

Appendix A

Microsoft Office Specialist exam objectives

This appendix covers these additional topics:

- A** Excel 2013 Specialist exam objectives, with references to corresponding coverage in ILT Series courseware.
- B** Excel 2013 Expert exam objectives, with references to corresponding coverage in ILT Series courseware

Topic A: Specialist exam objectives map

Explanation

This section lists all Microsoft Office Specialist exam objectives for Excel 2013 (Exam 77-420) and indicates where each objective is covered in conceptual explanations, activities, or both.

#	Objective	Course level	Conceptual information	Supporting activities
1.0	Create and Manage Worksheets and Workbooks			
1.1	Create Worksheets and Workbooks			
1.1.1	Create new blank workbooks	Basic	Unit 1, Topic B Unit 2, Topic A	B-1 A-1
1.1.2	Create new workbooks use templates	Basic	Unit 1, Topic D	D-1
1.1.3	Import files	Advanced	Unit 6, Topic A	A-2
1.1.4	Open non-native files directly in Excel	Advanced	Unit 5, Topic A	A-2
1.1.5	Add worksheets to existing workbooks	Intermediate	Unit 1, Topic C	C-3
1.1.6	Copy and move worksheets	Intermediate	Unit 1, Topic C Unit 1, Topic E	C-3 E-2
1.2	Navigate through Worksheets and Workbooks			
1.2.1	Search for data within a workbook	Basic	Unit 1, Topic C	C-2
1.2.2	Insert hyperlinks	Intermediate	Unit 6, Topic B	B-1
1.2.3	Change worksheet order	Intermediate	Unit 1, Topic C	C-3
1.2.4	Demonstrate how to use Go To	Basic	Unit 1, Topic C	C-2
1.2.5	Demonstrate how to use Name Box	Basic Intermediate	Unit 1, Topic C Unit 4, Topic A	C-1 A-1, A-3
1.3	Format Worksheets and Workbooks			
1.3.1	Change worksheet tab color	Intermediate	Unit 1, Topic C	C-2
1.3.2	Modify page setup	Basic	Unit 8, Topic B	B-1, B-2
1.3.3	Insert and delete columns and rows	Basic	Unit 3, Topic D	D-2, D-3
1.3.4	Change workbook themes	Intermediate	Unit 2, Topic B	B-1
1.3.5	Adjust row height and column width	Basic	Unit 5, Topic B	B-1

#	Objective	Course level	Conceptual information	Supporting activities
1.3	Format Worksheets and Workbooks (continued)			
1.3.6	Insert watermarks	Intermediate	Unit 2, Topic C	C-7
1.3.7	Insert headers and footers	Basic	Unit 8, Topic B	B-3
1.3.8	Set data validation	Advanced	Unit 3, Topic A	A-2, A-3
1.4	Customize Options and Views for Worksheets and Workbooks			
1.4.1	Hide worksheets	Intermediate	Unit 1, Topic A	A-3
1.4.2	Hide columns and rows	Intermediate	Unit 1, Topic A	A-3
1.4.3	Customize the Quick Access toolbar	Intermediate	Unit 6, Topic A Unit 7, Topic D	A-1 D-2
		Advanced	Unit 7, Topic B	B-2
1.4.4	Customize the ribbon	Intermediate	Unit 8, Topic A	A-2
1.4.5	Manage macro security	Advanced	Unit 8, Topic A	
1.4.6	Change workbook views	Basic	Unit 8, Topic A	A-3
		Intermediate	Unit 1, Topic B	B-2
1.4.7	Record simple macros	Advanced	Unit 8, Topic A	A-2
1.4.8	Add values to workbook properties	Intermediate	Unit 7, Topic B Unit 7, Topic D	B-3 D-4
1.4.9	Demonstrate how to use zoom	Basic	Unit 1, Topic C Unit 8, Topic A	C-1 A-3
1.4.10	Display formulas	Basic	Unit 3, Topic B	B-5
1.4.11	Freeze panes	Intermediate	Unit 1, Topic A	A-1
1.4.12	Assign shortcut keys	Advanced	Unit 8, Topic A	A-2
1.4.13	Split the window	Intermediate	Unit 1, Topic A	A-2
1.5	Configure Worksheets and Workbooks to Print or Save			
1.5.1	Set a print area	Basic	Unit 8, Topic C	C-1
1.5.2	Save workbooks in alternate file formats	Basic	Unit 2, Topic C	C-2, C-3
1.5.3	Print individual worksheets	Basic	Unit 8, Topic C	C-1
		Intermediate	Unit 1, Topic C	C-4
1.5.4	Set print scaling	Basic	Unit 8, Topic B	B-1

