

**ACC 189.67**  
**Excel Proficiency Exam Topics**

The following topics will be covered on the proficiency exam. ISU Students who wish to continue past 24 hours of College of Business coursework must meet the Standards for Progress in the Major including Microsoft Competency. Students can choose one of three options for completing Microsoft Competency:

1. Earn a C or better in ITK 150
2. Earn "CR" in ACC 167 and ACC 168 (5 week long courses, 1 hour each, credit/no credit grade).
3. Pass proficiency exams ACC 189.67 (excel) and ACC 189.68 (PowerPoint/Front Page)

**Proficiency Topics**

**General Spreadsheet Knowledge**

Know the steps involved in planning a worksheet.  
Know the general capabilities of spreadsheet software.  
Be able to build a workbook/worksheet and use the more common types of spreadsheet software commands.

**Working with cells**

Use Undo and Redo  
Clear cell content  
Enter text, dates, and numbers  
Edit cell content  
Go to a specific cell  
Cut, copy, paste, paste special and move selected cells, use the Office Clipboard  
Use Find and Replace  
Positioning commands  
Creating ranges

**Working with files**

Use Save  
Use Save As (different name, location, format)  
Locate and open an existing workbook  
Save a worksheet/workbook as a Web Page  
Use the Office Assistant

**Formatting worksheets**

Apply font styles (typeface, size, color and styles)  
Apply number formats (currency, percent, dates, comma)  
Modify size of rows and columns  
Modify alignment of cell content  
Adjust the decimal place  
Use the Format Painter  
Print formulas  
Apply cell borders and shading

**Page setup and printing**

Preview and print worksheets  
Change page orientation  
Set page margins and centering  
Set up headers and footers  
Set print titles and options (gridlines, print quality, row & column headings)

**Working with worksheets & workbooks**

Insert and delete rows and columns  
Hide and unhide rows and columns  
Freeze and unfreeze rows and columns  
Sorting by a single column  
Sorting by multiple columns  
Change the zoom setting

**Working with formulas & functions**

Enter formulas in a cell

Revise formulas

Use references (absolute and relative)

Use AutoSum

Use basic functions (AVERAGE, SUM, COUNT, MIN, MAX, ROUND)

Enter functions using the formula palette

Use date functions (NOW and DATE)

Use financial functions (PMT)

Use logical functions (IF)

**Using charts and objects**

Preview and print charts

Use chart wizard to create a chart

Modify charts

Create and modify lines and objects