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| Airline ticket art | Nội dung ôn tập Excel Expert  Candidate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# 1 Manage workbook options and settings

# 2 Apply custom data formats and layouts

# 3 Create advanced formulas

# 4 Create advanced charts and tables

# Manage workbook options and settings

## 1.1 Manage documents and templates

## 1.2 Manage workbook review

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| Manage documents and templates | Save a workbook as a template  Hide or display ribbon tabs  Enable macros in a workbook  Copy macros between workbooks  Reference data in another workbook  Reference table data by using structured references(#All #Data #Headers #Totals @) |
| Manage workbook review | Restrict editing  Protect workbook structure  Encrypt a workbook with a password  Manage workbook versions  Configure formula calculation options |

# Apply custom data formats and layouts

## 2.1 Apply custom data formats and validation

## 2.2 Apply advanced conditional formatting and filtering

## 2.3 Create and modify custom workbook elements

## 2.4 Prepare a workbook for internationalization

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| Apply custom data formats and validation | Create custom data formats  Populate cells by using advanced Fill Series options  Configure data validation |
| Apply advanced conditional formatting and filtering | Create custom conditional formatting rules  Create conditional formatting rules that use formulas  Manage conditional formatting rules |
| Create and modify custom workbook elements | Create and modify cell styles  Create custom themes and theme elements  Create and modify simple macros  Insert and configure form controls |
| Prepare a workbook for internationalization |  |

# Create advanced formulas

## 3.1 Apply functions in formulas

## 3.2 Look up data by using functions

## 3.3 Apply advanced date and time functions

## 3.4 Perform data analysis and business intelligence

## 3.5 Troubleshoot formulas

## 3.6 Define named ranges and objects

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| Apply functions in formulas | Insert functions into a formula  Perform logical operations by using the IF, AND, OR, and NOT Functions  Perform logical operations by using nested functions  Perform statistical operations by using the SUMIFS, AVERAGEIFS, and COUNTIFS functions |
| Look up data by using functions | VLOOKUP()  HLOOKUP()  INDEX()  MATCH() |
| Apply advanced date and time functions | Reference the date and time by using the NOW and TODAY Functions  Serialize numbers by using date and time functions: DATE, WEEKDAY, WORKDAY, NETWORKDAYS, TIME, |
| Perform data analysis and business intelligence | Import, transform, combine, display, and connect to data  Connect to and import data  Transform data  Combine data  Consolidate data  Perform what-if analysis by using Goal Seek and Scenario Manager  Perform what-if analysis by using Goal Seek  Perform what-if analysis by using Scenario Manager  Use cube functions to get data out of the Excel data model  Calculate data by using financial functions |
| Troubleshoot formulas | Trace precedence and dependence  Monitor cells and formulas by using the Watch Window  Evaluate formulas |
| Define named ranges and objects | Name a cell or range  Name a table  Manage named ranges and objects |

# Create advanced charts and tables

## 4.1 Create advanced charts

## 4.2 Create and manage PivotTables

## 4.3 Create and manage PivotCharts

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| Create advanced charts | Add trendlines to charts  Create dual-axis charts  Save a chart as a template |
| Create and manage PivotTables | Create PivotTables  Modify PivotTable field selections and options  Create slicers  Group PivotTable data  Reference data in a PivotTable by using the GETPIVOTDATA function  Add calculated fields  Format data |
| Create and manage PivotCharts | Create PivotCharts  Modify PivotCharts  Drill down into PivotChart details |