

Exam	Domain or Objective	Description	Course	Chapter	Topic
Core	1	Create and Manage Worksheets and Workbooks			
Core	1.1	Create Worksheets and Workbooks			
Core	1.1.1	create a workbook	Level 1	Chapter 2	Topic A
Core	1.1.2	import data from a delimited text file	Level 3	Chapter 4	Topic A
Core	1.1.3	add a worksheet to an existing workbook	Level 2	Chapter 1	Topic A
Core	1.1.4	copy and move a worksheet	Level 2	Chapter 1	Topic A
Core	1.2	Navigate in Worksheets and Workbooks			
Core	1.2.1	search for data within a workbook	Level 1	Chapter 1	Topic B
Core	1.2.2	navigate to a named cell, range, or workbook element	Level 1	Chapter 1	Topic B
Core	1.2.3	insert and remove hyperlinks	Level 2	Chapter 1	Topic A
Core	1.3	Format Worksheets and Workbooks			
Core	1.3.1	change worksheet tab color	Level 2	Chapter 1	Topic A
Core	1.3.2	rename a worksheet	Level 2	Chapter 1	Topic A
Core	1.3.3	change worksheet order	Level 2	Chapter 1	Topic A
Core	1.3.4	modify page setup	Level 1	Chapter 6	Topic B
Core	1.3.5	insert and delete columns or rows	Level 1	Chapter 4	Topic C
Core	1.3.6	change workbook themes	Level 1	Chapter 3	Topic E
Core	1.3.7	adjust row height and column width	Level 1	Chapter 2	Topic A
Core	1.3.8	insert headers and footers	Level 1	Chapter 6	Topic B
Core	1.4	Customize Options and Views for Worksheets and Workbooks			
Core	1.4.1	hide or unhide worksheets	Level 2	Chapter 1	Topic A
Core	1.4.2	hide or unhide columns and rows	Level 1	Chapter 4	Topic C
Core	1.4.3	customize the Quick Access toolbar	Level 2	Chapter 1	Topic B
Core	1.4.4	change workbook views	Level 1	Chapter 6	Topic B
Core	1.4.5	change window views	Level 1	Chapter 6	Topic A
Core	1.4.6	modify document properties	Level 1	Chapter 7	Topic A
Core	1.4.7	change magnification by using zoom tools	Level 1	Chapter 1	Topic B
Core	1.4.8	display formulas	Level 1	Chapter 7	Topic A

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Core	1.5	Configure Worksheets and Workbooks for Distribution			
Core	1.5.1	set a print area	Level 1	Chapter 6	Topic B
Core	1.5.2	save workbooks in alternative file formats	Level 1	Chapter 6	Topic C
Core	1.5.3	print all or part of a workbook	Level 1	Chapter 6	Topic B
Core	1.5.4	set print scaling	Level 1	Chapter 6	Topic B
Core	1.5.5	display repeating row and column titles on multipage worksheets	Level 1	Chapter 6	Topic B
Core	1.5.6	inspect a workbook for hidden properties or personal information	Level 1	Chapter 7	Topic A
Core	1.5.7	inspect a workbook for accessibility issues	Level 1	Chapter 7	Topic A
Core	1.5.8	inspect a workbook for compatibility issues	Level 1	Chapter 7	Topic A
Core	2	Manage Data Cells and Ranges			
Core	2.1	Insert Data in Cells and Ranges			
Core	2.1.1	replace data	Level 1	Chapter 4	Topic A
Core	2.1.2	cut, copy, or paste data	Level 1	Chapter 2	Topic D
Core	2.1.3	paste data by using special paste options	Level 1 Level 2	Chapter 4 Chapter 3	Topic B Topic E
Core	2.1.4	fill cells by using Auto Fill	Level 1	Chapter 4	Topic A
Core	2.1.5	insert and delete cells	Level 1	Chapter 4	Topic C
Core	2.2	Format Cells and Ranges			
Core	2.2.1	merge cells	Level 1	Chapter 3	Topic C
