

# 77-727 Microsoft Office Specialist Excel 2016 Core

## Core Data Analysis, Manipulation, and Presentation

Domain	Obj Number	Objective text	Lesson	MOS Practice Test
<b>1</b>	<b>Create and Manage Worksheets and Workbooks</b>			
	<b>1.1</b>	<b>Create Worksheets and Workbooks</b>		
	1.1.1	create a workbook	<b>1.2, 1.3, 6.8</b>	<b>3</b>
	1.1.2	import data from a delimited text file	<b>5.7</b>	
	1.1.3	add a worksheet to an existing workbook	<b>5.4</b>	<b>2</b>
	1.1.4	copy and move a worksheet	<b>5.4, 5.9</b>	<b>2, 5, 6</b>
	<b>1.2</b>	<b>Navigate in Worksheets and Workbooks</b>		
	1.2.1	search for data within a workbook	<b>2.5</b>	
	1.2.2	navigate to a named cell, range, or workbook element	<b>4.9, 4.13</b>	
	1.2.3	insert and remove hyperlinks	<b>4.13, 5.3</b>	<b>4</b>
	<b>1.3</b>	<b>Format Worksheets and Workbooks</b>		
	1.3.1	change worksheet tab color	<b>5.4</b>	
	1.3.2	rename a worksheet	<b>5.4</b>	<b>4, 5, 6</b>
	1.3.3	change worksheet order	<b>5.4</b>	
	1.3.4	modify page setup	<b>3.1, 3.3, 3.4, 4.1</b>	<b>1, 6, 7</b>
	1.3.5	insert and delete columns or rows	<b>1.8</b>	<b>3, 7</b>
	1.3.6	change workbook themes	<b>3.5</b>	<b>4</b>
	1.3.7	adjust row height and column width	<b>1.8, 2.1</b>	<b>1, 3, 4, 5, 7</b>
	1.3.8	insert headers and footers	<b>5.5</b>	<b>6</b>
	<b>1.4</b>	<b>Customize Options and Views for Worksheets and Workbooks</b>		
	1.4.1	hide or unhide worksheets	<b>5.4</b>	
	1.4.2	hide or unhide columns and rows	<b>4.11, 4.13, 5.4</b>	
	1.4.3	customize the Quick Access toolbar	<b>1.12</b>	
	1.4.4	change workbook views	<b>1.2, 3.4</b>	<b>1</b>
	1.4.5	change window views	<b>1.8, 4.13, 5.9</b>	<b>3</b>
	1.4.6	modify document properties	<b>1.13</b>	
	1.4.7	change magnification by using zoom tools	<b>1.2</b>	
	1.4.8	display formulas	<b>4.7</b>	
	<b>1.5</b>	<b>Configure Worksheets and Workbooks for Distribution</b>		
	1.5.1	set a print area	<b>3.1</b>	

