



# Word Syllabus

## 1. Create and Manage Documents

### 1.1. Create a Document

- **Create a blank document**
- **Create a blank document using a template**
- **Open a PDF in Word for editing**
- **Insert text from a file or external source**

### 1.2. Navigate Through a Document

- **Insert hyperlinks**
- **Search for text**
- **Create bookmarks**
- **Move to a specific location or object in a document**

### 1.3. Format a Document

- **Modify page setup**
- **Apply document themes**
- **Apply document style sets**
- **Insert headers and footers**
- **Insert page numbers**
- **Format page background elements**

### 1.4. Customize Options and Views for Documents

- **Change document views**
- **Customize views by using zoom settings**
- **Customize the Quick Access toolbar**
- **Add document properties**
- **Show or hide formatting symbols**

### 1.5. Print and save documents

- **Inspect a document for hidden properties or personal information**
- **Inspect a document for accessibility issues**
- **Inspect a document for compatibility issues**



## 2. Format Text, Paragraphs, and Sections

### 2.1. Insert Text and Paragraphs

- Find and replace text
- Cut, copy and paste text
- Replace text by using AutoCorrect
- Insert special characters

### 2.2. Format Text and Paragraphs

- Apply font formatting
- Apply formatting by using Format Painter
- Set line and paragraph spacing and indentation
- Clear formatting
- Apply a text highlight color to text selections
- Apply built-in styles to text
- Change text to WordArt

### 2.3. Order and Group Text and Paragraphs

- Format text in multiple columns
- Insert page, section, or column breaks
- Change page setup options for a section

## 3. Create Tables and Lists

### 3.1. Create a Table

- Convert text to tables
- Convert tables to text
- Create a table by specifying rows and columns
- Apply table styles

### 3.2. Modify a Table

- Sort table data
- Configure cell margins and spacing
- Merge and split cells
- Resize tables, rows, and columns
- Split tables
- Configure a repeating row header

### 3.3. Create and Modify a List

- Create a numbered or bulleted list
- Change bullet characters or number formats for a list level
- Define a custom bullet character or number format
- Increase or decrease list levels
- Restart or continue list numbering
- Set starting number value



## 4. Create and Manage References

### 4.1. Create and Manage Reference Markers

- **Insert footnotes and endnotes**
- **Modify footnote and endnote properties**
- **Create bibliography citation sources**
- **Modify bibliography citation sources**
- **Insert citations for bibliographies**
- **Insert figure and table captions**
- **Modify caption properties**

### 4.2. Create and Manage Simple References

- **Insert a standard table of contents**
- **Update a table of contents**
- **Insert a cover page**

## 5. Insert and Format Graphic Element

### 5.1. Insert Graphic Elements

- **Insert shapes**
- **Insert pictures**
- **Insert a screen shot or screen clipping**
- **Insert text boxes**

### 5.2. Format Graphic Elements

- **Apply artistic effects**
- **Apply picture effects**
- **Remove picture backgrounds**
- **Format objects**
- **Apply a picture style**
- **Wrap text around objects**
- **Position objects**
- **Add alternative text to objects for accessibility**

### 5.3. Insert and Format SmartArt Graphics

- **Create a SmartArt graphic**
- **Format a SmartArt graphic**
- **Modify SmartArt graphic content**



## 6. Manage Document Options and Settings

### 6.1. Manage Documents and Templates

- **Manage document versions**
- **Compare and combine multiple documents**
- **Link to external document content**
- **Enable macros in a document**
- **Display hidden ribbon tabs**
- **Change the application default font**

### 6.2. Prepare Documents for Review

- **Restrict editing**
- **Mark a document as final**
- **Protect a document with a password**

### 6.3. Manage Document Changes

- **Track changes**
- **Manage tracked changes**
- **Lock or unlock tracking**
- **Add comments**
- **Manage comments**

## 7. Design Advanced Documents

### 7.1. Perform Advanced Editing and Formatting

- **Find and replace formatting and styles**
- **Set advanced page setup layout options**
- **Link text boxes**
- **paragraph pagination options**
- **Resolve style conflicts by using Paste Options**

### 7.2. Create Styles

- **Create paragraph and character styles**
- **Modify existing styles**



## 8. Create Advanced References

### 8.1. Create and Manage Indexes

- **Mark index entries**
- **Create indexes**
- **Update indexes**

### 8.2. Create and Manage References

- **Customize a table of contents**
- **Insert and modify captions**
- **Create and modify a table of figures**

### 8.3. Manage Forms, Fields, and Mail Merge Operations

- **Add custom fields**
- **Modify field properties**
- **Perform mail merges**
- **Manage recipient lists**
- **Insert merged fields**
- **Preview merge results**



# Excel Syllabus

## 1. Manage Workbook Options and Settings

### 1.1. Create Worksheets and Workbooks

- Create a workbook
- Import data from a delimited text file
- Add a worksheet to an existing workbook
- Copy and move a worksheet

### 1.2. Navigate in Worksheets and Workbooks

- Search for data within a workbook
- Navigate to a named cell, range, or workbook element
- Insert and remove hyperlinks

### 1.3. Format Worksheets and Workbooks

- Change worksheet tab color
- Rename a worksheet
- Change worksheet order
- Insert and delete columns or rows
- Change workbook themes
- Adjust row height and column width
- Insert headers and footers

### 1.4. Customize Options and Views for Worksheets and Workbooks

- Hide or unhide worksheets
- Hide or unhide columns and rows
- Customize the Quick Access toolbar
- Modify document properties
- Display formulas

### 1.5. Configure Worksheets and Workbooks for Distribution

- Inspect a workbook for hidden properties or personal information
- Inspect a workbook for accessibility issues
- Inspect a workbook for compatibility issues



