

Exam 77-420: Excel 2013 – Skills Measured

Audience Profile

A core-level candidate for the Microsoft Excel 2013 exam should have a fundamental understanding of the Excel environment and the ability to complete tasks independently. They should know and demonstrate the correct application of the principal features of Excel 2013. These candidates should be able to create and edit a workbook with multiple sheets for a variety of purposes and situations. Examples include professional-looking budgets, team performance charts, sales invoices, and exercise logs. Candidate roles might include students, clerical workers, bookkeepers, instructors, 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).

Create and manage worksheets and workbooks

Create worksheets and workbooks

- creating new blank workbooks; creating new workbooks using templates; importing files; opening non-native files directly in Excel; adding worksheets to existing workbooks; copying and moving worksheets

Navigate through worksheets and workbooks

- searching for data within a workbook; inserting hyperlinks; changing worksheet order; using Go To; using Name Box

Format worksheets and workbooks

- changing worksheet tab color; modifying page setup; inserting and deleting columns and rows; changing workbook themes; adjusting row height and column width; inserting watermarks; inserting headers and footers; setting data validation

Customize options and views for worksheets and workbooks

- hiding worksheets; hiding columns and rows; customizing the Quick Access toolbar; customizing the Ribbon; managing macro security; changing workbook views; recording simple macros; adding values to workbook properties; using zoom; displaying formulas; freezing panes; assigning shortcut keys; splitting the window

Configure worksheets and workbooks to print or save

- setting a print area; saving workbooks in alternate file formats; printing individual worksheets; setting print scaling; repeating headers and footers; maintaining backward compatibility; configuring workbooks to print; saving files to remote locations

Create cells and ranges

Insert data in cells and ranges

- appending data to worksheets; finding and replacing data; copying and pasting data; using AutoFill tool; expanding data across columns; inserting and deleting cells

Format cells and ranges

- merging cells; modifying cell alignment and indentation; changing font and font styles; using Format Painter; wrapping text within cells; applying Number format; applying highlighting; applying cell styles; changing text to WordArt

Order and group cells and ranges

- applying conditional formatting; inserting sparklines; transposing columns and rows; creating named ranges; creating outline; collapsing groups of data in outlines; inserting subtotals

Create tables

Create a table

- moving between tables and ranges; adding and removing cells within tables; defining titles

Modify a table

- applying styles to tables; banding rows and columns; inserting total rows; removing styles from tables

Filter and sort a table

- filtering records; sorting data on multiple columns; changing sort order; removing duplicates

Apply formulas and functions

Utilize cell ranges and references in formulas and functions

- utilizing references (relative, mixed, absolute); defining order of operations; referencing cell ranges in formulas

Summarize data with functions

- utilizing the SUM function; utilizing the MIN and MAX functions; utilizing the COUNT function; utilizing the AVERAGE function

Utilize conditional logic in functions

- utilizing the SUMIF function; utilizing the AVERAGEIF function; utilizing the COUNTIF function

Format and modify text with functions

- utilizing the RIGHT, LEFT and MID functions; utilizing the TRIM function; utilizing the UPPER and LOWER functions; utilizing the CONCATENATE function

Create charts and objects

Create a chart

- creating charts and graphs; adding additional data series; switching between rows and columns in source data; using Quick Analysis

Format a chart

- adding legends; resizing charts and graphs; modifying chart and graph parameters; applying chart layouts and styles; positioning charts and graphs

Insert and format an object

- inserting text boxes; inserting SmartArt; inserting images; adding borders to objects; adding styles and effects to objects; changing object colors; modifying object properties; positioning objects