

MOS Excel Expert 2013 - Part 1

Objective Domain

1.0 Manage and Share Workbooks

1.3 Manage Workbook Changes

This objective may include but is not limited to: tracking changes, managing comments, identifying errors, troubleshooting with tracing, displaying all changes, retaining all changes

2.0 Apply Custom Formats and Layouts

2.2 Apply Advanced Conditional Formatting and Filtering

This objective may include but is not limited to: writing custom conditional formats, using functions to format cells, creating advanced filters, managing conditional formatting rules

2.4 Prepare a Workbook for Internationalization and Accessibility

This objective may include but is not limited to: modifying Tab order among workbook elements and objects, displaying data in multiple international formats, modifying worksheets for use with accessibility tools, utilizing international symbols, managing multiple options for +Body and +Heading fonts

3.0 Create Advanced Formulas

3.2 Look Up Data with Functions

This objective may include but is not limited to: utilizing the LOOKUP function, utilizing the VLOOKUP function, utilizing the HLOOKUP function, utilizing the TRANSPOSE function

3.3 Apply Advanced Date and Time Functions

This objective may include but is not limited to: utilizing the NOW and TODAY functions, using functions to serialize dates and times

4.0 Create Advanced Charts and Tables

4.1 Create Advanced Chart Elements

This objective may include but is not limited to: adding trendlines to charts, creating dual axis charts, creating custom chart templates, viewing chart animations

4.2 Create and Manage PivotTables

This objective may include but is not limited to: creating new PivotTables, modifying field selections and options, creating a slicer, grouping records, utilizing calculated fields, formatting data, utilizing PowerPivot, managing relationships

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