

Excel Test Questions Available (all simulation)

Version	Category	Topic	Level
365	Tools and Automation	Inspect Workbook	Advanced
365	Tools and Automation	Display Developer Tab	Advanced
365	Tools and Automation	Convert Text to Columns	Advanced
365	Tools and Automation	Lock Cell	Advanced
365	Tools and Automation	Data Validation	Advanced
365	Tools and Automation	Record Macro	Advanced
365	Printing	Scale for Printing	Advanced
365	Printing	Print Selection	Advanced
365	Formatting	Insert Subtotals	Advanced
365	Formatting	Format Grouped Worksheets	Advanced
365	Formatting	Group Worksheets	Advanced
365	Formatting	Worksheet Background	Advanced
365	Formatting	Chart Style	Advanced
365	Formatting	Rotate Text	Advanced
365	File Management	Co-Authoring	Advanced
365	File Management	Encrypt a Workbook	Advanced
365	Editing	Add Field	Advanced
365	Analysis	Pivot Table - Change Report Layout	Advanced
365	Analysis	Pivot Table - Move Fields	Advanced
365	Analysis	Pivot Table - Add Timeline	Advanced
365	Analysis	Sort on Multiple Fields	Advanced
365	Analysis	Display Autofilter	Advanced
365	Analysis	Goal Seek	Advanced
365	Analysis	Average	Advanced
365	Analysis	Pivot Table - Field Headers	Advanced
365	Analysis	Create PivotTable	Advanced
365	Analysis	Use 3-D Cell References	Advanced
365	Analysis	Change Chart Type	Advanced
365	Graphics	Pivot Chart - Create	Advanced
365	Graphics	Pivot Chart - Modify Type	Advanced
365	Printing	Print Workbook	Beginner
365	Printing	Print Preview	Beginner
365	Formatting	Center Cell Contents	Beginner
365	Formatting	Hide Column	Beginner
365	Formatting	Paper Size	Beginner
365	Formatting	Margins	Beginner
365	Formatting	Accounting Number Format	Beginner
365	Formatting	Increase Decimal Places	Beginner

365	Formatting	Row Height	Beginner
365	Formatting	Worksheet Orientation	Beginner
365	Formatting	Font Size	Beginner
365	Formatting	Font Color	Beginner
365	Formatting	Autofit Column	Beginner
365	Formatting	Italicize Text	Beginner
365	Formatting	Bold Text	Beginner
365	Formatting	Font	Beginner
365	File Management	Save OneDrive	Beginner
365	File Management	Navigate Between Worksheets	Beginner
365	File Management	Insert New Worksheet	Beginner
365	File Management	Start Excel	Beginner
365	File Management	Exit Excel	Beginner
365	File Management	Save Workbook	Beginner
365	File Management	Open Workbook	Beginner
365	Editing	Move Chart	Beginner
365	Editing	Use Format Symbols	Beginner
365	Editing	Delete Cells	Beginner
365	Editing	Select Non-adjacent Cells	Beginner
365	Editing	Clear Cell Contents	Beginner
365	Editing	Undo	Beginner
365	Editing	Insert Column	Beginner
365	Editing	Copy Cells	Beginner
365	Editing	Fill Cells with Labels	Beginner
365	Analysis	Auto Filter	Beginner
365	Tools and Automation	Customize Quick Access Toolbar	Intermediate
365	Printing	Set Print Area	Intermediate
365	Formatting	Wrap Text	Intermediate
365	Formatting	Merge Cells	Intermediate
365	Formatting	Add Border to Range	Intermediate
365	File Management	Create Workbook from Template	Intermediate
365	File Management	Save with New Name	Intermediate
365	Editing	Add Note	Intermediate
365	Editing	Freeze Top Row	Intermediate
365	Editing	Mark as Final	Intermediate
365	Editing	Check Spelling	Intermediate
365	Editing	Find and Replace	Intermediate
365	Analysis	Add Slicer to PivotTable	Intermediate
365	Analysis	Conditional Formatting	Intermediate
365	Analysis	Autosum	Intermediate
365	Graphics	Create Chart	Intermediate

