

Exam 77-427:

Excel 2013 Expert Part One



Manage and Share Workbooks

- 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

Apply Custom Formats and Layouts

- 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
- 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

Create Advanced Formulas

- 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
- 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

Create Advanced Charts and Tables

- 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
- 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

Excel 2013 Expert Part Two

Manage and Share Workbooks

- 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
- 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

Apply Custom Formats and Layouts

- 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
- 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

Create Advanced Formulas

- 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
- 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

Create Advanced Charts and Tables

- 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