

# Online Library Microsoft Excel Specialist Exam Guide 2013

## *Microsoft Excel Specialist Exam Guide 2013*

Advance your expert skills in  
Word 2019. And earn the

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credential that proves it!  
Demonstrate your expertise  
with Microsoft Word! Designed  
to help you practice and  
prepare for Microsoft Office  
Specialist (MOS): Word 2019  
Expert certification, this official

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Study Guide delivers: In-depth  
exam prep for each MOS  
objective Detailed procedures  
to help build the skills  
measured by the exam Hands-  
on tasks to apply what you've  
learned Practice and review

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questions Ready-made practice  
files Solution files for the  
practice tasks Sharpen the  
skills measured by these MOS  
objectives: Manage document  
options and settings Design  
advanced documents Create

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advanced references Create  
custom word elements Use  
advanced editing and  
formatting features About MOS  
A Microsoft Office Specialist  
(MOS) certification validates  
your proficiency with Microsoft

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Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams.

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Advance your expert-level proficiency with Word. And earn the credential that proves it! Demonstrate your expert-level competency with Microsoft Word! Designed to help you practice and prepare

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for Microsoft Office Specialist:  
Word Expert (Word and Word  
2019) certification, this official  
Study Guide delivers: In-depth  
preparation for each MOS  
objective Detailed procedures  
to help build the skills



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measured by the exam Hands-on tasks to practice what you've learned Ready-made practice files Sharpen the skills measured by these objectives:  
Manage Document Options and Settings Use Advanced Editing

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and Formatting Features  
Create Custom Document  
Elements Use Advanced Word  
Features About MOS: Expert  
Certification A Microsoft Office  
Specialist (MOS): Expert  
certification validates your

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hands-on experience and competency with an Office product at an expert level. It demonstrates that you can apply the product's principal features at an advanced level, can complete expert tasks

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independently, and are ready to enter the job market. See full details at: [microsoft.com/learn](http://microsoft.com/learn)  
Practice Files Available at: [MicrosoftPressStore.com/MOSWordExpert101/downloads](http://MicrosoftPressStore.com/MOSWordExpert101/downloads)  
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proficiency with PowerPoint  
2019, and earn the credential  
that proves it! Demonstrate  
your expertise with Microsoft  
PowerPoint! Designed to help  
you practice and prepare for  
Microsoft Office Specialist

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(MOS): PowerPoint 2019  
certification, this official Study  
Guide delivers: In-depth  
preparation for each MOS  
objective Detailed procedures  
to help build the skills  
measured by the exam Hands-

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on tasks to practice what you've  
learned Practice files and  
sample solutions Sharpen the  
skills measured by these  
objectives: Create and manage  
presentations and slides Insert  
and format text, shapes, and

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images Create and manage  
references Insert and format  
graphic elements Manage  
multiple presentations About  
MOS A Microsoft Office  
Specialist (MOS) certification  
validates your proficiency with



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Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft

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with Microsoft Office! Designed  
to help you practice and  
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(MOS) exam, this all-in-one

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study guide features: Full,  
objective-by-objective exam  
coverage Easy-to-follow  
procedures and illustrations to  
review essential skills Hands-on  
practice tasks to apply what  
you've learned Includes

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downloadable practice files  
Microsoft Office Specialist 2010  
for Microsoft Word Expert,  
Excel Expert, Access, and  
Sharepoint Exams  
Excel Data Analysis For  
Dummies

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Excel Associate Exam MO-200  
A Visual, Hands-on Approach to  
Learning Microsoft Excel 2016  
MOS Study Guide for Microsoft  
Access Expert Exam MO-500

**Demonstrate your expertise  
with the 2007 Microsoft**

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**Office system! This  
comprehensive study guide  
covers all the Microsoft  
Certified Application  
Specialist exams for  
Microsoft Office, including  
Word 2007, Excel 2007,**

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**Outlook 2007, PowerPoint 2007, and Access 2007. For each exam, you'll build the skills and knowledge measured by its objectives through a series of step-by-step exercises, practice**

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**questions, and real-world scenarios. Easy-to-follow screen shots and explanations bring key concepts to life and expertly guide you through the material. The CD includes**



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the CD files can be found in  
the ebook.**

