Exam 77-428: Excel 2013 Expert Part Two – 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 multiple workbooks

- modify existing templates, merge multiple workbooks, manage versions of a workbook, copy styles from template to template, copy macros from workbook to workbook, link to external data

Apply custom formats and layouts

Apply custom data formats

- create custom formats (Number, Time, Date), create custom accounting formats, use advanced Fill Series options

Apply custom styles and templates

- create custom color formats, create and modify cell styles, create and modify custom templates, create form fields

Create advanced formulas

Apply functions in formulas

- utilize the IF function in conjunction with other functions, utilize AND/OR functions, utilize nested functions, utilize SUMIFS, AVERAGEIFS, and COUNTIFS functions

Create scenarios

- utilize the watch window, consolidate data, enable iterative calculations, utilize What If analysis tools (including Goal Seek), utilize the Scenario Manager, use financial functions

Create advanced charts and tables

Create and manage PivotCharts

- create new PivotCharts, manipulate options in existing PivotCharts, apply styles to PivotCharts