#	Objective	Course level	Conceptual information	Supporting activities
1.5	Configure Worksheets and Workbooks to Print or Save (continued)			
1.5.5	Repeat headers and footers	Basic	Unit 8, Topic B	B-4
1.5.6	Maintain backward compatibility	Basic	Unit 2, Topic C	C-2
1.5.7	Configure workbooks to print	Basic	Unit 8, Topic C	C-1
		Intermediate	Unit 1, Topic B	B-1
1.5.8	Save files to remote locations	Basic	Unit 2, Topic C	C-1
2.0	Create Cells and Ranges			
2.1	Insert Data in Cells and Ranges			
2.1.1	Append data to worksheets	Basic	Unit 2, Topic A	A-1
			Unit 3, Topic A	A-1, A-2, A-4
2.1.2	Find and replace data	Basic	Unit 8, Topic A	A-2
2.1.3	Copy and paste data	Basic	Unit 3, Topic A	A-1 – A-4
			Unit 3, Topic B	B-2
		Intermediate	Unit 2, Topic C Unit 7, Topic B	C-4, C-5 B-2
2.1.4	Demonstrate how to use autofill tool	Basic	Unit 2, Topic A	A-3
			Unit 3, Topic B	B-3
			Unit 5, Topic E	E-2
2.1.5	Expand data across columns	Advanced	Unit 6, Topic A	A-3
2.1.6	Insert and delete cells	Basic	Unit 3, Topic D	D-1, D-3
2.2	Format Cells and Ranges			
2.2.1	Merge cells	Basic	Unit 5, Topic B	B-3
		Intermediate	Unit 2, Topic C	C-1, C-3
2.2.2	Modify cell alignment and indentation	Basic	Unit 5, Topic B	B-3
2.2.3	Change font and font styles	Basic	Unit 5, Topic A	A-1 – A-3
2.2.4	Use Format Painter	Basic	Unit 5, Topic E	E-1
2.2.5	Wrap text within cells	Intermediate	Unit 2, Topic C	C-2
2.2.6	Apply Number formats	Basic	Unit 5, Topic C	C-1, C-2
		Intermediate	Unit 2, Topic A	A-1, A-3

#	Objective	Course level	Conceptual information	Supporting activities
2.2	Format Cells and Ranges (continued)			
2.2.7	Apply highlighting	Basic	Unit 5, Topic B Unit 5, Topic D	B-2 D-1
2.2.8	Apply cell styles	Basic	Unit 5, Topic E	E-3
2.2.9	Change text to wordart	Advanced	Unit 4, Topic C	C-2
2.3	Order and Group Cells and Ranges			
2.3.1	Apply conditional formatting	Basic	Unit 5, Topic D Unit 7, Topic B	D-1, D-2 B-1 – B-3
2.3.2	Insert sparklines	Advanced	Unit 4, Topic B	B-3
2.3.3	Transpose columns and rows	Intermediate	Unit 2, Topic C	C-4
2.3.4	Create named ranges	Intermediate	Unit 4, Topic A	A-1, A-3
2.3.5	Create outlines	Intermediate	Unit 3, Topic A	A-1
2.3.6	Collapse groups of data in outlines	Intermediate	Unit 3, Topic A	A-1
2.3.7	Insert subtotals	Intermediate	Unit 3, Topic B	B-1, B-2
3.0	Create Tables			
3.1	Create a Table			
3.1.1	Move between tables and ranges	Intermediate	Unit 5, Topic B	B-1
3.1.2	Add and remove cells within tables	Intermediate	Unit 5, Topic B	B-3
3.1.3	Define titles	Intermediate	Unit 5, Topic B	B-2
3.2	Modify a Table			
3.2.1	Apply styles to tables	Intermediate	Unit 5, Topic B	B-2
3.2.2	Band rows and columns	Intermediate	Unit 5, Topic B	B-2
3.2.3	Insert total rows	Intermediate	Unit 5, Topic B	B-4
3.2.4	Remove styles from tables	Intermediate	Unit 5, Topic B	B-5

