

## MOS Excel Expert 2013 - Part 2

### Objective Domain

#### 1.0 Manage and Share Workbooks

##### 1.1 Manage Multiple Workbooks

This objective may include but is not limited to: modifying existing templates, merging multiple workbooks, managing versions of a workbook, copying styles from template to template, copying macros from workbook to workbook, linking to external data

##### 1.2 Prepare a Workbook for Review

This objective may include but is not limited to: setting tracking options, limiting editors, opening workspaces, restricting editing, controlling recalculation, protecting worksheet structure, marking as final, removing workbook metadata, encrypting workbooks with a password

#### 2.0 Apply Custom Formats and Layouts

##### 2.1 Apply Custom Data Formats

This objective may include but is not limited to: creating custom formats (Number, Time, Date), creating custom accounting formats, using advanced Fill Series options

##### 2.3 Apply Custom Styles and Templates

This objective may include but is not limited to: creating custom color formats, creating and modifying cell styles, creating and modifying custom templates, creating form fields

## **3.0 Create Advanced Formulas**

### **3.1 Apply Functions in Formulas**

This objective may include but is not limited to: utilizing the IF function in conjunction with other functions, utilizing AND/OR functions, utilizing nested functions, utilizing SUMIFS, AVERAGEIFS, and COUNTIFS functions

### **3.4 Create Scenarios**

This objective may include but is not limited to: utilizing the watch window, consolidating data, enabling iterative calculations, utilizing What If analysis tools including Goal Seek, utilizing the Scenario Manager, using financial functions

## **4.0 Create Advanced Charts and Tables**

### **4.3 Create and Manage Pivot Charts**

This objective may include but is not limited to: creating new PivotCharts, manipulating options in existing PivotCharts, applying styles to PivotCharts