77-428

MOS Excel Expert 2013 - Part 2

Objective Domain

1.0   Manage and Share Workbooks

1.1   Manage Multiple Workbooks

This objective may include but is not limited to: modifying existing templates, merging multiple workbooks, managing versions of a workbook, copying styles from template to template, copying macros from workbook to workbook, linking to external data

1.2   Prepare a Workbook for Review

This objective may include but is not limited to: setting tracking options, limiting editors, opening workspaces, restricting editing, controlling recalculation, protecting worksheet structure, marking as final, removing workbook metadata, encrypting workbooks with a password

2.0   Apply Custom Formats and Layouts

2.1   Apply Custom Data Formats

This objective may include but is not limited to: creating custom formats (Number, Time, Date), creating custom accounting formats, using advanced Fill Series options

2.3   Apply Custom Styles and Templates

This objective may include but is not limited to: creating custom color formats, creating and modifying cell styles, creating and modifying custom templates, creating form fields

3.0   Create Advanced Formulas

3.1   Apply Functions in Formulas
This objective may include but is not limited to: utilizing the IF function in conjunction with other functions, utilizing AND/OR functions, utilizing nested functions, utilizing SUMIFS, AVERAGEIFS, and COUNTIFS functions

3.4   Create Scenarios
This objective may include but is not limited to: utilizing the watch window, consolidating data, enabling iterative calculations, utilizing What If analysis tools including Goal Seek, utilizing the Scenario Manager, using financial functions

4.0   Create Advanced Charts and Tables

4.3   Create and Manage Pivot Charts
This objective may include but is not limited to: creating new PivotCharts, manipulating options in existing PivotCharts, applying styles to PivotCharts