

Excel 2016 MOS Expert Objectives

Note: This list corresponds to the videos in our series.

2.0 Manage Workbook Options and Settings

2.1 Manage Workbook Options

This objective may include but is not limited to controlling how formulas are calculated, enabling error checking rules, enabling digitally signed macros, and customizing the ribbon.

2.2 Reference Data in Another Workbook

This objective may include but is not limited to linking data using query, connecting to a data source, working with query editor options, and refreshing data.

2.3 Reference Data Using Structured References

This objective may include but is not limited to using named ranges in formulas and using table references in formulas.

2.4 Protect Worksheets and Workbooks

This objective may include but is not limited to restricting editing, protecting a worksheet, protecting the workbook structure, and password protecting a workbook.

3.0 Apply Custom Data Formats and Layouts

3.1 Create Custom Formats (Number, Time, and Date)

This objective may include but is not limited to creating custom number formats, creating custom data formats, and using international date formats and symbols.

3.2 Populate Cells by Using Advanced Fill Series Options

This objective may include but is not limited to using Auto Fill, using Auto Fill options to fill the series, using Auto Fill options to copy the value, and using Auto Fill options to copy the formatting.

3.3 Create Custom Conditional Formatting Rules Using Formulas

This objective may include but is not limited to creating custom formatting rules using operators, creating custom conditional formatting rules using conditional formulas such as IF, AND and OR, and creating custom conditional formatting rules using nested formulas.

3.4 Manage Conditional Formatting Rules

This objective may include but is not limited to managing conditional formatting rules, applying icon sets to rules, editing and deleting rules, and moving rules from selected ranges.

3.5 Create Custom Styles and Themes

This objective may include but is not limited to creating custom colors, creating custom themes, and creating custom table styles.

3.6 Insert and Configure Form Controls

This objective may include but is not limited to inserting and configuring a combo box, inserting and configuring a list box, and inserting and configuring a check box.

4.0 Create Advanced Formulas

4.1 Use the AND and OR Functions

This objective may include but is not limited to creating formulas using the AND function, creating formulas using the OR function, and using the NOT function.

4.2 Use IFS Functions

This objective may include but is not limited to using the SUMIFS function, using the AVERAGEIFS function, and using the COUNTIFS function.

4.3 Use LOOKUP Functions

This objective may include but is not limited to using the VLOOKUP function and using the HLOOKUP function.

4.4 Use the MATCH and INDEX Functions

This objective may include but is not limited to using the MATCH function combined with the INDEX function in place of a LOOKUP function.

4.5 Use Date and Time Functions

This objective may include but is not limited to using the NOW function, using the TODAY function, using the TEXT function, and using the DATEDIF function.

4.6 Troubleshoot Formulas

This objective may include but is not limited to using the Watch Window, using trace precedence, using trace dependence, and using the evaluate errors option.

4.7 Use What-If Analysis

This objective may include but is not limited to using Goal Seek and using Scenario Manager.

4.8 Define Named Ranges and Objects

This objective may include but is not limited to naming ranges of cells, naming tables, using named ranges in formulas, and editing and deleting named ranges.

5.0 Create Advanced Charts and PivotTables

5.1 Use Advanced Chart Formatting

This objective may include but is not limited to adding linear trendlines to charts, adding linear forecast trendlines to charts, adding a secondary axis to charts, and saving a chart as a custom chart template.

5.2 Create and Modify PivotTables and Filter with Slicers

This objective may include but is not limited to creating PivotTables, changing fields displayed in a PivotTable, and using Slicers to filter data.

5.3 Format PivotTables and Use the GETPIVOTDATA Function

This objective may include but is not limited to apply formatting to the data in a PivotTable, grouping data, creating calculated fields, and pulling data from the PivotTable using the GETPIVOTDATA function.

5.4 Create and Modify PivotCharts

This objective may include but is not limited to creating PivotCharts, modifying PivotCharts, applying styles, applying filters, and creating custom PivotChart templates.