365	Functions Module	Function - AVERAGE	Intermediate
365	Functions Module	Function - PMT	Intermediate
365	Functions Module	Function - FV	Intermediate
365	Functions Module	Function - PV	Intermediate
365	Functions Module	Function - IRR	Intermediate
365	Functions Module	Function - NPV	Intermediate
365	Functions Module	Function - SLN	Intermediate
365	Functions Module	Function - COUNT	Intermediate
365	Functions Module	Function - IPMT	Intermediate
365	Functions Module	Function - VLOOKUP	Advanced
365	Functions Module	Function - SUMIF	Advanced
365	Functions Module	Function - IFERROR	Advanced
365	Functions Module	Function - GETPIVOTDATA	Advanced
365	Functions Module	Function - CUMPRINC	Advanced
365	Functions Module	Function - CUMIPMT	Advanced
365	Pivot Module	PivotChart - Create	Intermediate
365	Pivot Module	PivotChart - Filter	Intermediate
365	Pivot Module	PivotTable - Create	Intermediate
365	Pivot Module	PivotTable - Filter	Intermediate
365	Pivot Module	PivotTable - Field List	Intermediate
365	Pivot Module	PivotTable - Edit Data	Intermediate
365	Pivot Module	PivotChart - Move In Worksheet	Intermediate
365	Pivot Module	PivotTable - Remove Filter	Intermediate
365	Pivot Module	PivotChart - Modify Layout	Intermediate
365	Pivot Module	PivotChart - Modify Type	Intermediate
365	Pivot Module	PivotTable - Add Fields	Intermediate
365	Pivot Module	PivotTable - Apply Style	Intermediate
365	Pivot Module	PivotTable - Change Report Layout	Intermediate
365	Pivot Module	PivotTable - Resize and Move	Intermediate
365	Pivot Module	PivotTable - Change Summary Function	Advanced
365	Pivot Module	PivotTable - Calculated Field	Advanced
365	Pivot Module	PivotTable - Scenario Report	Advanced

2016	Tools & Automation	Add the "new" command to the Quick Access toolbar	Intermediate
2016	Tools & Automation	Inspect a workbook	Advanced
2016	Tools & Automation	Display the Developer tab	Advanced
2016	Tools & Automation	Convert Text to Columns	Advanced
2016	Tools & Automation	lock a cell	Advanced
2016	Tools & Automation	Data Validation	Advanced
2016	Tools & Automation	Record a Macro	Advanced
2016	Printing	Scale a worksheet for printing	Advanced

2016	Printing	Set the print area	Intermediate
2016	Printing	Print Workbook	Beginner
2016	Printing	Preview worksheet before printing	Beginner
2016	Printing	Print Selection	Advanced
2016	Formatting	Wrap text in a cell	Intermediate
2016	Formatting	Merge cells and center their content	Intermediate
2016	Formatting	center cell contents	Intermediate
2016	Formatting	Add a border to a range	Intermediate
2016	Formatting	Hide Column	Beginner
2016	Formatting	Paper Size	Beginner
2016	Formatting	Change worksheet margins	Beginner
2016	Formatting	Apply the Accounting number format	Beginner
2016	Formatting	Rotate text in a cell	Advanced
2016	Formatting	Insert subtotals	Advanced
2016	Formatting	Format grouped worksheets	Advanced
2016	Formatting	Group worksheets	Advanced
2016	Formatting	Format a worksheet background	Advanced
2016	Formatting	Apply a style to a chart	Advanced
2016	File Management	Create workbook from template	Intermediate
2016	File Management	Save a workbook with a new name	Intermediate
2016	File Management	Save to location (onedrive)	Beginner
2016	File Management	Encrypt a worksheet	Advanced
2016	File Management	Co-authoring	Advanced
2016	Editing	Add comment	Intermediate
2016	Editing	Freeze top row	Intermediate
2016	Editing	mark a workbook as final	Intermediate
2016	Editing	Check spelling for a word	Intermediate
2016	Editing	Find and replace text	Intermediate
2016	Editing	Undo an action	Beginner
2016	Editing	Insert a column	Beginner
2016	Editing	Copy cells	Beginner
2016	Editing	Fill cell range with a series of labels	Beginner
2016	Editing	Add a new field to a table	Advanced
2016	Analysis	Add a slicer to filter data in PivotTable	Intermediate
2016	Analysis	Create a conditional formatting rule	Intermediate
2016	Analysis	Use Autosum	Intermediate
2016	Analysis	Auto Filter	Beginner
2016	Analysis	Create a blank PivotTable	Advanced
2016	Analysis	Enter a 3D reference in a formula	Advanced
2016	Analysis	Change the chart type	Advanced
2016	Analysis	PivotTable - Add Timeline	Advanced

2016	Analysis	PivotTable - Change Report Layout	Advanced
2016	Analysis	PivotTable - Move fields	Advanced
2016	Analysis	PivotTable - Field Headers	Advanced
2016	Analysis	Sort a table on multiple fields	Advanced
2016	Analysis	Display Autofilter	Advanced
2016	Analysis	Use Goal Seek	Advanced
2016	Analysis	Enter a calculation using the AVG function	Advanced
2016	Graphics	PivotChart - Modify Type	Advanced
2016	Graphics	PivotChart - Create	Advanced
2016	Graphics	Create a chart in the current worksheet	Intermediate

