

Microsoft® Excel 2016

EXPERT Exam

Exam Objectives as stated by Microsoft

Pass rate 70% : 5 to 7 projects in 50 minutes

Skill Sets	Exam Skill Standards
Manage Workbook Options and Settings	Manage Workbooks <ul style="list-style-type: none"> • Save a workbook as a template • Copy macros between workbooks • Reference data in another workbook • Reference data by using structured references • Enable macros in a workbook • Display hidden ribbon tabs
	Manage Workbook Reviews <ul style="list-style-type: none"> • Restrict editing • Protect a worksheet • Configure formula calculation options • Protect workbook structure • Manage workbook versions • Encrypt a workbook with a password
Apply Custom Data Formats and Layouts	Apply Custom Data Formats and Validation <ul style="list-style-type: none"> • Create custom number formats • Populate cells by using advanced Fill Series options • Configure data validation
	Apply advanced Conditional Formatting and Filtering <ul style="list-style-type: none"> • Create custom conditional formatting rules • Create conditional formatting rules that use formulas • Manage conditional formatting rules
	Create and Modify custom Workbook Elements <ul style="list-style-type: none"> • Create custom color format • Create and modify cell styles • Create and modify custom themes • Create and modify simple macros • Insert and configure form controls
	Prepare a Workbook for Internationalization <ul style="list-style-type: none"> • Display data in multiple international formats • Apply international currency formats • Manage multiple options for +Body and +Heading fonts
Create Advanced Formulas	Apply functions in Formulas <ul style="list-style-type: none"> • Perform logical operations by using AND, OR, and NOT functions • Perform logical operations by using nested functions • Perform statistical operations by using SUMIFS, AVERAGEIFS, and COUNTIFS functions
	Look up data by using Functions <ul style="list-style-type: none"> • Look up data by using the VLOOKUP function • Look up data by using the HLOOKUP function • Look up data by using the MATCH function • Look up data by using the INDEX function Apply Advanced Date and Time Functions <ul style="list-style-type: none"> • Reference the date and time by using the NOW and TODAY functions • Serialize numbers by using date and time functions

Create Advanced Formulas – Cont..

Perform Data Analysis and Business Intelligence

- Reference the date and time by using the NOW and TODAY functions
- Import, transform, combine, display, and connect to data
- Consolidate data
- Perform what-if analysis by using Goal Seek and Scenario Manager
- Use cube functions to get data out of the Excel data model
- Calculate data by using financial functions

Troubleshoot Formulas

- Trace precedence and dependence
- Monitor cells and formulas by using the Watch Window
- Validate formulas by using error checking rules
- Evaluate formulas

Define Named Ranges and Objects

- Name cells
- Name data ranges
- Name tables
- Manage named ranges and objects

Create Advanced Charts and Tables

Create Advanced Charts

- Add trendlines to charts
- Create dual-axis charts
- Save a chart as a template

Create and Manage PivotTables

- Create PivotTable
- Modify field selections and options
- Create slicers
- Group PivotTables
- Reference data in a PivotTable by using the GETPIVOTDATA function
- Format data

Create and Manage Pivot Charts

- Create PivotCharts
- Manipulate options in existing PivotCharts
- Apply styles to PivotCharts
- Drill down into PivotCharts details