



Microsoft Excel (Office 2019): Exam MO-200

The Microsoft Office Specialist: Excel Associate Certification demonstrates competency in the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects. The exam covers the ability to create and edit a workbook with multiple sheets, and use a graphic element to represent data visually.

Objective Domains

1. Manage Worksheets and Workbooks

- 1.1 Import data into workbooks: Import data from .txt files, Import data from .csv files
- 1.2 Navigate within workbooks: Search for data within a workbook, Navigate to named cells/ranges/elements, Insert and remove hyperlinks
- 1.3 Format worksheets and workbooks: Modify page setup, Adjust row height and column width, Customize headers and footers
- 1.4 Customize options and views: Customize the Quick Access toolbar, Display/modify content in different views, Freeze rows and columns, Change window views, Modify basic workbook properties, Display formulas
- 1.5 Configure content for collaboration: Set a print area, Save workbooks in alternative file formats, Configure print settings, Inspect workbooks for issues

2. Manage Data Cells and Ranges

- 2.1 Manipulate data in worksheets: Paste data using special paste options, Fill cells using Auto Fill, Insert and delete multiple columns or rows, Insert and delete cells
- 2.2 Format cells and ranges: Merge and unmerge cells, Modify cell alignment/orientation/indentation, Format cells 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
- 2.3 Define and reference named ranges: Define a named range, Name a table
- 2.4 Summarize data visually: Insert Sparklines, Apply built-in conditional formatting, Remove conditional formatting

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

🌐 www.b-onecorp.co.id

📸 [b1corp](#)

🌐 [b1corp](#)

📘 [BOneCorporation](#)



3. Manage Tables and Table Data

- 3.1 Create and format tables: Create Excel tables from cell ranges, Apply table styles, Convert tables to cell ranges
- 3.2 Modify tables: Add or remove table rows and columns, Configure table style options, Insert and configure total rows
- 3.3 Filter and sort table data: Filter records, Sort data by multiple columns

4. Perform Operations by using Formulas and Functions

- 4.1 Insert references: Insert relative/absolute/mixed references, Reference named ranges and named tables in formulas
- 4.2 Calculate and transform data: Perform calculations using AVERAGE/MAX/MIN/SUM, Count cells using COUNT/COUNTA/COUNTBLANK, Perform conditional operations using the IF function
- 4.3 Format and modify text: Format text using RIGHT/LEFT/MID, Format text using UPPER/LOWER/LEN, Format text using CONCAT/TEXTJOIN

5. Manage Charts

- 5.1 Create charts: Create charts, Create chart sheets
- 5.2 Modify charts: Add data series to charts, Switch between rows and columns in source data, Add and modify chart elements
- 5.3 Format charts: Apply chart layouts, Apply chart styles, Add alternative text to charts for accessibility

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
🌐 www.b-onecorp.co.id

📷 b1corp
🌐 b1corp
📘 BOneCorporation