#	Objective	Course level	Conceptual information	Supporting activities
4.0	Apply Formulas and Functions			
4.1	Apply Cell Ranges and References in Formulas and Functions			
4.1.1	Demonstrate how to use references (relative, mixed, absolute)	Basic	Unit 3, Topic B Unit 3, Topic C	B-2 C-1, C-2
4.1.2	Define order of operations	Basic	Unit 2, Topic B	B-4
4.1.3	Reference cell ranges in formulas	Basic	Unit 3, Topic B Unit 4, Topic A	B-2 A-1, A-2
		Intermediate	Unit 4, Topic A	A-2, A-4
4.2	Summarize Data with Functions			
4.2.1	Demonstrate how to apply the SUM function	Basic	Unit 4, Topic A	A-1
4.2.2	Demonstrate how to apply the MIN and MAX functions	Basic Intermediate	Unit 4, Topic C Unit 3, Topic B	C-2, C-3 B-2
4.2.3	Demonstrate how to apply the COUNT function	Basic	Unit 4, Topic C	C-4
4.2.4	Demonstrate how to apply the AVERAGE function	Basic	Unit 4, Topic C	C-1
4.3	Apply Conditional Logic in Functions			
4.3.1	Demonstrate how to apply the SUMIF function	Advanced	Unit 1, Topic B	B-1
4.3.2	Demonstrate how to apply the AVERAGEIF function	Advanced	Unit 1, Topic B	B-3
4.3.3	Demonstrate how to apply the COUNTIF function	Advanced	Unit 1, Topic B	B-2
4.4	Format and Modify Text with Functions			
4.4.1	Demonstrate how to use the RIGHT, LEFT and MID functions	Advanced	Unit 1, Topic D	D-1
4.4.2	Demonstrate how to use the TRIM function	Advanced	Unit 1, Topic D	D-3
4.4.3	Demonstrate how to use the UPPER and LOWER functions	Advanced	Unit 1, Topic D	D-3
4.4.4	Demonstrate how to use the CONCATENATE function	Advanced	Unit 1, Topic D	D-3

#	Objective	Course level	Conceptual information	Supporting activities
5.0	Create Charts and Objects			
5.1	Create a Chart			
5.1.1	Create charts and graphs	Basic	Unit 6, Topic A	A-1, A-6
5.1.2	Add additional data series	Basic	Unit 6, Topic A	A-4
5.1.3	Switch between rows and columns in source data	Basic	Unit 6, Topic A	A-5
5.1.4	Demonstrate how to use Quick Analysis	Advanced	Unit 7, Topic C	C-1
5.2	Format a Chart			
5.2.1	Add legends	Basic	Unit 6, Topic B	B-2
5.2.2	Resize charts and graphs	Basic	Unit 6, Topic A	A-6
5.2.3	Modify chart and graph parameters	Advanced	Unit 4, Topic A	A-1
5.2.4	Apply chart layouts and styles	Basic	Unit 6, Topic B	B-1
5.2.5	Position charts and graphs	Basic	Unit 6, Topic A	A-2
5.3	Insert and Format an Object			
5.3.1	Insert text boxes	Advanced	Unit 4, Topic C	C-1
5.3.2	Insert SmartArt	Basic	Unit 7, Topic C	C-1
5.3.3	Insert images	Basic	Unit 7, Topic A	A-1
5.3.4	Add borders to objects	Advanced	Unit 4, Topic C	C-2
5.3.5	Add styles and effects to objects	Advanced	Unit 4, Topic C	C-2
5.3.6	Change object colors	Basic	Unit 7, Topic C	C-2
		Advanced	Unit 4, Topic C	C-2
5.3.7	Modify object properties	Basic	Unit 7, Topic A	A-1
			Unit 7, Topic C	C-2
5.3.8	Position objects	Basic	Unit 7, Topic A	A-1

Topic B: Expert exam objectives map

Explanation

This section lists all Microsoft Office Specialist exam objectives for Excel Expert 2013 (Exam 77-421) and indicates where each objective is covered in conceptual explanations, activities, or both.

