

Computer Skills Assessment (CSA)

Microsoft EXCEL Study Guide

Achieve More

Below is a list of objectives covered in the Excel Computer Skills Assessment. Each of the questions in the assessment requires the completion of multiple tasks and an example has been included.

- Annotating, ranges (move, copy, name)
- Apply borders and shading
- Apply Number Formats
- Change column/row, Use AutoFit
- Change the Tab Color of a Worksheet
- Clear contents and format
- Compute Totals with AutoSum
- Conditional Formatting
- Copy, Paste, and Move Cell Contents
- Create and edit a Chart
- Data tables (one-way and two-way)
- Enter Text and Numbers
- Fill a Series with Auto Fill
- Freeze columns and rows
- Hiding and protecting worksheet areas
- Insert Custom Header and Footer
- Insert/delete a Row/column
- Navigate Among Worksheets
- Portrait & landscape
- Print a Worksheet
- Print and Hide Formulas
- Recording macros
- Relative and Absolute references
- Rename Worksheets
- Solver, goal seek & data analysis tools
- Start Excel and Name and Save a Workbook
- Style, size, alignment, patterns & colors
- Undo to correct Typing Errors
- Use AutoComplete
- Use Format Painter
- Use Merge and Center
- Use Spelling Checker
- Use SUM MIN and MAX functions
- Use the IF Function
- Wrap Text in a Cell

Example Question

In Cell A3 and lower shows a list of students and their grades:

- Format the range of all the Grades with **Conditional formatting**, so it shows the cells that have a **score Less Than 70** with a **Highlight, Light Red Fill with Dark Red Text**.
- In cell B20 calculate the highest (maximum) score with the **MAX-function**.
- In cell B21 calculate the lowest (minimum) score with the **MIN-function**.
- In cell B22 calculate the average score with the **AVERAGE-function**.

Suggested Training material

Office.microsoft.com Support website provides training video and practice.

Start with Create your first Excel 2013 workbook or the Excel 2010 training Create your first spreadsheet

[Training courses for Excel 2010](#) such as:

- How to create a basic chart in Excel 2010
- Understand data at a glance with conditional formatting
- Use Excel tables to manage information
- The IF function: what it is, and how to use it