

Microsoft Excel[®] Expert

Microsoft Excel Expert Level (MO-201) & (MO-211)



Course Outline and Specification



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Microsoft Partner



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Introduction

This course will introduce the learner to Microsoft Excel[®] Expert hosted on the online TestOut learning platform, LabSim, it provides a comprehensive experience and hours of content for training practical skills through interactive learning modules. Instructional lessons are combined with instructor-led videos, demonstrations, quizzes, practice exams, and performance-based lab simulations to provide hours of content to prepare students for the MO-201: Microsoft Excel[®] Expert (2019) and MO-211: Microsoft Excel[®] Expert (MS 365 Apps) level exam.

This course is self-paced and instructor-led, with demonstration video lessons, visual text lessons, quizzes, lab simulations, live-in-the-app projects, and certification practice exams.

Duration

This course is offered as a fully self-paced online programme, and as an online course with tutor training and support.

Course Features

Multi-format training resources are included with this course.

Certification

TestOut Pro Certified: MS Excel Advanced



Course Outline: Microsoft Excel[®] Expert Level

Advanced Workbook Options and Settings

1. Managing Workbooks

- Configuring AutoSave and AutoRecover
- Referencing Data in Other Workbooks
- Configuring and Using Language-Specific Features
- Manage Workbooks Facts
- Manage Workbooks Tips

2. Preparing Workbooks for Collaboration

- Protecting Cell Ranges, Worksheets, and Workbooks
- Configuring Formula Calculation Options
- Prepare Workbooks for Collaboration Facts
- Prepare Workbooks for Collaboration Tips

Advanced Data Formatting

3. Filling Cells Based on Existing Data

- Flash Fill and Advanced Fill Series Options
- Fill Cells Based on Existing Data Facts
- Fill Cells Based on Existing Data Tips

4. Formatting and Validating Data

- Custom Number Formats
- Configuring Data Validation
- Using Outlines to Create Groups and Subtotals
- Removing Duplicate Records
- Format and Validate Data Facts
- Format and Validate Data Tips



5. Advanced Conditional Formatting and Filtering

- Boolean Operators
- Using Boolean Logic in Excel
- Custom Conditional Formatting Rules
- Conditional Formatting Rules That Use Formulas
- Apply Advanced Conditional Formatting and Filtering Facts
- Apply Advanced Conditional Formatting and Filtering Tips

Advanced Formulas and Macros

6. Performing Logical Operations in Formulas

- Logical Functions and Nested Functions
- Logical Operations with Mathematical Functions
- The LET Function
- Perform Logical Operations in Formulas Facts
- Perform Logical Operations in Formulas Tips

7. Looking Up Data by Using Functions

- The VLOOKUP and HLOOKUP Functions
- The MATCH and INDEX Functions
- The XLOOKUP Function
- Look Up Data by Using Functions Facts
- Look Up Data by Using Functions Tips

8. Using Advanced Date and Time Functions

- Date and Time Functions
- Use Advanced Date and Time Functions Facts
- Use Advanced Date and Time Functions Tip



9. Performing Data Analysis

- Summarizing Data from Multiple Ranges
- Performing What-If Analysis
- Filtering and Sorting with Dynamic Arrays
- Common Financial Terminology
- Calculating Financial Data
- Perform Data Analysis Facts
- Perform Data Analysis Tips

10. Trouble Shooting Formulas

- Tracing Precedents and Dependents
- The Watch Window
- Errors and Error Checking
- Evaluating Formulas
- Troubleshoot Formulas Facts
- Troubleshoot Formulas Tip

11. Creating and Modifying Simple Macros

- Recording and Running Simple Macros
- Enabling and Disabling Macros
- Copying Macros Between Workbooks
- Create and Modify Simple Macros Facts
- Create and Modify Simple Macros Tips

Advanced Charts and Tables

12. Creating and Modifying Advanced Charts

- Selecting Advanced Chart Types
- Advanced Chart Formatting
- Dual Axis Charts
- Create and Modify Advanced Charts Facts
- Create and Modify Advanced Charts Tips



13. Creating and Modifying PivotTables

- Introduction to PivotTables
- Advanced PivotTable Features
- Calculated Fields in PivotTables
- Create and Modify PivotTables Facts
- Create and Modify PivotTables Tips

14. Creating and Modifying PivotCharts

- Creating and Manipulating PivotCharts
- Drilling Down into PivotChart Details
- Create and Modify PivotCharts Facts
- Create and Modify PivotCharts Tips



MOS Excel[®] Expert Practice Exams

1. Preparing for MOS Expert Certification

- Preparing for the MOS Exams
- Performing Unfamiliar Tasks
- Which MOS Exam to Take?
- Using TestOut MOS Practice Exams
- Excel (Microsoft 365 Apps) Exam Objectives
- Excel Associate 2019 Exam Objectives
- Taking a MOS Exam

2. Domain Practice Labs: Excel Expert 365 (MO-211)

- Domain Practice - Manage Workbook Options and Settings
- Domain Practice - Manage and Format Data
- Domain Practice – Create Advanced Formulas and Macros
- Domain Practice – Manage Advanced Charts and Tables

3. Practice Exams: Excel Expert 365 (MO-211)

- Microsoft Excel Associate Practice - Form A
- Microsoft Excel Associate Practice - Form B

4. Domain Practice Labs: Excel Expert 2019 (MO-201)

- Domain Practice - Manage Workbook Options and Settings
- Domain Practice - Manage and Format Data
- Domain Practice – Create Advanced Formulas and Macros
- Domain Practice – Manage Advanced Charts and Tables

5. Practice Exams: Excel Expert 2019 (MO-201)

- Microsoft Excel Associate Practice - Form A
- Microsoft Excel Associate Practice - Form B



Testout Pro Certified: Microsoft Excel® Advanced Practice Exams

Prepare for TestOut Pro Certified: Microsoft Excel® Advanced Certification

- Pro Exam Objectives
- Pro Exam Objectives by Course Section
- How to take the Pro Exam
- Pro Exam FAQs

TestOut Pro Certified: Microsoft Excel® Advanced Exam Domain Review

- Pro Domain 1: Workbooks and Worksheets
- Pro Domain 2: Formatting and Data
- Pro Domain 3: Functions, Formulas, and Macros
- Pro Domain 4: Charts and Tables

TestOut Pro Certified: Microsoft Excel® Advanced Practice Exams

- Certification Practice Exam - Form A
- Certification Practice Exam - Form B



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