

## **Excel Expert 2016 BETA Candidate Profile**

- Participants must be a native English speaker, even if not living in an English-speaking country. The BETA exam will only be offered in English.
- Participants will have an advanced understanding of the Excel environment, and the ability to guide others to proper use of the program's features.
- Participants will be able to create, manage, and distribute spreadsheets for a variety of specialized purposes and situations.
- Participants will customize their Excel environments to meet project needs and to enhance productivity. Expert workbook examples include custom business templates, multiple-axis financial charts, amortization tables, and inventory schedules.
- Participants roles may include accountants, financial analysts, data analysts, commercial bankers, and others.
- Participants will demonstrate a range of skills using advanced and specialized features in the following list:
  - Applies advanced conditional formatting
  - Uses text functions such as Trim, Concatenate
  - Analyzes data using basic and advanced functions and formulas such as SUMIFS, VLOOKUP, and date and time functions
  - Uses named ranges in formulas
  - Creates custom formats and templates for charts, graphs, etc.
  - Works with multiple versions of workbook, uses track changes and manages viewers
  - Protects a workbook, a worksheet, and a cell range
  - Uses business intelligence analysis features
  - Displays data in international formats
  - Adds a trend line to a chart
  - Creates a PivotTable and PivotChart, and analyzes the resulting data