

MOS Excel 2016 (Exam 77-727)

Objective Domain

1. Creating and Manage Worksheets and Workbooks

- 1.1. Create Worksheets and Workbooks.
- 1.2. Navigate in Worksheets and Workbooks.
- 1.3. Format Worksheets and Workbooks.
- 1.4. Customize Options and Views for Worksheets and Workbooks.
- 1.5. Configure Worksheets and Workbooks for Distribution.

2. Manage Data Cells and Ranges

- 2.1. Insert Data in Cells and Ranges.
- 2.2. Format Cells and Ranges.
- 2.3. Summarize and Organize Data.

3. Create Tables

- 3.1. Create and Manage Tables.
- 3.2. Manage Table Styles and Options.
- 3.3. Filter and Sort a Table.

4. Perform Operations with Formulas and Functions

- 4.1. Summarize Data by using Functions.
- 4.2. Perform Conditional Operations by using Functions.
- 4.3. Format and Modify Text by using Functions.

5. Create Charts and Objects

- 5.1. Create Charts.
- 5.2. Format Charts.
- 5.3. Insert and Format Objects.