

## MO-200: Microsoft Excel (Office 365 & Excel 2019)

### Skills Measured

---

#### 1. 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

#### 2. 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

#### 3. 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

#### 4. 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

#### 5. 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 charts for accessibility