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MS Excel Expert Certification Guide
(Office 365 & 2019 Series) [Exam MO-201] (3274)

Course Specifications

Course Number: CCI98–022_rev1.0
Course Length: 1 day

Course Description

Microsoft® Excel Expert teaches students how to use a variety of intermediate and advanced features to consolidate data, perform data analysis, and audit formulas in spreadsheets. Students also use summary functions, create pivot tables and pivot charts, and work with macros.

Students who complete this course will have reviewed all the exam objectives and be prepared to take the Microsoft Office Specialist Excel Expert Exam #MO-201. Successful completion of the certification exam validates the knowledge and skill sets for individuals seeking employment or advancement in their careers.

Prerequisites: This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the Microsoft Windows course or have equivalent Microsoft Windows knowledge and experience. Students should already know how to:

- Start and run Windows
- Use the taskbar
- Use the Start button
- Use the Help feature
- Use Minimize, Restore Down/Maximize, or Close
- Use the left and right mouse buttons appropriately
- Understand file management techniques
- Navigate between files, folders, or drives

Course Content

Lesson 1: Advanced Formatting

Using Conditional Formatting
Applying Advanced Conditional Formatting
Managing Conditional Formatting Rules
Applying Custom Conditional Formatting Using a Formula
Using Custom Cell Formats
Applying Custom Number Formats
Applying Custom Accounting Formats
Applying Custom Date and Time Formats
Using International Formats

Applying International Currency and Number Formats
Inserting International Currency Symbols
Applying Custom and International Date and Time Formats
Configuring the Editing and Display Language
Understanding +Body and +Heading Fonts

Lesson 2: Advanced Functions and Formulas

Understanding Functions
Using the Correct Syntax for Functions
Inserting Functions
Understanding Lookup Functions
Using the CHOOSE Function
Using the INDEX Function
Using the MATCH Function
Using the HLOOKUP Function
Using the VLOOKUP Function
Using Date and Time Functions
Checking for Formula Errors
Using the Error Checking Tool
Tracing Formula Errors
Manually Checking and Displaying Formulas
Configuring Data Validation

Lesson 3: Data Analysis Using Pivot Tables and Pivot Charts

Creating and Managing Pivot Tables
Creating a Pivot Table
Formatting Pivot Table Data
Customizing Pivot Tables
Filtering Pivot Table Data
Using Data Slicers with a Pivot Table
Grouping Pivot Table Data
Manually Grouping Pivot Table Data
Adding Calculated Fields and Items
Working with Pivot Charts
Creating a Pivot Chart
Changing Pivot Chart Options
Drilling Down into a Pivot Table and Pivot Chart
Working with Pivot Chart Styles

Lesson 4: Workbook Management Features

Linking External Workbooks
Referencing Other Worksheets in Formulas
Linking Other Workbooks
Modifying Workbook Links
Removing Workbook Links
Consolidating Data
Using Comments
Creating Comments

Moving Among Comments
Replying to Comments
Deleting Comments
Working with Comments in Office 2019 Professional Plus
Protecting Your Workbook
Using Passwords
Protecting the Worksheet
Allowing Ranges for Editing
Protecting the Workbook Structure
Setting Global and Workbook-Specific Options

Lesson 5: Advanced Charts, Functions, and What-If Analysis

Using Advanced Chart Elements
Adding a Secondary Vertical Axis
Using Advanced Chart Types
Using Advanced Functions and Features
Using Financial Functions
Nesting Functions
Using Conditional Logic Functions
Using Conditional Summary Functions
Performing What-If Analysis
Using the Goal Seek Tool
Working with Scenarios
Using Cell Watch

Lesson 6: Manipulating Data and Using Macros

Using the Fill Series Tool
Filling Cells Using Flash Fill
Removing Duplicate Rows
Outlining Data
Outlining Data Using Automatic Subtotals
Manually Grouping and Ungrouping Data
Accessing Hidden Ribbon Tabs
Creating Macros
Configuring Security for Macros
Recording Macros
Editing and Sharing Macros
Editing in the Visual Basic Editor
Copying Macros Among Workbooks