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Learn more. Expert-level candidates for the Excel 2013 exam should have an advanced understanding of the Excel environment and the ability to guide others in the proper use of features in Excel 2013 of Office Professional Plus. They should know and be able to demonstrate the use of advanced and specialized features within the application.

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Below is the list of Microsoft Excel skills that you need to look for while hiring the entry-level hires: SUMIF/SUMIFS, COUNTIF / COUNTIFS, Data Filters, Data Sorting, Pivot Tables, Cell Formatting, Data validation, Excel shortcut keys.

What skills should you look for while hiring an Excel Expert?

You'll learn many of the important Excel functions: IF, VLOOKUP, pivot tables and charts, including line charts, column charts and 3D column charts. You'll learn how to enter and edit data and formulas. How to format text and numbers. How to filter and sort large tables of data and calculate totals.

Excel Quick Start Tutorial: 36 Minutes to Learn the Basics

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