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	1.5.2	save workbooks in alternative file formats	1.5	3
	1.5.3	print all or part of a workbook	1.5, 5.4, 6.2	1-7
	1.5.4	set print scaling	3.2, 3.5	
	1.5.5	display repeating row and column titles on multipage worksheets	3.4, 4.1	7
	1.5.6	inspect a workbook for hidden properties or personal information	1.13	7
	1.5.7	inspect a workbook for accessibility issues	5.2	
	1.5.8	inspect a workbook for compatibility issues	6.1	
<b>2</b>	<b>Manage Data Cells and Ranges</b>			
	<b>2.1</b>	<b>Insert Data in Cells and Ranges</b>		
	2.1.1	replace data	2.5	
	2.1.2	cut, copy, or paste data	1.9	2
	2.1.3	paste data by using special paste options	1.10, 4.5	6
	2.1.4	fill cells by using Auto Fill	2.3, 4.1, 4.5	1, 2, 5
	2.1.5	insert and delete cells	1.8	
	<b>2.2</b>	<b>Format Cells and Ranges</b>		
	2.2.1	merge cells	2.4	2
	2.2.2	modify cell alignment and indentation	2.3, 2.4, 2.5	2, 4
	2.2.3	format cells by using Format Painter	5.6	
	2.2.4	wrap text within cells	1.13, 2.4	
	2.2.5	apply number formats	1.13, 4.1, 4.4, 4.8	1, 2, 3, 4, 5
	2.2.6	apply cell formats	2.1, 2.2, 2.5	1, 2, 4, 5, 7
	2.2.7	apply cell styles	4.1	
	<b>2.3</b>	<b>Summarize and Organize Data</b>		
	2.3.1	insert sparklines	6.5	5
	2.3.2	outline data	4.12	
	2.3.3	insert subtotals	4.12	6
	2.3.4	apply conditional formatting	2.6	2
<b>3</b>	<b>Create Tables</b>			
	<b>3.1</b>	<b>Create and Manage Tables</b>		
	3.1.1	create an Excel table from a cell range	5.1	5
	3.1.2	convert a table to a cell range	5.7	
	3.1.3	add or remove table rows and columns	5.1	5
	<b>3.2</b>	<b>Manage Table Styles and Options</b>		

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	3.2.1	apply styles to tables	5.1	3, 5
	3.2.2	configure table style options	5.1	
	3.2.3	insert total rows	5.1	
	<b>3.3</b>	<b>Filter and Sort a Table</b>		
	3.3.1	filter records	5.2	5
	3.3.2	sort data by multiple columns	4.2, 4.3, 5.1, 5.7	7
	3.3.3	change sort order	4.3, 5.7	
	3.3.4	remove duplicate records	4.3, 5.1, 5.7	7
<b>4</b>	<b>Perform Operations with Formulas and Functions</b>			
	<b>4.1</b>	<b>Summarize Data by using Functions</b>		
	4.1.1	insert references	4.4, 4.9, 5.9	1, 2, 5
	4.1.2	perform calculations by using the SUM function	4.6	1
	4.1.3	perform calculations by using MIN and MAX functions	4.6	2
	4.1.4	perform calculations by using the COUNT function	4.11	
	4.1.5	perform calculations by using the AVERAGE function	4.6	2, 4
	<b>4.2</b>	<b>Perform Conditional Operations by using Functions</b>		
	4.2.1	perform logical operations by using the IF function	4.11	6
	4.2.2	perform logical operations by using the SUMIF function	4.11	
	4.2.3	perform logical operations by using the AVERAGEIF function	4.11	
	4.2.4	perform statistical operations by using the COUNTIF function	4.11	2
	<b>4.3</b>	<b>Format and Modify Text by using Functions</b>		
	4.3.1	format text by using RIGHT, LEFT, and MID functions	4.10	7
	4.3.2	format text by using UPPER, LOWER, and PROPER functions	4.10	7
	4.3.3	format text by using the CONCATENATE function	4.10	7
<b>5</b>	<b>Create Charts and Objects</b>			
	<b>5.1</b>	<b>Create Charts</b>		
	5.1.1	create a new chart	6.1, 6.2, 6.3, 6.4	4, 5
	5.1.2	add additional data series	6.7	
	5.1.3	switch between rows and columns in source data	6.7	
	5.1.4	analyze data by using Quick Analysis	6.5	
	<b>5.2</b>	<b>Format Charts</b>		
	5.2.1	resize charts	6.4	
	5.2.2	add and modify chart elements	6.1, 6.2	5

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	5.2.3	apply chart layouts and styles	6.2	4
	5.2.4	move charts to a chart sheet	6.1	4, 5
	<b>5.3</b>	<b>Insert and Format Objects</b>		
	5.3.1	insert text boxes and shapes	5.2, 5.5	
	5.3.2	insert images	5.2	1
	5.3.3	modify object properties	5.2, 5.5	1
	5.3.4	add alternative text to objects for accessibility	5.2	