Microsoft Office Specialist-Excel Syllabus

1. Manage Workbook Options and Settings

1.1. Create Worksheets and Workbooks

- Create a workbook
- Import data from a delimited text file
- Add a worksheet to an existing workbook
- Copy and move a worksheet

1.2. Navigate in Worksheets and Workbooks

- Search for data within a workbook
- Navigate to a named cell, range, or workbook element
- Insert and remove hyperlinks

1.3. Format Worksheets and Workbooks

- Change worksheet tab color
- Rename a worksheet
- Change worksheet order
- Insert and delete columns or rows
- Change workbook themes
- Adjust row height and column width
- Insert headers and footers

1.4. Customize Options and Views for Worksheets and Workbooks

- Hide or unhide worksheets
- Hide or unhide columns and rows
- Customize the Quick Access toolbar
- Modify document properties
- Display formulas

1.5. Configure Worksheets and Workbooks for Distribution

- Inspect a workbook for hidden properties or personal information
- Inspect a workbook for accessibility issues
- Inspect a workbook for compatibility issues

2. Apply Custom Data Formats and Layouts

2.1. Apply Custom Data Formats and Validation

- Create custom number formats
- Populate cells by using advanced Fill Series options
- Configure data validation

2.2. Apply Advanced Conditional Formatting and Filtering

- Create custom conditional formatting rules
- Create conditional formatting rules that use formulas
- Manage conditional formatting rules

2.3. Create and Modify Custom Workbook Elements

- Create and modify simple macros
- Insert and configure form controls

3. Create Tables

3.1. Create and Manage Tables

- Create an Excel table from a cell range
- Convert a table to a cell range
- Add or remove table rows and columns

3.2. Manage Table Styles and Options

- Apply styles to tables
- Configure table style options
- Insert total rows

3.3. Filter and Sort a Table

- Filter records
- Sort data by multiple columns
- Change sort order
- Remove duplicate records

4. Perform Operations with Formulas and Functions

4.1. Summarize Data by using Functions

- Insert references
- Perform calculations by using the SUM function
- Perform calculations by using MIN and MAX functions

- Perform calculations by using the COUNT function
- Perform calculations by using the AVERAGE function

4.2. Perform Conditional Operations by using Functions

- Perform logical operations by using the IF function
- Perform logical operations by using the SUMIF function
- Perform logical operations by using the AVERAGEIF function
- Perform statistical operations by using the COUNTIF function

4.3. Format and Modify Text by using Functions

- Format text by using RIGHT, LEFT, and MID functions
- Format text by using UPPER, LOWER, and PROPER functions
- Format text by using the CONCATENATE function

5. Create Charts and Objects

5.1. Create Charts

- Create a new chart
- Add additional data series
- Switch between rows and columns in source data
- Analyze data by using Quick Analysis

5.2. Format Charts

- Resize charts
- Add and modify chart elements
- Apply chart layouts and styles
- Move charts to a chart sheet

5.3. Insert and Format Objects

- Insert text boxes and shapes
- Insert images
- Modify object properties
- Add alternative text to objects for accessibility

6. Manage Workbook Options and Settings

6.1. Manage Workbooks

- Save a workbook as a template
- Enable macros in a workbook
- Display hidden ribbon tabs

6.2. Manage Workbook Review Restrict editing

- Protect a worksheet
- Configure formula calculation options
- Protect workbook structure
- Manage workbook versions
- Encrypt a workbook with a password

7. Apply Custom Data Formats and Layouts

7.1. Apply Custom Data Formats and Validation

- Create custom number formats
- Populate cells by using advanced Fill Series options
- Configure data validation

7.2. Apply Advanced Conditional Formatting and Filtering

- Create custom conditional formatting rules
- Create conditional formatting rules that use formulas
- Manage conditional formatting rules

7.3. Create and Modify Custom Workbook Elements

- Create custom color formats
- Create and modify cell styles
- Create and modify custom themes
- Create and modify simple macros
- Insert and configure form controls

7.4. Prepare a Workbook for Internationalization

- Display data in multiple international formats
- Apply international currency formats
- Manage multiple options for +Body and +Heading fonts

8. Create Advanced Formulas

8.1.   Apply Functions in Formulas

- Perform logical operations by using AND, OR, and NOT functions
- Perform logical operations by using nested functions
- Perform statistical operations by using SUMIFS, AVERAGEIFS, and COUNTIFS functions

8.2. Look up data by using Functions

- Look up data by using the VLOOKUP function
- Look up data by using the HLOOKUP function

8.3. Apply Advanced Date and Time Functions

- Reference the date and time by using the NOW and TODAY functions
- Serialize numbers by using date and time functions

8.4. Perform Data Analysis and Business Intelligence

- Import, transform, combine, display, and connect to data
- Consolidate data
- Perform what-if analysis by using Goal Seek and Scenario Manager
- Calculate data by using financial functions

8.5. Troubleshoot Formulas

- Trace precedence and dependence
- Monitor cells and formulas by using the Watch Window

8.6. Define Named Ranges and Objects

- Name cells
- Name data ranges
- Name tables
- Manage named ranges and objects

9. Create Advanced Charts and Tables

9.1. Create and Manage PivotTables

- Create PivotTables
- Modify field selections and options
- Create slicers
- Group PivotTable data
- Add calculated fields
- Format data

9.2. Create and Manage Pivot Charts

- Create PivotCharts
- Manipulate options in existing PivotCharts
- Apply styles to PivotCharts
- Drill down into PivotChart details