Exam 77-420

Excel 2013

[Create and manage worksheets and workbooks](#) •

Create worksheets and workbooks
- 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
- Navigate through worksheets and workbooks
  - Searching for data within a workbook; inserting hyperlinks; changing worksheet order; using Go To; using Name Box
- Format worksheets and workbooks
  - 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
- Customize options and views for worksheets and workbooks
  - 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
- Configure worksheets and workbooks to print or save
  - 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

[Create cells and ranges](#)
- Insert data in cells and ranges
  - Appending data to worksheets; finding and replacing data; copying and pasting data; using AutoFill tool; expanding data across columns; inserting and deleting cells
- Format cells and ranges
  - Merging cells; modifying cell alignment and indentation; changing font and font styles; using Format Painter; wrapping text within cells; applying Number format; applying highlighting; applying cell styles; changing text to WordArt
- Order and group cells and ranges
  - Applying conditional formatting; inserting sparklines; transposing columns and rows; creating named ranges; creating outline; collapsing groups of data in outlines; inserting subtotals

[Create tables](#)
- Create a table
  - Moving between tables and ranges; adding and removing cells within tables; defining titles
- Modify a table

- Applying styles to tables; banding rows and columns; inserting total rows; removing styles from tables
- Filter and sort a table
  - Filtering records; sorting data on multiple columns; changing sort order; removing duplicates

Apply formulas and functions

- Utilize cell ranges and references in formulas and functions
  - Utilizing references (relative, mixed, absolute); defining order of operations; referencing cell ranges in formulas
- Summarize data with functions
  - Utilizing the SUM function; utilizing the MIN and MAX functions; utilizing the COUNT function; utilizing the AVERAGE function
- Utilize conditional logic in functions
  - Utilizing the SUMIF function; utilizing the AVERAGEIF function; utilizing the COUNTIF function
- Format and modify text with functions
  - 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

- Create a chart
  - Creating charts and graphs; adding additional data series; switching between rows and columns in source data; using Quick Analysis
- Format a chart
  - Adding legends; resizing charts and graphs; modifying chart and graph parameters; applying chart layouts and styles; positioning charts and graphs
- Insert and format an object
  - 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