



**Excel 2016 Expert: Interpreting  
Data for Insights**

**Study Guide**

**Exam 77-728**

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## Exam 77-728. Excel 2016 Expert: Interpreting Data for Insights



### Microsoft Office Specialist

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This book covers the skills you need to have for certification as a Microsoft Office Specialist Expert in Excel 2016. Specifically, you need to be able to complete tasks that demonstrate the following skill sets:

- 1 Manage workbook options and settings
- 2 Apply custom data formats and layouts
- 3 Create advanced formulas
- 4 Create advanced charts and tables

With these skills, you can manage, format, populate, and enhance the types of workbooks most commonly used in a business environment.

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### Prerequisites

We assume that you have been working with Excel 2016 for at least six months and that you know how to carry out fundamental tasks that are not specifically mentioned in the objectives for this Microsoft Office Specialist exam. This level of proficiency includes familiarity with features and tasks such as the following:

- Creating workbooks
- Adding worksheets to existing workbooks
- Copying and moving worksheets
- Inserting and deleting cells, columns, and rows
- Customizing the Quick Access Toolbar and the ribbon
- Freezing panes and splitting the window
- Setting a print area and adding headers and footers
- Changing fonts and cell styles

- Wrapping text within cells
- Creating and editing tables
- Using relative, mixed, and absolute cell references
- Using functions
- Creating and editing charts, and adding data series
- Inserting text boxes, SmartArt, and other images
- Applying styles and effects to objects
- Positioning objects