



MEEHAN SCHOOL OF BUSINESS

Microsoft Excel Skills Certification – Competency Verification

Students who earn the Meehan School of Business Microsoft Excel Certification have demonstrated verified competency across three levels of Microsoft Excel proficiency: Novice, Proficiency, and Mastery.

This credential verifies that the student has been formally trained and assessed on the following skills using business-relevant data and applied scenarios.

Verified Skill Areas

Novice-Level Competencies

Students have demonstrated foundational spreadsheet literacy, including the ability to:

- Create, save, and manage workbooks
- Update file properties and navigate worksheets
- Enter, edit, move, copy, and search for data
- Write basic formulas and use fundamental functions (AVERAGE, MAX, MIN, SUM)
- Apply standard cell formats (Accounting, Currency, Percentage, Date, etc.)
- Use cell references and adjust cell alignment
- Modify row heights and column widths
- Use AutoFill, Fill Handle, and Flash Fill
- Create and edit basic charts
- Freeze/split panes and adjust worksheet margins
- Format worksheets for printing
- Share files via OneDrive
- Add, edit, and delete comments
- Create, manage, and delete worksheets
- Spellcheck workbooks

Proficiency-Level Competencies

Students have demonstrated intermediate Excel skills, including the ability to:

- Apply conditional formatting
 - Use relative and absolute cell references
 - Create advanced charts and graphs
 - Work with defined names and structured references
 - Build formulas referencing other cells, ranges, and sheets
 - Create and manage data tables (naming, adding/deleting, sorting, filtering)
 - Manage multi-sheet and multi-workbook environments
 - Import data from external files
 - Build and modify PivotTables
 - Apply data validation rules
 - Summarize and consolidate data from multiple ranges
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Mastery-Level Competencies

Students have demonstrated advanced Excel capabilities, including the ability to:

- Use logical and lookup functions (IF, IFERROR, NOT, AND, OR, SUMIF, VLOOKUP, DCOUNT, etc.)
- Build advanced PivotTables, including Power Pivot and relational data models
- Create and use Power Query for data transformation
- Write advanced and nested formulas; trace and correct formula errors
- Apply advanced filtering techniques
- Use specialized date, numeric, text, counting, and financial functions
- Import and export data using multiple methods
- Perform What-If Analysis and Goal Seek