Exam 77-728: Microsoft Excel Expert (Office 2016) – Skills Measured

NOTE: The bullets that appear below each of the skills measured are intended to illustrate how we are assessing that skill. This list is not definitive or exhaustive.

NOTE: In most cases, exams do NOT cover preview features, and some features will only be added to an exam when they are GA (General Availability).

Manage workbook options and settings (10-15%)

Manage workbooks

- 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 review

- 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 (20-25%)

Apply custom data formats and validation

- Create custom number formats, populate cells by using advanced Fill Series options, configure data validation

Apply advanced conditional formatting and filtering

- Create custom conditional formatting rules, create conditional formatting rules that use formulas, manage conditional formatting rules

Create and modify custom workbook elements

- Create custom color formats, 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

- Display data in multiple international formats, apply international currency formats, manage multiple options for +Body and +Heading fonts

Create advanced formulas (35-40%)

Apply functions in formulas

- 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

- 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

- Reference the date and time by using the NOW and TODAY functions, serialize numbers by using date and time functions

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 (25-30%)

Create advanced charts

- Add trendlines to charts, create dual-axis charts, save a chart as a template

Create and manage PivotTables

- Create PivotTables, modify field selections and options, create slicers, group PivotTable data, reference data in a PivotTable by using the GETPIVOTDATA function, add calculated fields, format data

Create and manage PivotCharts

- Create PivotCharts, manipulate options in existing PivotCharts, apply styles to PivotCharts, drill down into PivotChart details