Excel 2016 BETA Candidate Profile

- Participants must be a native English speaker, even if not living in an English-speaking country. The BETA exam will only be offered in English.
- Participants will have a fundamental understanding of the Excel environment and the ability to complete task independently.
- Participants will be able to demonstrate the correct application of the principal features of Excel 2016
- Participants will create and edit a workbook with multiple sheets, and use a graphic element to represent data visually. Workbook examples include professional-looking budgets, financial statements, team performance charts, sales invoices, and data-entry.
- Participants roles may include students, business professionals, clerical workers, bookkeepers, educators, and others who work with numerical information.
- Participants will demonstrate a range of knowledge and skills in the following list:

    o Filters and sorts data
    o Uses simple and relative functions
    o Uses relative and absolute cell references
    o Selects appropriate data to create a chart
    o Copies/pastes formulas
    o Applies cell style and numerical formatting
    o Uses basic import/export of data
    o Sets Print area, scaling, options
    o Uses Fill handle
    o Uses built-in conditional formatting
    o Navigates and manages multi-sheet workbooks
    o Builds a formula
    o Uses ranges in formulas
    o Uses cell references
    o Appropriately uses basic conditional logic (SUMIF, COUNTIF, etc.)
    o Uses paste special
    o Manages changes and comments
    o Uses custom data formats
    o Uses named ranges
    o Enables/disables tracking changes
    o Uses trace dependents
    o Links data between workbooks