|  |  |
| --- | --- |
| Airline ticket art | Nội dung ôn tập Excel Specialist  Candidate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 1 Create and manage worksheets and workbooks2 Manage data cells and ranges3 Create tables4 Perform operations with formulas and functions5 Create charts and objects |

# 1. Create and manage worksheets and workbooks

## 1.1 Create worksheets and workbooks

## 1.2 Navigate in worksheets and workbooks

## 1.3 Format worksheets and workbooks

## 1.4 Customize options and views for worksheets and workbooks

## 1.5 Configure worksheets and workbooks for distribution

|  |  |
| --- | --- |
| Create worksheets and workbooks | Create blank and prepopulated workbooks  Add worksheets to workbooks  Move or copy worksheets  Import data from delimited text files |
| Navigate in worksheets and workbooks | Search for data within a workbook  Navigate to a named cell, range, or workbook element  Link to internal and external locations and files |
| Format worksheets and workbooks | Manage worksheet attributes  Manage rows and columns  Change the appearance of workbook content  Modify page setup  Insert headers and footers |
| Customize options and views for worksheets and workbooks | Hide or unhide content  Customize the Quick Access Toolbar  Modify the display of worksheets  Modify document properties |
| Configure worksheets and workbooks for distribution | Print all or part of a workbook  Save workbooks in alternative file formats  Set print scaling  Print sheet elements  Inspect a workbook for hidden properties or personal  Information  Inspect a workbook for accessibility issues  Inspect a workbook for compatibility issues |

# 2. Manage data cells and ranges

2.1 Insert data in cells and ranges

2.2 Format cells and ranges

2.3 Summarize and organize data

|  |  |
| --- | --- |
| Insert data in cells and ranges | Create data  Reuse data  Replace data |
| Format cells and ranges | Merge cells  Modify cell alignment, text wrapping, and indentation  Apply cell formats and styles  Apply number formats  Reapply existing formatting |
| Summarize and organize data | Format cells based on their content  Insert sparklines  Outline data and insert subtotals |

# 3. Create tables

3.1 Create and manage tables

3.2 Manage table styles and options

3.3 Filter and sort tables

|  |  |
| --- | --- |
| Create and manage tables | Create an Excel table from a cell range  Add or remove table rows and columns  Convert a table to a cell range |
| Manage table styles and options | Apply styles to tables  Configure table style options |
| Filter and sort tables | Sort tables  Filter tables  Remove duplicate table entries |

# 4. Perform operations with formulas and functions

4.1 Summarize data by using functions

4.2 Perform conditional operations by using functions

4.3 Format and modify text by using functions

|  |  |
| --- | --- |
| Summarize data by using functions | Reference cells and cell ranges in formulas  Define order of operations  Perform calculations by using functions |
| Perform conditional operations by using functions | SUMIF()  SUMIFS()  COUNTIF()  COUNTIFS  AVERAGEIF()  AVERAGEIFS() |
| Format and modify text by using functions | LEFT()  MID()  RIGHT()  UPPER()  LOWER()  PROPER()  CONCAT() |

# 5. Create charts and objects

## 5.1 Create charts

## 5.2 Format charts

## 5.3 Insert and format objects

|  |  |
| --- | --- |
| Create charts |  |
| Format charts |  |
| Insert and format objects | Insert text boxes and shapes  Insert images  Provide alternative text for accessibility |