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use Microsoft Excel covering a range of topics that are essential for proficiency in the software The guide is divided into several key sections First it provides an overview of the exam format including its structure question types and scoring criteria It also offers helpful tips for preparation and strategies for managing time during the exam The primary focus of the guide is on the following topics Creating and Managing Worksheets and Workbooks This section covers creating formatting and navigating worksheets and workbooks as well as customizing views and preparing them for distribution Managing Data Cells and Ranges It explains how to insert and format data apply basic formulas and organize data efficiently using tools like sorting and filtering Creating Tables The guide provides in depth instructions on creating formatting and modifying tables along with applying filters and sorting table data for better organization Working with Formulas and Functions This part emphasizes using built in Excel functions for performing calculations summarizing data and manipulating text Creating Charts and Objects This section discusses how to create and format various types of charts and graphic elements as well as inserting and formatting objects such as images and shapes The guide concludes with practical exercises and sample questions to help reinforce the skills learned ensuring candidates are well prepared for the exam MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook Exams Joan Lambert, 2011 Microsoft Excel Expert Certification Guide Irina Heer, 2020 Microsoft Excel Expert teaches students how to use a variety of intermediate and advanced features to merge workbooks perform data analysis and audit formulas in spreadsheets Students also use summary functions create PivotTables and PivotCharts and work with macros Students who complete this course will have reviewed all the exam objectives to prepare for Microsoft Excel 2016 Expert Exam 77 728 Successful completion of the certification exam provides a competitive advantage by validating the knowledge and skill sets for individuals who may be seeking employment or further job opportunities in their careers Intermediate Guide to Microsoft Excel 2013 Elizabeth Nofs, 2014-06-01 Students who wish to prepare for Microsoft Certification Exam 77 420 Microsoft Office Excel 2013 OR Microsoft Certification Exam 77 427 Part 1 and 77 428 Part 2 Microsoft Office Excel 2013 Expert will find beginning through advanced lessons that demonstrate these required MOS topics With this comprehensive performance based certification preparation online program you can build and validate your business computer skills using Microsoft Excel 2013 software You ll cover basic through advanced topics including formatting fonts applying number formats linking worksheets creating a PivotTable and more Upon completion you ll be prepared to earn your certification and gain an important edge in today s competitive job market Microsoft Office Specialist MOS certification is the globally recognized standard for validating expertise with the Microsoft Office Suite If you wish to prepare for Microsoft Certification Exam 77 420 Microsoft Office Excel 2013 OR Microsoft Certification Exam 77 427 Part 1 and 77 428 Part 2 Microsoft Office Excel 2013 Expert this course will help you build the skills and knowledge you need

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