#	Objective	Course level	Conceptual information	Supporting activities
1.0	Manage and Share Workbooks			
1.1	Manage Multiple Workbooks			
1.1.1	Modify existing templates	Intermediate	Unit 8, Topic B	B-2
1.1.2	Merge multiple workbooks	Intermediate	Unit 7, Topic D	D-2
1.1.3	Manage versions of a workbook	Intermediate	Unit 7, Topic D	D-2
1.1.4	Copy styles from template to template	Intermediate	Unit 8, Topic B	
1.1.5	Copy macros from workbook to workbook	Advanced	Unit 8, Topic B	B-3
1.1.6	Link to external data	Intermediate	Unit 1, Topic F	F-2, F-3
1.2	Prepare a Workbook for Review			
1.2.1	Set tracking options	Intermediate	Unit 7, Topic D	D-2, D-3
1.2.2	Limit editors	Intermediate	Unit 7, Topic D	D-4
1.2.3	Create workspaces	Intermediate	Unit 1, Topic E	E-3
1.2.4	Restrict editing	Intermediate	Unit 7, Topic C	C-1, C-2, C-3
1.2.5	Control recalculation	Advanced	Unit 1, Topic G	G-1
1.2.6	Protect worksheet structure	Intermediate	Unit 7, Topic C	C-3
1.2.7	Mark as final	Intermediate	Unit 7, Topic D	D-5
1.2.8	Remove workbook metadata	Intermediate	Unit 7, Topic D	D-4
1.2.9	Encrypt workbooks with a password	Intermediate	Unit 7, Topic C	C-3
1.3	Manage Workbook Changes			
1.3.1	Track changes	Intermediate	Unit 7, Topic D	D-3
1.3.2	Manage comments	Intermediate	Unit 7, Topic B	B-1, B-2
1.3.3	Identify errors	Intermediate	Unit 7, Topic A	A-2
1.3.4	Troubleshoot with tracing	Intermediate	Unit 7, Topic A	A-2
1.3.5	Display all changes	Intermediate	Unit 7, Topic D	
1.3.6	Retain all changes	Intermediate	Unit 7, Topic D	D-3

#	Objective	Course level	Conceptual information	Supporting activities
2.0	Apply Custom Formats and Layouts			
2.1	Apply Custom Data Formats			
2.1.1	Create custom formats (Number, Time, Date)	Intermediate	Unit 2, Topic A	A-3
2.1.2	Create custom accounting formats	Intermediate	Unit 2, Topic A	A-3
2.1.3	Demonstrate how to use advanced Fill Series options	Basic	Unit 5, Topic E	E-2
2.2	Apply Advanced Conditional Formatting and Filtering			
2.2.1	Write custom conditional formats	Basic	Unit 5, Topic D Unit 7, Topic B	D-2 B-1, B-3
2.2.2	Demonstrate how to use functions to format cells	Advanced	Unit 1, Topic A	A-2
2.2.3	Create advanced filters	Advanced	Unit 3, Topic B	B-2
2.2.4	Manage conditional format rules	Basic	Unit 5, Topic D	D-1, D-2
2.3	Apply Custom Styles and Templates			
2.3.1	Create custom color formats	Intermediate	Unit 2, Topic B	B-2
2.3.2	Create and modify cell styles	Basic	Unit 5, Topic E	E-5, E-6
2.3.3	Create and modify custom templates	Intermediate	Unit 8, Topic B	B-1, B-2
2.3.4	Create form fields	Advanced	Unit 3, Topic A	A-2, A-3
2.4	Prepare a Workbook for Internationalization and Accessibility			
2.4.1	Modify Tab order among workbook elements and objects	Advanced	Unit 9, Topic A	
2.4.2	Display data in multiple international formats	Advanced	Unit 9, Topic B	B-2
2.4.3	Modify worksheets for use with accessibility tools	Advanced	Unit 9, Topic A	A-1
2.4.4	Demonstrate how to use international symbols	Advanced	Unit 9, Topic B	B-1
2.4.5	Manage multiple options for +Body and +Heading fonts	Advanced	Unit 9, Topic A	

