

Nelson & Associates is available to test you on Microsoft Excel 2013 to meet the Pre-Business computer competency requirement without taking a class.

- 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



To set up assessment testing, please call or email Morgan Manning at (415) 446-0201, mmanning@nelsonstaffing.com

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