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**Microsoft**  
Office Specialist  
Authorized Testing Center

# 77-420

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## MOS Excel 2013

### Objective Domain

#### 1.0 Create and Manage Worksheets and Workbooks

##### 1.1 Create Worksheets and Workbooks

This objective may include but is not limited to: 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

##### 1.2 Navigate through Worksheets and Workbooks

This objective may include but is not limited to: searching for data within a workbook, inserting hyperlinks, changing worksheet order, using Go To, using Name Box

##### 1.3 Format Worksheets and Workbooks

This objective may include but is not limited to: 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

##### 1.4 Customize Options and Views for Worksheets and Workbooks

This objective may include but is not limited to: 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

##### 1.5 Configure Worksheets and Workbooks to Print or Save

This objective may include but is not limited to: 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

## **2.0 Create Cells and Ranges**

### **2.1 Insert Data in Cells and Ranges**

This objective may include but is not limited to: appending data to worksheets, finding and replacing data, copying and pasting data, using AutoFill tool, expanding data across columns, inserting and deleting cells

### **2.2 Format Cells and Ranges**

This objective may include but is not limited to: merging cells, modifying cell alignment and indentation, changing font and font styles, using Format Painter, wrapping text within cells, applying Number formats, applying highlighting, applying cell styles, changing text to WordArt

### **2.3 Order and Group Cells and Ranges**

This objective may include but is not limited to: applying conditional formatting, inserting sparklines, transposing columns and rows, creating named ranges, creating outlines, collapsing groups of data in outlines, inserting subtotals

## **3.0 Create Tables**

### **3.1 Create a Table**

This objective may include but is not limited to: moving between tables and ranges, adding and removing cells within tables, defining titles

### **3.2 Modify a Table**

This objective may include but is not limited to: applying styles to tables, banding rows and columns, inserting total rows, removing styles from tables

### **3.3 Filter and Sort a Table**

This objective may include but is not limited to: filtering records, sorting data on multiple columns, changing sort order, removing duplicates

## **4.0 Apply Formulas and Functions**

### **4.1 Utilize Cell Ranges and References in Formulas and Functions**

This objective may include but is not limited to: utilizing references (relative, mixed, absolute), defining order of operations, referencing cell ranges in formulas

#### **4.2 Summarize Data with Functions**

This objective may include but is not limited to: utilizing the SUM function, utilizing the MIN and MAX functions, utilizing the COUNT function, utilizing the AVERAGE function

#### **4.3 Utilize Conditional Logic in Functions**

This objective may include but is not limited to: utilizing the SUMIF function, utilizing the AVERAGEIF function, utilizing the COUNTIF function

#### **4.4 Format and Modify Text with Functions**

This objective may include but is not limited to: 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**

#### **5.1 Create a Chart**

This objective may include but is not limited to: creating charts and graphs, adding additional data series, switching between rows and columns in source data, using Quick Analysis

#### **5.2 Format a Chart**

This objective may include but is not limited to: adding legends, resizing charts and graphs, modifying chart and graph parameters, applying chart layouts and styles, positioning charts and graphs

#### **5.3 Insert and Format an Object**

This objective may include but is not limited to: 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