Core	2.2.2	modify cell alignment and indentation	Level 1	Chapter 3	Topic C
Core	2.2.3	format cells by using Format Painter	Level 1	Chapter 4	Topic B
Core	2.2.4	wrap text within cells	Level 1	Chapter 3	Topic C
Core	2.2.5	apply number formats	Level 1	Chapter 3	Topic B
Core	2.2.6	apply cell formats	Level 1	Chapter 3	Topic A
Core	2.2.7	apply cell styles	Level 1	Chapter 3	Topic E
Core	2.3	Summarize and Organize Data			
Core	2.3.1	insert sparklines	Level 2	Chapter 7	Topic B
Core	2.3.2	outline data	Level 2	Chapter 4	Topic A
Core	2.3.3	insert subtotals	Level 2	Chapter 4	Topic B
Core	2.3.4	apply conditional formatting	Level 2	Chapter 6	Topic A

Exam	Domain or Objective	Description	Course	Chapter	Topic
Core	3	Create Tables			
Core	3.1	Create and Manage Tables			
Core	3.1.1	create an Excel table from a cell range	Level 2	Chapter 3	Topic B
Core	3.1.2	convert a table to a cell range	Level 2	Chapter 3	Topic B
Core	3.1.3	add or remove table rows and columns	Level 2	Chapter 3	Topic B
Core	3.2	Manage Table Styles and Options			
Core	3.2.1	apply styles to tables	Level 1	Chapter 3	Topic E
Core	3.2.2	configure table style options	Level 2	Chapter 3	Topic B
Core	3.2.3	insert total rows	Level 2	Chapter 3	Topic B
Core	3.3	Filter and Sort a Table			
Core	3.3.1	filter records	Level 2	Chapter 3	Topic B
Core	3.3.2	sort data by multiple columns	Level 2	Chapter 3	Topic A
Core	3.3.3	change sort order	Level 2	Chapter 3	Topic A
Core	3.3.4	remove duplicate records	Level 2	Chapter 3	Topic B
Core	4	Perform Operations with Formulas and Functions			
Core	4.1	Summarize Data by using Functions			
Core	4.1.1	insert references	Level 1	Chapter 2	Topic E
Core	4.1.2	perform calculations by using the SUM function	Level 1	Chapter 2	Topic C
Core	4.1.3	perform calculations by using MIN and MAX functions	Level 3	Chapter 3	Topic C
Core	4.1.4	perform calculations by using the COUNT function	Level 3	Chapter 3	Topic C
Core	4.1.5	perform calculations by using the AVERAGE function	Level 1	Chapter 2	Topic C
Core	4.2	Perform Conditional Operations by using Functions			
Core	4.2.1	perform logical operations by using the IF function	Level 3	Chapter 1	Topic A
Core	4.2.2	perform logical operations by using the SUMIF function	Level 3	Chapter 1	Topic A
Core	4.2.3	perform logical operations by using the AVERAGEIF function	Level 3	Chapter 1	Topic A
Core	4.2.4	perform statistical operations by using the COUNTIF function	Level 3	Chapter 1	Topic A
Core	4.3	Format and Modify Text by using Functions			
Core	4.3.1	format text by using RIGHT, LEFT, and MID functions	Level 3	Chapter 3	Topic B
Core	4.3.2	format text by using UPPER, LOWER, and PROPER functions	Level 3	Chapter 3	Topic B
Core	4.3.3	format text by using the CONCATENATE function	Level 3	Chapter 3	Topic B

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Core	5	Create Charts and Objects			
Core	5.1	Create Charts			
Core	5.1.1	create a new chart	Level 1	Chapter 5	Topic A
Core	5.1.2	add additional data series	Level 2	Chapter 7	Topic A
Core	5.1.3	switch between rows and columns in source data	Level 1	Chapter 5	Topic B
Core	5.1.4	analyze data by using Quick Analysis	Level 2	Chapter 7	Topic C