2013	Analysis	Use Absolute Cell References	Advanced
2013	Analysis	Use a 3D Reference in a Formula	Advanced
2013	Analysis	Use Autofilter	Advanced
2013	Analysis	Use Goal Seek	Advanced
2013	Analysis	Add Calculated Field to Table	Advanced
2013	Analysis	Conditional Formatting Rule	Intermediate
2013	Analysis	Create Sum Formula	Intermediate
2013	Analysis	Create a Chart	Intermediate
2013	Editing	Rotate Text	Advanced
2013	Editing	Add Picture Background	Advanced
2013	Editing	Delete Picture from Background	Advanced
2013	Editing	Highlight Tracked Changes	Advanced
2013	Editing	Track Changes in a History Worksheet	Advanced
2013	Editing	Delete a Column	Beginner
2013	Editing	Insert a Column	Beginner
2013	Editing	Select a Cell	Beginner
2013	Editing	Copy and Paste Cells	Beginner
2013	Editing	Change Worksheet Margins	Beginner
2013	Editing	Select Non-adjacent Cells	Beginner
2013	Editing	Delete Cells	Beginner
2013	Editing	Enter Numbers and Symbols	Beginner
2013	Editing	Clear Cells	Beginner
2013	Editing	Autofit Column	Beginner
2013	Editing	Font Size	Beginner
2013	Editing	Create Defined Names	Intermediate
2013	Editing	Check Spelling	Intermediate
2013	Editing	Replace Text	Intermediate
2013	Editing	Fill Adjacent Cells with Formulas	Intermediate
2013	File Management	Import Access Table	Advanced
2013	File Management	Encrypt Workbook	Advanced

2013	File Management	Break External Links	Advanced
2013	File Management	Save to Cloud	Beginner
2013	File Management	Save a Workbook	Beginner
2013	File Management	Start Excel	Beginner
2013	File Management	Add a Worksheet	Beginner
2013	File Management	Navigate Between Worksheets	Beginner
2013	File Management	Exit Excel	Beginner
2013	File Management	Create New Workbook Using Template	Intermediate
2013	Formatting	Add Data Bars to a Range	Advanced
2013	Formatting	Apply Conditional Formatting	Advanced
2013	Formatting	Format Grouped Worksheets	Advanced
2013	Formatting	Validate Data in a Cell	Advanced
2013	Formatting	Create a Table Style	Advanced
2013	Formatting	Group and Ungroup Worksheets	Advanced
2013	Formatting	Insert Subtotals	Advanced
2013	Formatting	Paper Size	Beginner
2013	Formatting	Italicize Text	Beginner
2013	Formatting	Font Color	Beginner
2013	Formatting	Bold Text	Beginner
2013	Formatting	Decimal Place	Beginner
2013	Formatting	Center Cell Content	Beginner
2013	Formatting	Apply Accounting Number Format	Beginner
2013	Formatting	Change Worksheet Orientation	Beginner
2013	Formatting	Change Row Height	Beginner
2013	Formatting	Hide Column and Row	Intermediate
2013	Formatting	Apply Date Number Format	Intermediate
2013	Formatting	Add Border to Range	Intermediate
2013	Formatting	Change Sparkline Style	Intermediate
2013	Functions	Using the IRR Function	Intermediate
2013	Functions	Using the NPV Function	Intermediate
2013	Functions	Using the SLN Function	Intermediate
2013	Functions	Using the IFERROR Function	Advanced
2013	Functions	Using the GETPIVOTDATA Function	Advanced
2013	Functions	Using the COUNT Function	Intermediate
2013	Functions	Using the CUMPRINC Function	Advanced
2013	Functions	Using the IPMT Function	Intermediate
2013	Functions	Using the CUMIPMT Function	Advanced
2013	Functions	Using the SUMIF Function	Advanced
2013	Functions	Using the PV Function	Intermediate
2013	Functions	Using the Vlookup Function	Advanced
2013	Functions	Using the FV Function	Intermediate

2013	Functions	Using the PMT Function	Intermediate
2013	Graphics	Rotate Chart	Advanced
2013	Graphics	Move Chart	Beginner
2013	Pivot	Remove Filter from PivotTable	Intermediate
2013	Pivot	Add Calculated Field to Table	Advanced
2013	Pivot	PivotTable Scenario Report	Advanced
2013	Pivot	Move Fields in PivotTable	Advanced
2013	Pivot	Change PivotChart Layout	Intermediate
2013	Pivot	Filter PivotChart	Intermediate
2013	Pivot	Change PivotTable Type	Intermediate
2013	Pivot	Display PivotTable Field List	Intermediate
2013	Pivot	Change PivotTable Summary Function	Advanced
2013	Pivot	Resize and Move PivotTable	Intermediate
2013	Pivot	Filter PivotTable	Intermediate
2013	Pivot	Insert Slicer in PivotTable	Intermediate
2013	Pivot	Create PivotTable	Intermediate
2013	Pivot	Add Fields to PivotTable	Intermediate
2013	Pivot	Display PivotTable Field Headers	Advanced
2013	Pivot	Move PivotChart in Worksheet	Intermediate
2013	Pivot	Change PivotTable Report Layout	Intermediate
2013	Pivot	Edit PivotTable Data	Intermediate
2013	Pivot	Apply Style to a PivotTable	Intermediate
2013	Printing	Print Formulas	Advanced
2013	Printing	Scale Worksheet	Advanced
2013	Printing	Add Titles to Worksheet	Advanced
2013	Printing	Print Workbook	Beginner
2013	Printing	Set Print Area	Intermediate
2013	Tools & Automation	Display Developer Tab	Advanced