing the Chart Legend’s Position
- Clearing a Filter
- Clearing Contents
- Creating a Clustered Chart
- Creating a Pivot Chart

- Creating a Pivot Table
- Deleting Columns
- Editing a Chart
- Finding the Maximum Value
- Formatting Text
- Freezing the Top Row
- Hiding a Column
- Hiding Formula Bar
- Inserting a New Worksheet
- Inserting a Page Break
- Inserting New Rows and Adding Data
- Merging Cells
- Printing a Section
- Multi-level Sorting
- Printing a Section

- Removing Duplicates
- Resizing a Column to a Given Size
- Selecting Multiple Worksheets
- Setting Up Cells to Display Currency
- Sorting Data
- Turning AutoFilter On
- Turning on the Automatic Filters
- Using Custom Formulas
- Using the Find and Replace Feature
- Using If Function
- Working with Comments
- Wrapping Text