

## Typical Topic List

This list is intended as a guideline and is not all-inclusive. Some of the topics listed will occur on every test. Several of the topics listed appeared on tests in 2015 - 2016 but will not necessarily appear on future tests. Future tests may contain topics that are not on this list. Knowledge of basic Word, Excel and Access concepts is assumed, and all functions in Excel and Access are subject to being used on invitational tests.

### Excel Topics

- Add a second Y axis to a chart
- Add and format data and category labels
- Add calculated fields in pivot tables
- Add, delete and format a legend
- Alignment
- Borders
- Calculate using dates
- Commas
- Concatenate fields
- Convert text to columns
- Create a chart (all types)
- Create a formula
- Create and format a header
- Currency
- Decimal places
- Display row and column headings
- Filling (copying) down and over
- Format a series within a chart
- Format cells
- Format numbers
- Format text within a cell
- Goal seek
- AND, FIND, CONCATENATE, CONCAT, DDB / SYD / SLN, IF / nested IF, LEFT, LOOKUP / HLOOKUP / VLOOKUP, MAX, MID, MIN, OR, PMT, RANDBETWEEN, RIGHT
- Import from or export to Excel
- Insert, delete and hide columns and rows
- Merge and center cells
- Merge with Word document
- Modify pivot tables after creation
- Modify the x and y axes: minimum, maximum, increment
- Orientation (slanted or not)
- Page orientation, margins, centering
- Patterns Borders
- Pivot tables
- RAND, ROUND, SUM, AVG, and any other Excel function
- Set a print area
- Shading
- Shading
- Sort
- Subtotals and grouping
- Use consolidate
- Wrapping

### Access Topics

- Add a field to an existing table or query Concatenation
- Add calculated fields to a query
- Add calculation to report in unbound box in design view
- Adding text or unbound boxes in design view
- Calculate sum or average of a field within a report
- Change field properties
- Change grouping/sorting after report is created
- Change join type
- Change Summary for... calculation
- Create a crosstab query
- Create a formula using builder
- Create a new blank database or open an existing database
- Create a report using Report Wizard
- Create a select query
- Create a table
- Create an update query
- Create relationships
- Detail section
- Exporting to Word or Excel or import from Excel and Access
- Format alternate rows in a report
- Group headers and footers
- Group records within a report
- IIF, nested IIF, Instr, Left, Right, Mid, Or, And, Syd, Sln, Ddb, Pmt, Fv, Year, DateDiff, and any other Access function
- Left, right, center and justified alignment Vertical field alignment (in a column)
- Merge to a Word document
- Merge with a word document
- Modify a report in design view
- Number formatting
- Page header and footer
- Page orientation, margins, and report style Text formatting
- Place a header in a report
- Report header and footer
- Sort
- Truncation and wrapping
- Understand what each section in a report does
- Use criteria for queries
- Use grouping intervals
- Using time and dates in formulas

## **Word Topics**

- Block letter
  - Bound, unbound or business reports
  - Convert text to table format
  - Copy and paste formulas into a document Insert and format tables
  - Create a variety of document types
  - Create and properly place a header
  - Create columns
  - Do calculations in tables
  - Filter or sort merged data
  - Format and align inserted charts and tables Wrap text around charts and tables
  - Format merged data using field code switches
  - Insert charts and tables
  - Insert merged data
  - Modified block letter
  - Personal-business letter - blocked
  - Personal-business letter - unblocked
  - Proper placement parts of letters Know proofreader marks
  - Second page of letter or memo
  - Show merge codes
  - Simplified letter - blocked
  - Simplified memo
  - Standard memo
- Use outlines and modify format