**Advance your expert-level  
proficiency with Excel. And  
earn the credential that**

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**proves it! Demonstrate your  
expert-level competency  
with Microsoft Excel!  
Designed to help you  
practice and prepare for  
Microsoft Office Specialist:  
Microsoft Excel Expert (Excel**

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**and Excel 2019)  
certification, this official  
Study Guide delivers: In-  
depth preparation for each  
MOS objective Detailed  
procedures to help build the  
skills measured by the exam**

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**Hands-on tasks to practice  
what you've learned Ready-  
made practice files Sharpen  
the skills measured by these  
objectives: Manage  
Workbook Options and  
Settings Manage and Format**

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**Data Create Advanced  
Formulas and Macros  
Manage Advanced Charts  
and Tables About the MOS:  
Expert Certification A  
Microsoft Office Specialist  
(MOS): Expert certification**

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**validates your hands-on  
experience and competency  
with an Office product at an  
expert level. It  
demonstrates that you can  
apply the product's principal  
features at an advanced**

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**level, can complete expert tasks independently, and are ready to enter the job market. See full details at: [microsoft.com/learn](http://microsoft.com/learn) Practice Files Available at: [Microsoft PressStore.com/MOSExcelEx](http://MicrosoftPressStore.com/MOSExcelEx)**



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**pert201/downloads.**

**The SAS® Certified  
Specialist Prep Guide: Base  
Programming Using SAS®  
9.4 prepares you to take the  
new SAS 9.4 Base  
Programming -- Performance-**

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**Based Exam. This is the official guide by the SAS Global Certification Program. This prep guide is for both new and experienced SAS users, and it covers all the objectives**

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**that are tested on the exam.  
New in this edition is a  
workbook whose sample  
scenarios require you to  
write code to solve problems  
and answer questions.  
Answers for the chapter**

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**quizzes and solutions for the sample scenarios in the workbook are included. You will also find links to exam objectives, practice exams, and other resources such as the Base SAS® glossary and**

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**a list of practice data sets.  
Major topics include  
importing data, creating and  
modifying SAS data sets,  
and identifying and  
correcting both data syntax  
and programming logic**

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**errors. All exam topics are covered in these chapters:**  
**Setting Up Practice Data**  
**Basic Concepts Accessing Your Data**  
**Creating SAS Data Sets**  
**Identifying and Correcting SAS Language**

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**Errors Creating Reports**  
**Understanding DATA Step**  
**Processing BY-Group**  
**Processing Creating and**  
**Managing Variables**  
**Combining SAS Data Sets**  
**Processing Data with DO**

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**Loops SAS Formats and  
Informats SAS Date, Time,  
and Datetime Values Using  
Functions to Manipulate  
Data Producing Descriptive  
Statistics Creating Output  
Practice Programming**



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## **Scenarios (Workbook)**

- Explains everything current Excel users need to know about the exam process**
- Covers the five main categories of the exam**
- Includes practice exam**

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**software, videos and  
flashcards • Reviews the  
Excel user interface and  
terminology Internationally  
recognized, certification in  
Microsoft Excel can open up  
a world of benefits to you,**

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**and Microsoft Office  
Specialist Excel Associate  
365/2019 Exam Preparation  
includes everything you  
need to prepare for the  
exam. Designed for those  
already familiar with Excel,**

## Online Library Microsoft Excel Specialist Exam Guide 2013

**this book provides detailed information about how and where to take the exam and exactly what to expect. Each chapter is built on one of the five exam topics. Ample study material is provided,**

# Online Library Microsoft Excel Specialist Exam Guide 2013

**including practice  
examsoftware and video  
tutorials for every outcome  
in the book. The author will  
guide you like a personal  
Excel coach, helping you to  
boost your knowledge,**

# Online Library Microsoft Excel Specialist Exam Guide 2013

**pinpoint skills you need to  
work on, and gain the  
confidence to be able to  
pass the exam. Why  
certification is important  
Microsoft Excel Certification  
is an easily verifiable way to**

## Online Library Microsoft Excel Specialist Exam Guide 2013

**showcase your willingness to learn new skills and software, and it provides a myriad of other benefits as well. Not only can certification enhance your Excel skills, it can help you**

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**get hired, boost academic performance, prepare for the demands of a job, open doors to career opportunities, and be more productive and confident working on projects at**