## 2. Apply Custom Data Formats and Layouts

### 2.1. Apply Custom Data Formats and Validation

- Create custom number formats
- Populate cells by using advanced Fill Series options
- Configure data validation

### 2.2. Apply Advanced Conditional Formatting and Filtering

- Create custom conditional formatting rules
- Create conditional formatting rules that use formulas
- Manage conditional formatting rules

### 2.3. Create and Modify Custom Workbook Elements

- Create and modify simple macros
- Insert and configure form controls

## 3. Create Tables

### 3.1. Create and Manage Tables

- Create an Excel table from a cell range
- Convert a table to a cell range
- Add or remove table rows and columns

### 3.2. Manage Table Styles and Options

- Apply styles to tables
- Configure table style options
- Insert total rows

### 3.3. Filter and Sort a Table

- Filter records
- Sort data by multiple columns
- Change sort order
- Remove duplicate records

## 4. Perform Operations with Formulas and Functions

### 4.1. Summarize Data by using Functions

- Insert references
- Perform calculations by using the SUM function
- Perform calculations by using MIN and MAX functions



- Perform calculations by using the COUNT function
- Perform calculations by using the AVERAGE function

#### 4.2. Perform Conditional Operations by using Functions

- Perform logical operations by using the IF function
- Perform logical operations by using the SUMIF function
- Perform logical operations by using the AVERAGEIF function
- Perform statistical operations by using the COUNTIF function

#### 4.3. Format and Modify Text by using Functions

- Format text by using RIGHT, LEFT, and MID functions
- Format text by using UPPER, LOWER, and PROPER functions
- Format text by using the CONCATENATE function

## 5. Create Charts and Objects

### 5.1. Create Charts

- Create a new chart
- Add additional data series
- Switch between rows and columns in source data
- Analyze data by using Quick Analysis

### 5.2. Format Charts

- Resize charts
- Add and modify chart elements
- Apply chart layouts and styles
- Move charts to a chart sheet

### 5.3. Insert and Format Objects

- Insert text boxes and shapes
- Insert images
- Modify object properties
- Add alternative text to objects for accessibility

## 6. Manage Workbook Options and Settings

### 6.1. Manage Workbooks

- Save a workbook as a template
- Enable macros in a workbook
- Display hidden ribbon tabs





## 6.2. Manage Workbook Review Restrict editing

- Protect a worksheet
- Configure formula calculation options
- Protect workbook structure
- Manage workbook versions
- Encrypt a workbook with a password

# 7. Apply Custom Data Formats and Layouts

## 7.1. Apply Custom Data Formats and Validation

- Create custom number formats
- Populate cells by using advanced Fill Series options
- Configure data validation

## 7.2. Apply Advanced Conditional Formatting and Filtering

- Create custom conditional formatting rules
- Create conditional formatting rules that use formulas
- Manage conditional formatting rules

## 7.3. Create and Modify Custom Workbook Elements

- Create custom color formats
- Create and modify cell styles
- Create and modify custom themes
- Create and modify simple macros
- Insert and configure form controls

## 7.4. Prepare a Workbook for Internationalization

- Display data in multiple international formats
- Apply international currency formats
- Manage multiple options for +Body and +Heading fonts

# 8. Create Advanced Formulas

## 8.1. Apply Functions in Formulas

- Perform logical operations by using AND, OR, and NOT functions
- Perform logical operations by using nested functions
- Perform statistical operations by using SUMIFS, AVERAGEIFS, and COUNTIFS functions

## 8.2. Look up data by using Functions

- Look up data by using the VLOOKUP function
- Look up data by using the HLOOKUP function



### 8.3. Apply Advanced Date and Time Functions

- Reference the date and time by using the NOW and TODAY functions
- Serialize numbers by using date and time functions

### 8.4. Perform Data Analysis and Business Intelligence

- Import, transform, combine, display, and connect to data
- Consolidate data
- Perform what-if analysis by using Goal Seek and Scenario Manager
- Calculate data by using financial functions

### 8.5. Troubleshoot Formulas

- Trace precedence and dependence
- Monitor cells and formulas by using the Watch Window

### 8.6. Define Named Ranges and Objects

- Name cells
- Name data ranges
- Name tables
- Manage named ranges and objects

## 9. Create Advanced Charts and Tables

### 9.1. Create and Manage PivotTables

- Create PivotTables
- Modify field selections and options
- Create slicers
- Group PivotTable data
- Add calculated fields
- Format data

### 9.2. Create and Manage Pivot Charts

- Create Pivot Charts
- Manipulate options in existing Pivot Charts
- Apply styles to Pivot Charts
- Drill down into PivotChart details

# **PowerPoint Syllabus**



## **1. Create and Manage Presentations**

- 1.1. Create a Presentation
- 1.2. Insert and Format Slides
- 1.3. Modify Slides, Handouts, and Notes
- 1.4. Change Presentation Options and Views
- 1.5. Configure a Presentation for Print
- 1.6. Configure and Present a Slide Show

## **2. Insert and Format Text, Shapes and Images**

- 2.1. Insert and Format Text
- 2.2. Insert and Format Shapes and Text Boxes
- 2.3. Insert and Format Images
- 2.4. Order and Group Objects

## **3. Insert Tables, Charts, SmartArt and Media**

- 3.1. Insert and Format Tables
- 3.2. Insert and Format Charts
- 3.3. Insert and Format SmartArt graphics
- 3.4. Insert and Manage Media

## **4. Apply Transitions and Animations**

- 4.1. Apply Slide Transitions
- 4.2. Animate Slide Content
- 4.3. Set Timing for Transitions and Animations