Checklist for DVP Exam

You will do well on the exam if you know how to use the following features:

# Excel

* Change document theme, customize theme color on pc.
* Create spreadsheet
* Use mathematical formulas, applying order of operations.
* Use Excel functions:
  + Average, max, min, mode, median
  + IF, count
  + PMT
  + SUM
* Use both relative and absolute cell references
* Use name selection feature
* Apply number formatting
* Apply cell formatting
* Construct appropriate chart type
* Identify all chart parts
* Rename tabs
* Parse data
* Sort data
* Apply feature to data
* Copy, cut, delete, paste data
* Adjust column width and row height
* Apply conditional formatting
* Print, using scale to fit and landscape as needed
* Print formulas
* Change margins

# PowerPoint

* Change document theme, customize theme color on pc
* Vary slide layout
* Insert and edit images
* Adjust contrast of slide elements
* Insert and edit background image
* Insert audio and adjust settings
* Apply animation to object on slide
* Insert and edit shapes and smart art
* Apply transitions to slides