Core	5.2	Format Charts			
Core	5.2.1	resize charts	Level 1	Chapter 5	Topic A
Core	5.2.2	add and modify chart elements	Level 1	Chapter 5	Topic B
Core	5.2.3	apply chart layouts and styles	Level 1	Chapter 5	Topic B
Core	5.2.4	move charts to a chart sheet	Level 1	Chapter 5	Topic A
Core	5.3	Insert and Format Objects			
Core	5.3.1	insert text boxes and shapes	Level 2	Chapter 6	Topic C
Core	5.3.2	insert images	Level 2	Chapter 6	Topic C
Core	5.3.3	modify object properties	Level 2	Chapter 6	Topic C
Core	5.3.4	add alternative text to objects for accessibility	Level 2	Chapter 6	Topic C
Expert	1	Manage Workbook Options and Settings			
Expert	1.1	Manage Workbooks			
Expert	1.1.1	save a workbook as a template	Level 1	Chapter 7	Topic B
Expert	1.1.2	copy macros between workbooks	Level 3	Chapter 6	Topic B
Expert	1.1.3	reference data in another workbook	Level 2	Chapter 1	
Expert	1.1.4	reference data by using structured references	Level 2	Chapter 3	Topic C
Expert	1.1.5	enable macros in a workbook	Level 3	Chapter 6	Topic A
Expert	1.1.6	display hidden ribbon tabs	Level 2	Chapter 1	Topic B
Expert	1.2	Manage Workbook Review			
Expert	1.2.1	restrict editing	Level 2	Chapter 8	Topic A
Expert	1.2.2	protect a worksheet	Level 2	Chapter 8	Topic A
Expert	1.2.3	configure formula calculation options	Level 3	Chapter 2	Topic B
Expert	1.2.4	protect workbook structure	Level 2	Chapter 8	Topic A
Expert	1.2.5	manage workbook versions	Level 1	Chapter 7	Topic A
Expert	1.2.6	encrypt a workbook with a password	Level 2	Chapter 8	Topic A

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Expert	2	Apply Custom Data Formats and Layouts			
Expert	2.1	Apply Custom Data Formats and Validation			
Expert	2.1.1	create custom number formats	Level 2	Chapter 6	Topic B
Expert	2.1.2	populate cells by using advanced Fill Series options	Level 1	Chapter 4	Topic A
Expert	2.1.3	configure data validation	Level 2	Chapter 3	Topic D
Expert	2.2	Apply Advanced Conditional Formatting and Filtering			
Expert	2.2.1	create custom conditional formatting rules	Level 2	Chapter 6	Topic A
Expert	2.2.2	create conditional formatting rules that use formulas	Level 2	Chapter 6	Topic A
Expert	2.2.3	manage conditional formatting rules	Level 2	Chapter 6	Topic A
Expert	2.3	Create and Modify Custom Workbook Elements			
Expert	2.3.1	create custom color formats	Level 1	Chapter 3	Topic E
Expert	2.3.2	create and modify cell styles	Level 1	Chapter 3	Topic E
Expert	2.3.3	create and modify custom themes	Level 1	Chapter 3	Topic E
Expert	2.3.4	create and modify simple macros	Level 3	Chapter 6	Topic A
Expert	2.3.5	insert and configure form controls	Level 3	Chapter 6	Topic C
Expert	2.4	Prepare a Workbook for Internationalization			
Expert	2.4.1	display data in multiple international formats	Level 3	Appendix A	
Expert	2.4.2	apply international currency formats	Level 3	Appendix A	
Expert	2.4.3	manage multiple options for +Body and +Heading fonts	Level 3	Appendix A	
Expert	3	Create Advanced Formulas			
Expert	3.1	Apply Functions in Formulas			
Expert	3.1.1	perform logical operations by using AND, OR, and NOT functions	Level 3	Chapter 1	Topic A
