Microsoft Office Specialist: Microsoft Excel Expert
(Excel and Excel 2019) – 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**

*Manage workbooks*

- copy macros between workbooks
- reference data in other workbooks
- enable macros in a workbook
- manage workbook versions

*Prepare workbooks for collaboration*

- restrict editing
- protect worksheets and cell ranges
- protect workbook structure
- configure formula calculation options
- manage comments

*Use and configure language options*

- configure editing and display languages
- use language-specific features

**Manage and format data**

*Fill cells based on existing data*

- fill cells by using Flash Fill
- fill cells by using advanced Fill Series options

*Format and validate data*
- create custom number formats
- configure data validation
- group and ungroup data
- calculate data by inserting subtotals and totals
- remove duplicate records

**Apply advanced conditional formatting and filtering**

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

**Create advanced formulas and macros**

**Perform logical operations in formulas**

- perform logical operations by using nested functions including the IF(), IFS(), SWITCH(), SUMIF(), AVERAGEIF(), COUNTIF(), SUMIFS(), AVERAGEIFS(), COUNTIFS(), MAXIFS(), MINIFS(), AND(), OR(), and NOT() functions

**Look up data by using functions**

- look up data by using the VLOOKUP(), HLOOKUP(), MATCH(), and INDEX() functions

**Use advanced date and time functions**

- reference date and time by using the NOW() and TODAY() functions
- calculate dates by using the WEEKDAY() and WORKDAY() functions

**Perform data analysis**

- summarize data from multiple ranges by using the Consolidate feature
- perform what-if analysis by using Goal Seek and Scenario Manager
- forecast data by using the AND(), IF(), and NPER() functions
- calculate financial data by using the PMT() function

**Troubleshoot formulas**

- trace precedence and dependence
- monitor cells and formulas by using the Watch Window
- validate formulas by using error checking rules
- evaluate formulas

**Create and modify simple macros**
- record simple macros
- name simple macros
- edit simple macros

**Manage advanced charts and tables**

**Create and modify advanced charts**

- create and modify dual axis charts
- create and modify charts including Box & Whisker, Combo, Funnel, Histogram, Map, Sunburst, and Waterfall charts

**Create and modify PivotTables**

- create PivotTables
- modify field selections and options
- create slicers
- group PivotTable data
- add calculated fields
- format data

**Create and modify PivotCharts**

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