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**school, home, or work.  
Microsoft Office Specialist  
Excel Associate certification  
is the first step to prove  
your skill level and open  
doors to career  
opportunities. Outline of the**

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**book This book leads you through the exam process from beginning to end. The first chapter includes the exact steps to take to register for the exam and find an exam center, tips on**

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**using your time wisely during the exam, and an overview of Excel's user interface and important terminology. The next five chapters thoroughly cover the main topics in the**

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**Microsoft Office Specialist  
Excel Associate exam:  
Manage Worksheets and  
Workbooks, Manage Data  
Cells and Ranges, Manage  
Tables and Table Data,  
Perform Operations by using**

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**Formulas and Functions, and  
Manage Charts. Short video  
tutorials are included for  
every single outcome in the  
book, 70 in all, for when you  
need extra help or learn  
best by observation. Excel**

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**practice exam software included Unlike any other Excel exam manual available, this book includes Excel practice exam software. The final chapter focuses on the practice**

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**exam, which closely mimics  
the format of the real exam.  
Custom-built and specially  
designed by SDC  
Publications, the practice  
exam can be taken multiple  
times so you are**

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**comfortable with the test software, how to mark and return to questions, question format, live in-application steps, and how the results are presented. Study materials for all**



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**learning styles • Custom-  
made Practice Exam  
Software • 70 short narrated  
video tutorials for every  
outcome in the book • 70  
Flashcards • Exam Day  
Study Guide About the**

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**author Daniel John Stine  
AIA, CSI, CDT, is a registered  
architect with over twenty  
years of experience in the  
field of architecture.**

**Throughout these years of  
professional practice, Stine**

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**has leveraged many of the Microsoft Office products to organize and manage complex projects. In addition to Microsoft Office certification study guides, Stine has written multiple**

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**books on architectural  
design software, all written  
using Microsoft Word and  
published by SDC  
Publications.**

**MCA Microsoft Office  
Specialist (Office 365 and**

Online Library Microsoft Excel  
Specialist Exam Guide 2013

**Office 2019) Complete Study  
Guide**

**Base Programming Using  
SAS 9.4**

**MOS 2013 Study Guide for  
Microsoft Excel Expert**

**MOS Study Guide for**

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## **Microsoft Excel Expert Exam MO-201**

## **MOS 2013 Study Guide for Microsoft Excel**

This Microsoft Excel 2013, Exam 77-420 book is the only Microsoft Official Academic Course (MOAC)

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textbook. This series includes a complete classroom instructional program. This Excel 2013 text is mapped to the Excel 2013 certification exam objectives and is designed to re-enforce workforce skills. With this book students learn to create and edit professional-

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looking spreadsheets for a variety of purposes and situations. It also covers such skills as charting, creating analytical, financial reports, data entry, developing budgets, formatting numerical (financial, statistical, etc.) reports, creating forms, graphing,



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processing data, reporting, technical support, trending and much more. The Microsoft Official Academic Course (MOAC) Office series also offers OfficeGrader. This valuable tool corrects your students tasked-based assignments. Students work on real-world

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problems like the ones they will encounter in the workforce ensuring they are ready for real professional challenges.

OfficeGrader allows for efficient and consistent grading saving time for other important teaching activities. Grading is easier than ever allowing

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faster assignment turnaround to students. Excel 2013 certification can help students with classwork and differentiate job hunters in today's competitive job market. Students who have earned certification can broaden their employment opportunities in such

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fields as accounting, office administration, consulting, as executives and managers, help desk personnel, instructors/trainers, program/project managers, and sales careers.

Demonstrate your expertise with

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Microsoft Office! Designed to help you practice and prepare for the 2013 Excel Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential

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skills Hands-on practice tasks to  
apply what you've learned Includes  
downloadable practice files

This study guide helps readers  
prepare for the Microsoft Office  
Specialist Access 2016 certification.  
Demonstrate your expertise with  
Microsoft Office 365 by earning a

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MOS certification. This Study Guide is designed to help you prepare for MOS Exam 77-891: Microsoft Office 365, and features: Full objective-by-objective review Easy-to-follow procedures and hands-on tasks Exam-discount offer from Certiport Use the in-depth exam prep,

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practice, and review to help advance your proficiency with Office 365—and earn the credential that proves it.

