



Microsoft Excel Expert (Office 2019): Exam MO-201

The Microsoft Office Specialist: Excel Expert Certification demonstrates competency in creating, managing, and distributing professional spreadsheets for a variety of specialized purposes and situations. The exam covers the ability to customize Excel environments to meet project needs and to enhance productivity. Expert workbook examples include custom business templates, multiple-axis financial charts, amortization tables, and inventory schedules.

Objective Domains

1. Manage Workbook Options and Settings

1.1 Manage workbooks (Copy macros, Reference data, Enable macros, Manage versions)

1.2 Prepare workbooks for collaboration (Restrict editing, Protect worksheets/ranges, Protect structure, Configure calculation, Manage comments)

1.3 Use and configure language options

2. Manage and Format Data

2.1 Fill cells based on existing data (Flash Fill, Advanced Fill Series)

2.2 Format and validate data (Custom number formats, Data validation, Group/ungroup, Subtotals, Remove duplicates)

2.3 Apply advanced conditional formatting and filtering

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3. Create Advanced Formulas and Macros

- 3.1 Perform logical operations in formulas (IF, IFS, SWITCH, SUMIF, etc.)
- 3.2 Look up data by using functions (VLOOKUP, HLOOKUP, MATCH, INDEX)
- 3.3 Use advanced date and time functions (NOW, TODAY, WEEKDAY, WORKDAY)
- 3.4 Perform data analysis (Consolidate, Goal Seek, Scenario Manager, PMT)
- 3.5 Troubleshoot formulas (Trace precedence, Watch Window, Error checking, Evaluate)
- 3.6 Create and modify simple macros

4. Manage Advanced Charts and Tables

- 4.1 Create and modify advanced charts (Dual axis, Box & Whisker, Combo, Funnel, Histogram, Map, Sunburst, Waterfall)
- 4.2 Create and modify PivotTables (Create, Modify fields, Slicers, Group data, Calculated fields, Format)
- 4.3 Create and modify PivotCharts

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