

Microsoft® Excel 2013

Expert Certification Guide

Courseware 3254 Exams 77-427 & 77-428 ISBN 978-1-55332-398-3

Course Description

Microsoft® Excel Expert teaches students how to use a variety of intermediate and advanced features to merge workbooks, perform data analysis, and audit formulas in spreadsheets. Students also use summary functions, create PivotTables and PivotCharts, and work with macros.

Students who complete this course will have reviewed all the exam objectives to prepare for: Microsoft Excel 2013 Expert Exams #77-427 and #77-428. Successful completion of the certification exam provides a competitive advantage by validating the knowledge and skill sets for individuals who may be seeking employment or further job opportunities in their careers.

Course Prerequisites

This course assumes that students have completed the *Microsoft Excel 2013 Core* course or have equivalent Excel knowledge and experience.

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|---|--|
| <input type="checkbox"/> Manage the worksheet environment | <input type="checkbox"/> Apply formulas and functions |
| <input type="checkbox"/> Create cell data | <input type="checkbox"/> Present data visually |
| <input type="checkbox"/> Format cells and worksheets | <input type="checkbox"/> Share worksheet data with other users |
| <input type="checkbox"/> Manage worksheets and workbooks | <input type="checkbox"/> Analyze and organize data |

Courseware Description

Course Design

Course Objectives

Conventions and Graphics

Lesson 1: Advanced Functions and PivotTables

Lesson Objectives

What are Functions?

Using the Correct Syntax for Functions

Inserting Functions

Using Array Formulas

Using Lookup Functions

CHOOSE Function

INDEX Function

LOOKUP Function

HLOOKUP and VLOOKUP Functions

Date and Time Functions

Transpose Function

Creating and Managing Pivot Tables

Creating a Pivot Table

Format Pivot Table Data

Customizing PivotTables

Using the Data Slicer with a PivotTable

Group Pivot Table Data

Calculated Fields and Items

PowerPivot

Activating PowerPivot

Connecting PowerPivot to Data Source

PowerPivot Calculated Fields

Manage Table Relationships

Lesson Summary

Review Questions

Lesson 2: Advanced Charts, Conditional Formatting, and Checking Formulas

Lesson Objectives

Advanced Chart Elements

Formatting a Simple Chart

Add a Secondary Vertical Axis

Dynamic Charts

Animated Charts

Custom Chart Templates

Chart Trendline

Conditional Formatting

Basic Conditional Formatting

Manage Conditional Formatting Rules

Custom Conditional Formatting

Using a Formula

Custom Conditional Formatting

Using a Function

Checking for Formula Errors

Using the Error Checking Tool

Tracing Formula Errors

Evaluate Formulas

Manual Checking and Displaying Formulas

Lesson Summary

Review Questions

Lesson 3: Filtering and Sharing Workbooks

Lesson Objectives

Advanced Filtering

Using Advanced Filters

Using Comparison Operators

Workgroup Functions

Creating a Shared Workbook

Resolving Shared Workbook Conflicts

Tracking Changes

Showing the History of Changes

Merging Workbooks

Removing Shared Use of Workbooks

Mark as Final

Using Comments

Internationalization

Using International Currency and Number Formats

Using International Currency Symbols

Using Custom and International Date and Time Formats

Using Accessibility Checker Tool

+Body and +Heading Fonts

Modify Tab Order

Lesson Summary

Review Questions

Lesson 4: Custom Formatting and What-If Analysis

Lesson Objectives

Using Custom Cell Formats

Using Custom Number Formats

Using Custom Accounting Formats

Using Custom Text Formats

Using Custom Date and Time Formats

User Defined Styles

Creating and Modifying Cell Styles?

Custom Color Formats

What-If Analysis

Manual What-If Analysis

Using the Goal Seek Tool

Working with Scenarios

Using Cell Watch

Fill Series

Lesson Summary

Review Questions

Lesson 5: Pivot Charts and Advanced Formulas

Lesson Objectives

Pivot Charts

Creating a PivotChart

Changing Pivot Chart Options

Pivot Chart Styles

Using Advanced Functions and Features

Financial Functions

Nesting Functions

Conditional Logic Functions

Conditional Summary Functions

Opening a Workspace

Linking External Workbooks

Referencing Other Worksheets in Formulas

Linking Other Workbooks

Modifying Workbook Links

Removing Workbook Links

Consolidating Data

Lesson Summary

Review Questions

Lesson 6: Protecting and Configuring Workbooks

Lesson Objectives

Working with Templates

Creating a Template

Modifying Templates

Copying Styles

Deleting Templates

Protecting Your Workbook

Using Passwords

Protecting the Worksheet

Allow Ranges for Editing

Protecting the Workbook

Structure

Protecting Workbook Files

Form Fields

Copy Macros

Workbook Properties

Accessing Workbook Properties

Using the Document Inspector

Changing Excel Formula Calculation Options

Lesson Summary

Review Questions

Appendices

Appendix A: Courseware Mapping

Appendix B: Glossary of Terms

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