MOS Study Guide for Microsoft PowerPoint Exam MO-300

MOS 2016 Study Guide for Microsoft Excel Expert



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MCA Microsoft Office Specialist  
(Office 365 and Office 2019) Study  
Guide

Word Exam MO-100, Excel Exam  
MO-200, and PowerPoint Exam  
MO-300

MOS 2013 Study Guide for  
Microsoft Outlook

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*Advance your everyday proficiency  
with Excel 2019, and earn the  
credential that proves it!*

*Demonstrate your expertise with  
Microsoft Excel! Designed to help you  
practice and prepare for Microsoft  
Office Specialist (MOS): Excel 2019  
certification, this official Study Guide*

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*delivers: In-depth preparation for  
each MOS objective Detailed  
procedures to help build the skills  
measured by the exam Hands-on  
tasks to practice what you've learned  
Sample files for practice tasks  
Solutions files so you can check your  
work Sharpen the skills measured by*

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*these objectives: Create and manage  
worksheets and workbooks Manage  
data cells and ranges Create tables  
and manage table data Perform  
operations by using formulas and  
functions Create charts and objects  
About MOS A Microsoft Office  
Specialist (MOS) certification*

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*validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams.*

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*"Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Excel 2013 Expert certification"--P.[4] of cover.*

*A surprisingly simple way for students to master any subject--based on one of the world's most popular online courses and the bestselling book A*

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*Mind for Numbers A Mind for Numbers and its wildly popular online companion course "Learning How to Learn" have empowered more than two million learners of all ages from around the world to master subjects that they once struggled with. Fans often wish they'd discovered these*

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*learning strategies earlier and ask how they can help their kids master these skills as well. Now in this new book for kids and teens, the authors reveal how to make the most of time spent studying. We all have the tools to learn what might not seem to come naturally to us at first--the*



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*secret is to understand how the brain works so we can unlock its power.*

*This book explains:*

- Why sometimes letting your mind wander is an important part of the learning process*
- How to avoid "rut think" in order to think outside the box*
- Why having a poor memory can be a good thing*

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*The value of metaphors in developing understanding • A simple, yet powerful, way to stop procrastinating Filled with illustrations, application questions, and exercises, this book makes learning easy and fun. Presents a guide to preparing for certification exams for four Microsoft*

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*Office programs, which includes  
overviews, step-by-step instructions,  
and practice projects for each  
program.*

*Microsoft Power Platform Functional  
Consultant: PL-200 Exam Guide  
SAS Certified Specialist Prep Guide  
MOS 2016 Study Guide for Microsoft*

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*Excel*

*MOS Stud Guid Micr Exce Expe*

*MOS 2016 Study Guide for Microsoft  
Word*

*Advance your expert skills  
in Word 2016. And earn the  
credential that proves it!!  
Demonstrate your expertise*

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Designed to help you  
practice and prepare for  
Microsoft Office Specialist  
(MOS): Word 2016 Expert  
certification, this official  
Study Guide delivers: In-  
depth exam prep for each MOS*

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*objective Detailed  
procedures to help build the  
skills measured by the exam  
Hands-on tasks to apply what  
you've learned Practice and  
review questions Ready-made  
practice files with  
solutions Sharpen the skills*

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*measured by these MOS  
objectives: Manage Document  
Options and Settings Design  
Advanced Documents Create  
Advanced References Create  
Custom Word Elements  
Demonstrate your expertise  
with Microsoft Office!*

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*Designed to help you practice and prepare for the 2013 Word Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and*



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*illustrations to review  
essential skills Hands-on  
practice tasks to apply what  
you've learned Includes  
downloadable practice files  
Advance your everyday  
proficiency with Excel! And  
earn the credential that*

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*proves it! Demonstrate your expertise with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist: Excel Associate (Excel and Excel 2019) certification, this official Study Guide*

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*delivers: In-depth  
preparation for each MOS  
objective Detailed  
procedures to help build the  
skills measured by the exam  
Hands-on tasks to practice  
what you've learned Ready-  
made practice files Sharpen*

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*the skills measured by these  
objectives: Manage  
Worksheets and Workbooks  
Manage Data Cells and Ranges  
Manage Tables and Table Data  
Perform Operations by Using  
Formulas and Functions  
Manage Charts About MOS A*