#	Objective	Course level	Conceptual information	Supporting activities
3.0	Create Advanced Formulas			
3.1	Apply Functions in Formulas			
3.1.1	Demonstrate how to use the IF function in conjunction with other functions	Advanced	Unit 1, Topic A	A-3
3.1.2	Demonstrate how to use AND/OR functions	Advanced	Unit 1, Topic A	A-3
3.1.3	Demonstrate how to use nested functions	Advanced	Unit 1, Topic A	A-3
3.1.4	Demonstrate how to use SUMIFS, AVERAGEIFS, and COUNTIFS functions	Advanced	Unit 1, Topic B	B-4
3.2	Look Up Data with Functions			
3.2.1	Demonstrate how to use the LOOKUP function	Advanced	Unit 2, Topic A	A-4
3.2.2	Demonstrate how to use the VLOOKUP function	Advanced	Unit 2, Topic A	A-2
3.2.3	Demonstrate how to use the HLOOKUP function	Advanced	Unit 2, Topic A	A-3
3.2.4	Demonstrate how to use the TRANSPOSE function	Advanced	Unit 1, Topic F	F-2
3.3	Apply Advanced Date and Time Functions			
3.3.1	Demonstrate how to use the NOW and TODAY functions	Advanced	Unit 1, Topic E	E-1
3.3.2	Demonstrate how to use functions to serialize dates and times	Advanced	Unit 1, Topic E	
3.4	Create Scenarios			
3.4.1	Demonstrate how to use the watch window	Intermediate	Unit 1, Topic D	D-2
3.4.2	Consolidate data	Intermediate	Unit 3, Topic A	A-3
3.4.3	Enable iterative calculations	Advanced	Unit 1, Topic G	G-1
3.4.4	Demonstrate how to use What If analysis tools including Goal Seek	Advanced	Unit 2, Topic B Unit 7, Topic A	B-1 A-1
3.4.5	Demonstrate how to use the Scenario Manager	Advanced	Unit 7, Topic B	B-1, B-3
3.4.6	Demonstrate how to use financial functions	Advanced	Unit 1, Topic C	C-1

#	Objective	Course level	Conceptual information	Supporting activities
4.0	Create Advanced Charts and Tables			
4.1	Create Advanced Chart Elements			
4.1.1	Add trendlines to charts	Advanced	Unit 4, Topic B	B-2
4.1.2	Create dual axis charts	Advanced	Unit 4, Topic B	B-1
4.1.3	Create custom chart templates	Advanced	Unit 4, Topic B	B-4
4.1.4	View chart animations	Advanced	Unit 4, Topic B	B-2
4.2	Create and Manage pivottables			
4.2.1	Create new pivottables	Advanced	Unit 5, Topic A	A-1, A-2
4.2.2	Modify field selections and options	Advanced	Unit 5, Topic B Unit 5, Topic C	B-1 C-2
4.2.3	Create a slicer	Advanced	Unit 5, Topic A	A-3
4.2.4	Group records	Advanced	Unit 5, Topic B	B-1
4.2.5	Utilize calculated fields	Advanced	Unit 5, Topic B	B-3
4.2.6	Format data	Advanced	Unit 5, Topic C	C-1
4.2.7	Demonstrate how to use powerpivot	Advanced	Unit 5, Topic E	E-2
4.2.8	Manage relationships	Advanced	Unit 5, Topic E	E-2
4.3	Create and Manage Pivot Charts			
4.3.1	Create new pivotcharts	Advanced	Unit 5, Topic D	D-1
4.3.2	Manipulate options in existing pivotcharts	Advanced	Unit 5, Topic D	D-1
4.3.3	Apply styles to pivotcharts	Advanced	Unit 5, Topic D	D-1