Microsoft Excel Proficiency Test for Incoming MIS 2000 Students

Students are required to pass a proficiency test in Microsoft Excel before they register for MIS 2000. A passing score is 70% or higher. MIS 2000 students are expected to have, at the very least, the following skills in Microsoft Excel.

1. Opening an existing spreadsheet stored on a disk.
2. Open a new and blank spreadsheet.
3. Save a spreadsheet.
4. Know various parts such as menu, menu options, buttons, current cell address, status, etc.
5. Know how to use menu and menu options.
6. Know how to use buttons without going through the menu.
7. Print a whole spreadsheet, or print a part of the spreadsheet.
8. Preview a spreadsheet before printing.
9. Print a spreadsheet with or without gridlines.
10. Print a spreadsheet with or without formulas.
12. Print to fit a letter or legal size paper.
13. Creating column or row labels in a spreadsheet.
14. Insert a column or a row in a spreadsheet.
15. Change the width of a column or the height of a row.
16. Delete a column or a row in a spreadsheet.
17. Enter and edit data (numeric or text) in a spreadsheet.
18. Know what a range is.
19. Select a range of adjacent cells.
20. Select a range of non-adjacent cells.
21. Name a range and use the name in functions.
22. Create formulas with arithmetic operators.
23. Evaluate and audit formulas. Trace precedents and dependents while auditing formulas.
24. Know the sequence of arithmetic operations in a formula.
25. Create formulas using simple functions such as SUM, AVERAGE, MAX, MIN, COUNT, and DATE.
26. Format cells in a spreadsheet for $, %, whole numbers, decimal numbers, date, and time.
27. Remove format for a cell or a range of cells.
28. Copy and paste constants such as numbers and text.
29. Copy and paste formulas with relative cell references.
30. Know what absolute cell reference is.
31. Copy and paste formulas with absolute cell references.
32. Know how to use the HELP menu option.