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*Microsoft Office Specialist  
(MOS) certification  
validates your proficiency  
with Microsoft Office  
programs, demonstrating that  
you can meet globally  
recognized performance  
standards. Hands-on*

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*experience with the  
technology is required to  
successfully pass Microsoft  
Certification exams.*

*Get up to speed with expert  
tips, techniques, and the  
latest insights to  
confidently take the PL-200*

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*exam Key Features Learn  
effectively with the help of  
self-assessment questions,  
mock tests, and detailed  
explanations in this up-to-  
date study guide Address the  
challenges faced by a  
functional consultant in day-*

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*to-day activities Understand  
how to configure, customize,  
and implement solutions  
based on Power Platform Book  
Description The Power  
Platform Functional  
Consultant Associate  
(PL-200) exam tests and  
Page 96/203*



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*validates the practical skills of Power Platform users who are proficient in developing solutions by combining the tools in Power Platform and the Microsoft 365 ecosystem based on business needs. This*

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*certification guide offers complete, up-to-date coverage of the PL-200 exam so you can prepare effectively for the exam. Written in a clear, succinct way with self-assessment questions, exam tips, and*

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*mock exams with detailed explanations of solutions, this book covers common day-to-day activities involved in configuring Power Platform, such as managing entities, creating apps, implementing security, and*

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*managing system change.  
You'll also explore the role  
of a functional consultant  
in creating a data model in  
the Microsoft Dataverse  
(formerly Common Data  
Service). Moving ahead,  
you'll learn how to design*

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*the user experience and even  
build model-driven and  
canvas apps. As you  
progress, the book will show  
you how to manage automation  
and create chatbots.  
Finally, you'll understand  
how to display your data*

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*with Power BI and integrate  
Power Platform with  
Microsoft 365 and Microsoft  
Teams. By the end of this  
book, you'll be well-versed  
with the essential concepts  
and techniques required to  
prepare for the PL-200*

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*certification exam. What you  
will learnUnderstand how to  
build apps that meet  
customer needsExtend the  
schema for Dataverse with  
entities, fields, and  
relationshipsCreate and  
configure automations to*

# Online Library Microsoft Excel Specialist Exam Guide 2013

*simplify user  
activitiesExplore various  
security features in Power  
Platform and learn how to  
implement themUse multiple  
data sources to create task-  
or role-based web and mobile  
applications for*



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*usersAutomate business  
processes and enhance the  
user experience with Power  
Automate and UI  
FlowsIntegrate various  
applications within the  
Microsoft ecosystem with  
Power PlatformWho this book*

# Online Library Microsoft Excel Specialist Exam Guide 2013

*is for This book is for functional consultants and business analysts who are involved in implementing solutions based on Power Platform or Dynamics 365. As the PL-200 exam is a prerequisite for other role-*

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*based certifications in  
Power Platform and Microsoft  
Dynamics 365, individuals  
pursuing their careers in  
these domains will also find  
this book helpful. Basic  
knowledge of Power Platform  
and access to a Power*

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*Platform environment are  
required to get started with  
this book.*

*MOS 2013 Stud Gui Mic Wo\_p1  
Microsoft Office Specialist  
Excel Associate 365/2019  
Exam Preparation  
Microsoft Office Specialist  
Page 108/203*

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*Excel 2003 Study Guide*

*Exam 77-420 Microsoft Excel  
2013*

*Microsoft Specialist Guide  
to Microsoft Windows 10  
(Exam 70-697, Configuring  
Windows Devices)*

***Advance your everyday***

*Page 109/203*

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*proficiency with Access  
2019. And earn the  
credential that proves it!  
Demonstrate your expertise  
with Microsoft Access!  
Designed to help you  
practice and prepare for*

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*Microsoft Office  
Specialist (MOS): Access  
2019 certification, this  
official Study Guide  
delivers: In-depth  
preparation for each MOS  
objective Detailed*

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*procedures to help build  
the skills measured by the  
exam Hands-on tasks to  
practice what you've  
learned Practice files and  
sample solutions Sharpen  
the skills measured by*



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*these objectives: Create  
and manage databases Build  
tables Create queries  
Create forms Create  
reports About MOS A  
Microsoft Office  
Specialist (MOS)*

