

# Microsoft Office 2019 Specialist Excel

Online Appendix materials can be found in the Student Resources located at [www.pearsonhighered.com/exploring](http://www.pearsonhighered.com/exploring)

MOS Obj#	MOS Objective	Exploring Chapter	Exploring Section Heading	Page #
<b>I. Manage Worksheets and Workbooks</b>				
<b>1.1 Import data into workbooks</b>				
1.1.1	Import data from .txt files	Online Appendix	Online Appendix	
1.1.2	Import data from .csv files	Online Appendix	Online Appendix	
<b>1.2 Navigate within workbooks</b>				
1.2.1	Search for data within a workbook	Chapter 1: Introduction to Excel	Find and Replace Data	81
1.2.2	Navigate to named cells, ranges, or workbook elements	Chapter 1: Introduction to Excel	Navigate in and Among Worksheets	74
1.2.3	Insert and restore hyperlinks	Online Appendix	Online Appendix	
<b>1.3 Format worksheets and workbooks</b>				
1.3.1	Modify page setup	Chapter 1: Introduction to Excel	Selecting Page Setup Options	122
1.3.2	Adjust row height and column width	Chapter 1: Introduction to Excel	Adjust Column Width, Adjust Row Height	95 97
1.3.3	Customize headers and footers	Chapter 1: Introduction to Excel	Create a Header or Footer	124
<b>1.4 Customize options and views</b>				
1.4.1	Customize the Quick Access Toolbar	Common Features	Use Common Interface Components	9
1.4.2	Display and modify workbook content in different views	Chapter 1: Introduction to Excel	Identify Excel Window Elements Create a Header or Footer	72 124
1.4.3	Freeze worksheet rows and columns	Chapter 4: Datasets and Tables	Freezing Rows and Columns	253
1.4.4	Change window views	Online Appendix	Online Appendix	
1.4.5	Modify basic workbook properties	Common Features	Configure Document Properties	50
1.4.6	Display formulas	Chapter 1: Introduction to Excel	Display Cell Formulas	90
<b>1.5 Configure content for collaboration</b>				
1.5.1	Set a print area	Chapter 4: Datasets and Tables	Printing Large Datasets	254
1.5.2	Save workbooks in alternative file formats	Online Appendix	Online Appendix	
1.5.3	Configure print settings	Chapter 1: Introduction to Excel	Selecting Page Setup Options Previewing and Printing a Worksheet	122 127
1.5.4	Inspect workbooks for issues	Online Appendix	Online Appendix	

# Excel Certification Study Guide

**Linda F. Johnson**



## **Excel Certification Study Guide:**

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**Microsoft Office Specialist Excel Associate 365/2019 Exam Preparation** Daniel John Stine, 2020-06-02 Explains everything current Excel users need to know about the exam process Covers the five main categories of the exam Includes practice exam software videos and flashcards Reviews the Excel user interface and terminology Internationally recognized certification in Microsoft Excel can open up a world of benefits to you and Microsoft Office Specialist Excel Associate 365 2019 Exam Preparation includes everything you need to prepare for the exam Designed for those already familiar with Excel this book provides detailed information about how and where to take the exam and exactly what to expect Each chapter is built on one of the five exam topics Ample study material is provided including practice exam software and video tutorials for every outcome in the book The author will guide you like a personal Excel coach helping you to boost your knowledge pinpoint skills you need to work on and gain the confidence to be able to pass the exam Why certification is important Microsoft Excel Certification is an easily verifiable way to showcase your willingness to learn new skills and software and it provides a myriad of other benefits as well Not only can certification enhance your Excel skills it can help you get hired boost academic performance prepare for the demands of a job open doors to career opportunities and be more productive and confident working on projects at school home or work Microsoft Office Specialist Excel Associate certification is the first step to prove your skill level and open doors to career opportunities Outline of the book This book leads you through the exam process from beginning to end The first chapter includes the exact steps to take to register for the exam and find an exam center tips on using your time wisely during the exam and an overview of Excel's user interface and important terminology The next five chapters thoroughly cover the main topics in the Microsoft Office Specialist Excel Associate exam Manage Worksheets and Workbooks Manage Data Cells and Ranges Manage Tables and Table Data Perform Operations by using Formulas and Functions and Manage Charts Short video tutorials are included for every single outcome in the book 70 in all for when you need extra help or learn best by observation Excel practice exam software included Unlike any other Excel exam manual available this book includes Excel practice exam software The final chapter focuses on the practice exam which closely mimics the format of the real exam Custom built and specially designed by SDC Publications the practice exam can be taken multiple times so you are comfortable with the test software how to mark and return to questions question format live in application steps and how the results are presented Study materials for all learning styles Custom made Practice Exam

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## **Table of Contents Excel Certification Study Guide**

1. Understanding the eBook Excel Certification Study Guide
  - The Rise of Digital Reading Excel Certification Study Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Excel Certification Study Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Excel Certification Study Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Excel Certification Study Guide
  - Personalized Recommendations
  - Excel Certification Study Guide User Reviews and Ratings
  - Excel Certification Study Guide and Bestseller Lists
5. Accessing Excel Certification Study Guide Free and Paid eBooks
  - Excel Certification Study Guide Public Domain eBooks
  - Excel Certification Study Guide eBook Subscription Services
  - Excel Certification Study Guide Budget-Friendly Options
6. Navigating Excel Certification Study Guide eBook Formats

- ePub, PDF, MOBI, and More
- Excel Certification Study Guide Compatibility with Devices
- Excel Certification Study Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Excel Certification Study Guide
  - Highlighting and Note-Taking Excel Certification Study Guide
  - Interactive Elements Excel Certification Study Guide
- 8. Staying Engaged with Excel Certification Study Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Excel Certification Study Guide
- 9. Balancing eBooks and Physical Books Excel Certification Study Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Excel Certification Study Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Excel Certification Study Guide
  - Setting Reading Goals Excel Certification Study Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Excel Certification Study Guide
  - Fact-Checking eBook Content of Excel Certification Study Guide
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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## Excel Certification Study Guide Introduction

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