Exam 77-427: Excel 2013 Expert Part One – Skills Measured

Audience Profile

Expert-level candidates for the Excel 2013 exam should have an advanced understanding of the Excel environment and the ability to guide others in the proper use of features in Excel 2013 of Office Professional Plus. They should know and be able to demonstrate the use of advanced and specialized features within the application.

Candidates should be able to create, manage, and distribute professional spreadsheets for a variety of specialized purposes and situations, and they should know how to customize their Excel environment to meet needs and enhance productivity. Workbook examples include custom business templates, multiple axis financial charts, amortization tables, and inventory schedules. Candidate roles might include accountants, financial analysts, data analysts, commercial bankers, and others.

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 and share workbooks

Manage workbook changes

- track changes, manage comments, identify errors, troubleshoot with tracing, display all changes, retain all changes

Apply custom formats and layouts

Apply advanced conditional formatting and filtering

- write custom conditional formats, use functions to format cells, create advanced filters, manage conditional formatting rules

Prepare a workbook for internationalization and accessibility

- modify tab order among workbook elements and objects, display data in multiple international formats, modify worksheets for use with accessibility tools, utilize international symbols, manage multiple options for +Body and +Heading fonts

Create advanced formulas

Look up data with functions

- utilize the LOOKUP function, utilize the VLOOKUP function, utilize the HLOOKUP function, utilize the TRANSPOSE function

Apply advanced date and time functions

- utilize the NOW and TODAY functions, use functions to serialize dates and times

Create advanced charts and tables

Create advanced chart elements

- add trendlines to charts, create dual axis charts, create custom chart templates, view chart animations

Create and manage PivotTables

- create new PivotTables, modify field selections and options, create a slicer, group records, utilize calculated fields, format data, utilize PowerPivot, manage relationships