Expert	3.1.2	perform logical operations by using nested functions	Level 3	Chapter 1	Topic A
Expert	3.1.3	perform statistical operations by using SUMIFS, AVERAGEIFS, and COUNTIFS functions	Level 3	Chapter 1	Topic A
Expert	3.2	Look Up Data by using Functions			
Expert	3.2.1	look up data by using the VLOOKUP function	Level 3	Chapter 1	Topic B
Expert	3.2.2	look up data by using the HLOOKUP function	Level 3	Chapter 1	Topic B
Expert	3.2.3	look up data by using the MATCH function	Level 3	Chapter 1	Topic B
Expert	3.2.4	look up data by using the INDEX function	Level 3	Chapter 1	Topic B
Expert	3.3	Apply Advanced Date and Time Functions			
Expert	3.3.1	reference the date and time by using the NOW and TODAY functions	Level 3	Chapter 3	Topic A
Expert	3.3.2	serialize numbers by using date and time functions	Level 3	Chapter 3	Topic A

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Expert	3.4	Perform Data Analysis and Business Intelligence			
Expert	3.4.1	import, transform, combine, display, and connect to data	Level 3	Chapter 4	
Expert	3.4.2	consolidate data	Level 2	Chapter 4	Topic A
Expert	3.4.3	perform what-if analysis by using Goal Seek and Scenario Manager	Level 3	Chapter 5	Topic A
Expert	3.4.4	use cube functions to get data out of the Excel data model	Level 3	Chapter 4	Topic A
Expert	3.4.5	calculate data by using financial functions	Level 3	Chapter 3	Topic C
Expert	3.5	Troubleshoot Formulas			
Expert	3.5.1	trace precedence and dependence	Level 3	Chapter 2	Topic A
Expert	3.5.2	monitor cells and formulas by using the Watch Window	Level 3	Chapter 5	Topic A
Expert	3.5.3	validate formulas by using error checking rules	Level 3	Chapter 2	Topic A
Expert	3.5.4	evaluate formulas	Level 3	Chapter 2	Topic A
Expert	3.6	Define Named Ranges and Objects			
Expert	3.6.1	name cells	Level 2	Chapter 2	Topic A
Expert	3.6.2	name data ranges	Level 2	Chapter 2	Topic A
Expert	3.6.3	name tables	Level 2	Chapter 3	Topic C
Expert	3.6.4	manage named ranges and objects	Level 2	Chapter 2	Topic A
Expert	4	Create Advanced Charts and Tables			
Expert	4.1	Create Advanced Charts			
Expert	4.1.1	add trendlines to charts	Level 2	Chapter 7	Topic A
Expert	4.1.2	create dual-axis charts	Level 2	Chapter 7	Topic A
Expert	4.1.3	save a chart as a template	Level 2	Chapter 7	Topic A
Expert	4.2	Create and Manage PivotTables			
Expert	4.2.1	create PivotTables	Level 2	Chapter 5	Topic A
Expert	4.2.2	modify field selections and options	Level 2	Chapter 5	Topic A
Expert	4.2.3	create slicers	Level 2	Chapter 5	Topic B
Expert	4.2.4	group PivotTable data	Level 2	Chapter 5	Topic B
Expert	4.2.5	reference data in a PivotTable by using the GETPIVOTDATA function	Level 2	Chapter 5	Topic B
Expert	4.2.6	add calculated fields	Level 2	Chapter 5	Topic B
Expert	4.2.7	format data	Level 2	Chapter 5	Topic A
Expert	4.3	Create and Manage Pivot Charts			
Expert	4.3.1	create PivotCharts	Level 2	Chapter 5	Topic C
Expert	4.3.2	manipulate options in existing PivotCharts	Level 2	Chapter 5	Topic C
Expert	4.3.3	apply styles to PivotCharts	Level 2	Chapter 5	Topic C
Expert	4.3.4	drill down into PivotChart details	Level 2	Chapter 5	Topic C