

Microsoft Excel[®]

MO-200: Microsoft Excel (Office 2019)



Course Outline and Specification



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Microsoft Partner



Contents

Introduction	3
Duration	3
Course Features	3
Certification.....	3
Manage Worksheets and Workbooks (10-15%).....	4
Manage Data Cells and Ranges (20-25%).....	5
Manage Tables and Table Data (15-20%)	6
Perform Operations by Using Formulas and Functions (20-25%)	7
Manage Charts (20-25%).....	8



Introduction

This course will introduce the learner to Microsoft Excel[®] Associate course, for the MOS 2019 MO-200: Microsoft Excel[®] Associate level exam. This course is broken down into the following areas of expertise:

- Managing worksheets and workbooks
- Managing data cells and ranges
- Managing tables and table data
- Performing operations but using formulas and functions
- Managing charts

This course is offered online, and instructor led.

Duration

This course is offered as a tutor taught online-based programme, and as a self-paced online programme.

Course Features

Multi-format training resources are included with this course.

Certification

The Microsoft Excel[®] Associate certification is offered with this course. Candidates must sit and pass the exam to attain a qualification. There is shareable digital course completion certification on completion of this course, available from Robinson Education.



Manage Worksheets and Workbooks (10-15%)

Import Data into Workbooks

- Import data from .txt files
- Import data from .csv files

Navigate Within Workbooks

- Search for data within a workbook
- Navigate to named cells, ranges, or workbook elements
- Insert and remove hyperlinks

Format Worksheets and Workbooks

- Modify page setup
- Adjust row height and column width
- Customize headers and footers

Customize Options and Views

- Customize the Quick Access toolbar
- Display and modify workbook content in different views
- Freeze worksheet rows and columns
- Change window views
- Modify basic workbook properties
- Display formulas

Configure Content for Collaboration

- Set a print area
- Save workbooks in alternative file formats
- Configure print settings
- Inspect workbooks for issues



Manage Data Cells and Ranges (20-25%)

Manipulate Data in Worksheets

- Paste data by using special paste options
- Fill cells by using Auto Fill
- Insert and delete multiple columns or rows
- Insert and delete cells

Format Cells and Ranges

- 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

Define and Reference Named Ranges

- Define a named range
- Name a table

Summarize Data Visually

- Insert Sparklines
- Apply built-in conditional formatting
- Remove conditional formatting



Manage Tables and Table Data (15-20%)

Create and Format Tables

- Create Excel tables from cell ranges
- Apply table styles
- Convert tables to cell ranges

Modify Tables

- Add or remove table rows and columns
- Configure table style options
- Insert and configure total rows

Filter and Sort Table Data

- Filter records
- Sort data by multiple columns



Perform Operations by Using Formulas and Functions (20-25%)

Insert References

- Insert relative, absolute, and mixed references
- Reference named ranges and named tables in formulas

Calculate and Transform Data

- 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

Format and Modify Text

- 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 (20-25%)

Create Charts

- Create charts
- Create chart sheets

Modify Charts

- Add data series to charts
- Switch between rows and columns in source data
- Add and modify chart elements

Format Charts

- Apply chart layouts
- Apply chart styles
- Add alternative text to chart for accessibility



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