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*certification validates  
your proficiency with  
Microsoft Office programs,  
demonstrating that you can  
meet globally recognized  
performance standards.  
Hands-on experience with*

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*the technology is required  
to successfully pass  
Microsoft Certification  
exams.*

*Demonstrate your expertise  
with Microsoft Office!  
Designed to help you*

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*practice and prepare for  
the 2013 Word Expert  
Microsoft Office  
Specialist (MOS) exams,  
this all-in-one study  
guide features: Full,  
objective-by-objective*

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*exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable*

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*practice files*

*Prepare for a career in  
network administration  
using Microsoft Windows 10  
with the real-world  
examples and hands-on  
activities that reinforce*

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*key concepts in MICROSOFT  
SPECIALIST GUIDE TO  
MICROSOFT WINDOWS 10. This  
book also features  
troubleshooting tips for  
solutions to common  
problems that readers will*

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*encounter in Windows 10  
administration. This  
book's in-depth study  
focuses on all of the  
functions and features of  
installing, configuring,  
and maintaining Windows 10*



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*necessary to do well on  
the certifying exam,  
including: Managing  
documents Inserting and  
formatting text,  
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references Inserting and  
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- Create and Manage References
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certification validates your hands-on  
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depth preparation for each MOS objective • Detailed procedures to help build the skills measured by the exam • Hands-on tasks to practice what you've learned • Practice files and sample solutions Sharpen the skills measured by these objectives:

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- Create and manage documents •  
Format text, paragraphs, and  
sections • Create tables and lists
  - Create and manage references •  
Insert and format graphic elements
- About MOS A Microsoft Office  
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exam Hands-on tasks to practice  
what you've learned Practice files  
and sample solutions Sharpen the  
skills measured by these objectives:  
Create and manage worksheets and  
workbooks Manage data cells and  
ranges Create tables Perform

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operations with formulas and  
functions Create charts and objects  
About MOS A Microsoft Office  
Specialist (MOS) certification  
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help build the skills measured by  
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these objectives: Create and manage presentations Insert and format text, shapes, and images Insert tables, charts, SmartArt, and media Apply transitions and animations Manage multiple presentations About MOS A

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Associate (Excel and Excel 2019)  
certification. The following  
objectives are covered: Manage  
worksheets and workbooks  
Manage data cells and ranges  
Manage tables and table data  
Perform operations by using

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formulas and functions Manage  
charts Major topics include the  
fundamentals of creating and  
managing worksheets and  
workbooks, creating cells and  
ranges, creating tables, applying  
formulas and functions, and



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creating charts and objects. This Study Guide also covers the ability to create and edit a workbook with multiple sheets and use a graphic element to represent data visually. Workbook examples include professional-looking budgets,

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the skills measured by the exam  
Hands-on tasks to practice what  
you ' ve learned Ready-made  
practice files Sharpen the skills

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measured by these objectives:  
Create and Manage Workbooks  
Apply Custom Formatting and  
Layouts Create Advanced Formulas  
Perform Data Analysis Create  
Advanced Charts and PivotTables  
Master one of the most essential

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**these objectives:**

**Consume and transform  
data by using Microsoft  
Excel Model data, from  
building and optimizing  
data models through  
creating performance**

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**KPIs, actual and target  
calculations, and  
hierarchies Visualize  
data, including creating  
and managing  
PivotTables and  
PivotCharts, and**

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**interacting with PowerBI  
This Microsoft Exam Ref:  
Organizes its coverage by  
exam objectives Features  
strategic, what-if  
scenarios to challenge  
you Assumes you have a**

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**strong understanding of  
how to use Microsoft  
Excel to perform data  
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**GUIDE Your complete  
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to measure what you  
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you still need to learn.  
Then you move into**

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exercises, and  
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**objectives in this Study  
Guide means you'll be  
ready to: Create and  
manage worksheets and  
workbooks Apply  
formulas and functions  
Populate tables with data**

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**Create and edit a  
workbook with multiple  
sheets Add a graphic  
element to represent data  
visually Interactive  
learning environment  
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**learned Ready-made  
practice files Sharpen the  
skills measured by these  
objectives: Manage  
Workbook Options and  
Settings Manage and  
Format Data Create**

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