



Excel (Microsoft 365 Apps): Exam MO-210

Manage Worksheets and Workbooks

- Import data from text files
- Import data from online sources
- Search for data within a workbook
- Navigate to named cells, ranges, or workbook elements
- Insert and remove hyperlinks
- Modify page setup
- Adjust row height and column width
- Customize headers and footers
- Manage the Quick Access toolbar
- Display and modify worksheets in different views
- Freeze worksheet rows and columns
- Change window views
- Modify built-in workbook properties
- Display formulas
- Set a print area
- Save and export workbooks in alternative file formats
- Configure print settings
- Inspect workbooks and correct issues
- Manage comments and notes

Head Office

Graha PT. Pos Indonesia, Jl. Banda
No.30, Citarum, Kec. Bandung Wetan,
Kota Bandung, Jawa Barat 40115.

Operation Office

Jl. Waruga Jaya no.123B Ciwaruga,
Parongpong, Kabupaten Bandung
Barat, Jawa Barat 40559

✉ info@b-onecorp.co.id
☎ [+\(62\) 897-666-0004](tel:+628976660004)
🌐 www.b-onecorp.co.id

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Manage Data Cells and Ranges

- Paste data by using special paste options
- Fill cells by using Auto Fill
- Insert and delete multiple columns or rows
- Insert and delete cells
- Generate numeric data by using RANDBETWEEN() and SEQUENCE()
- Merge and unmerge cells
- Modify cell alignment, orientation, and indentation
- Format cells by using Format Painter
- Wrap text within cells
- Apply number formats
- Apply cell formats from the Format Cells dialog box
- Apply cell styles
- Clear cell formatting
- Format multiple worksheets by grouping
- Define a named range
- Reference a named range
- Insert Sparklines
- Apply built-in conditional formatting
- Remove conditional formatting

Manage Tables and Table Data

- Create Excel tables from cell ranges
- Apply table styles
- Convert tables to cell ranges
- Add or remove table rows and columns
- Configure table style options
- Insert and configure total rows
- Filter records
- Sort data by multiple columns

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Perform Operations by using Formulas and Functions

- Insert relative, absolute, and mixed references
- Use structured references in formulas
- Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions
- Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions
- Perform conditional operations by using the IF() function
- Sort data by using the SORT() function
- Get unique values by using the UNIQUE() function
- Format text by using RIGHT(), LEFT(), and MID() functions
- Format text by using UPPER(), LOWER(), and LEN() functions
- Format text by using the CONCAT() and TEXTJOIN() functions

Manage Charts

- Create charts
- Create chart sheets
- Add data series to charts
- Switch between rows and columns in source data
- Add and modify chart elements
- Apply chart layouts
- Apply chart styles
- Add alternative text to charts for accessibility

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