

## INFO 2130 Final / Credit-By-Exam Study Guide

The purpose of this study guide is to outline the topics tested on the INFO 2130 placement exam. The total allotted time for the placement exam is two hours (120 minutes). The maximum suggested time for each section of the exam is outlined below in parentheses.

### Microsoft Excel 2013

Intermediate knowledge of Microsoft Excel including creating and modifying spreadsheets, formatting, naming cells, developing equations, using built-in functions, what-if analysis tools, solver, importing data from other files (text or csv files), connecting to a database and basic macro creation and usage skills. Exam questions **may include** the following tasks, functions and features:

- Excel Basics & External Data (15 minutes)
  - Creating and manipulating worksheets
  - Renaming, inserting, and deleting sheets
  - Saving workbook files
  - Column & row manipulation (adding, deleting, etc.)
  - Manipulating cells (auto-fill, flash-fill, series-fill)
  - Copy/Paste/Special Paste cell values
  - Formatting Cells
  - Conditional formatting cells
  - Select cells and cell ranges
  - Using built-in functions and formulas
  - Absolute and relative cell references
  - Importing data from text formatted files (space delimited, CSV, or otherwise)
  - Working with multiple worksheets/workbooks
  
- Advanced Formulas & Functions (30 minutes)
  - Logical Operator Functions
  - IF Function
  - VLOOKUP
  - Quick Analysis
  
- Tables, Charts & Pivot Tables (30 minutes)
  
- What-If Analysis (30 minutes)
  - Goal Seek
  - Data Tables (one and two variable examples)
  - Scenario (creating scenarios, scenario summary reports)
  - Using solver, keeping solver solution and creating answer report
  
- Macros Basics (15 minutes)
  - Recording and running macros
  - Inserting buttons and assigning macros to buttons
  - Editing Macros