

Microsoft® Excel

Expert Certification

Exam MO-201

Course Description

Microsoft® Excel Expert teaches students how to use a variety of intermediate and advanced features to consolidate data, perform data analysis, and audit formulas in spreadsheets. Students also use summary functions, create pivot tables and pivot charts, and work with macros.

Students who complete this course will have reviewed all the exam objectives and be prepared to take the Microsoft Office Specialist Excel Expert Exam #MO-201. Successful completion of the certification exam validates the knowledge and skill sets for individuals seeking employment or advancement in their careers.

Suggested Course Length: 25-35 Hours

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience. Students should already know how to:

- start and run Windows
- use the taskbar
- use the Start button
- use the Help feature
- use Minimize, Restore Down/Maximize, or Close
- use the left and right mouse buttons appropriately
- understand file management techniques
- navigate between files, folders, or drives

Lesson 1: Advanced Formatting

Using Conditional Formatting
 Applying Advanced Conditional Formatting
 Managing Conditional Formatting Rules
 Applying Custom Conditional Formatting Using a Formula
 Using Custom Cell Formats
 Applying Custom Number Formats
 Applying Custom Accounting Formats
 Applying Custom Date and Time Formats
 Using International Formats
 Applying International Currency and Number Formats
 Inserting International Currency Symbols
 Applying Custom and International Date and Time Formats
 Configuring the Editing and Display Language
 Understanding +Body and +Heading Fonts

Lesson 2: Advanced Functions and Formulas

Understanding Functions
 Using the Correct Syntax for Functions
 Inserting Functions
 Understanding Lookup Functions
 Using the CHOOSE Function
 Using the INDEX Function
 Using the MATCH Function
 Using the HLOOKUP Function
 Using the VLOOKUP Function
 Using Date and Time Functions
 Checking for Formula Errors
 Using the Error Checking Tool
 Tracing Formula Errors
 Manually Checking and Displaying Formulas
 Configuring Data Validation

Lesson 3: Data Analysis Using Pivot Tables and Pivot Charts

Creating and Managing Pivot Tables
 Creating a Pivot Table
 Formatting Pivot Table Data
 Customizing Pivot Tables
 Filtering Pivot Table Data
 Using Data Slicers with a Pivot Table

Grouping Pivot Table Data
 Manually Grouping Pivot Table Data
 Adding Calculated Fields and Items
 Working with Pivot Charts
 Creating a Pivot Chart
 Changing Pivot Chart Options
 Drilling Down into a Pivot Table and Pivot Chart
 Working with Pivot Chart Styles

Lesson 4: Workbook Management Features

Linking External Workbooks
 Referencing Other Worksheets in Formulas
 Linking Other Workbooks
 Modifying Workbook Links
 Removing Workbook Links
 Consolidating Data
 Using Comments
 Creating Comments
 Moving Among Comments
 Replying to Comments
 Deleting Comments
 Working with Comments in Office 2019 Professional Plus
 Protecting Your Workbook
 Using Passwords
 Protecting the Worksheet
 Allowing Ranges for Editing
 Protecting the Workbook Structure
 Setting Global and Workbook-Specific Options

Lesson 5: Advanced Charts, Functions, and What-If Analysis

Using Advanced Chart Elements
 Adding a Secondary Vertical Axis
 Using Advanced Chart Types
 Using Advanced Functions and Features
 Using Financial Functions
 Nesting Functions
 Using Conditional Logic Functions
 Using Conditional Summary Functions
 Performing What-If Analysis
 Using the Goal Seek Tool
 Working with Scenarios
 Using Cell Watch

Lesson 6: Manipulating Data and Using Macros

Using the Fill Series Tool
 Filling Cells Using Flash Fill
 Removing Duplicate Rows
 Outlining Data
 Outlining Data Using Automatic Subtotals
 Manually Grouping and Ungrouping Data
 Accessing Hidden Ribbon Tabs
 Creating Macros
 Configuring Security for Macros
 Recording Macros
 Editing and Sharing Macros
 Editing in the Visual Basic Editor
 Copying Macros Among Workbooks