

# **MO-201: Microsoft Excel Expert (Excel and Excel 2019)**

## **– Skills Measured**

NOTE: The bullets that appear below each of the skills measured are intended to illustrate how we are assessing that skill. This list is not definitive or exhaustive.

NOTE: In most cases, exams do NOT cover preview features, and some features will only be added to an exam when they are GA (General Availability).

### **Manage workbook options and settings (15-20%)**

#### **Manage workbooks**

- copy macros between workbooks
- reference data in other workbooks
- enable macros in a workbook
- manage workbook versions

#### **Prepare workbooks for collaboration**

- restrict editing
- protect worksheets and cell ranges
- protect workbook structure
- configure formula calculation options
- manage comments

#### **Use and configure language options**

- configure editing and display languages
- use language-specific features

### **Manage and format data (20-25%)**

#### **Fill cells based on existing data**

- fill cells by using Flash Fill
- fill cells by using advanced Fill Series options

#### **Format and validate data**

- create custom number formats
- configure data validation
- group and ungroup data
- calculate data by inserting subtotals and totals
- remove duplicate records

### **Apply advanced conditional formatting and filtering**

- create custom conditional formatting rules
- create conditional formatting rules that use formulas
- manage conditional formatting rules

## **Create advanced formulas and macros (30-35%)**

### **Perform logical operations in formulas**

- perform logical operations by using nested functions including the IF(), IFS(), SWITCH(), SUMIF(), AVERAGEIF(), COUNTIF(), SUMIFS(), AVERAGEIFS(), COUNTIFS(), MAXIFS(), MINIFS(), AND(), OR(), and NOT() functions

### **Look up data by using functions**

- look up data by using the VLOOKUP(), HLOOKUP(), MATCH(), and INDEX() functions

### **Use advanced date and time functions**

- reference date and time by using the NOW() and TODAY() functions
- calculate dates by using the WEEKDAY() and WORKDAY() functions

### **Perform data analysis**

- summarize data from multiple ranges by using the Consolidate feature
- perform what-if analysis by using Goal Seek and Scenario Manager
- forecast data by using the AND(), IF(), and NPER() functions
- calculate financial data by using the PMT() function

### **Troubleshoot formulas**

- trace precedence and dependence
- monitor cells and formulas by using the Watch Window
- validate formulas by using error checking rules
- evaluate formulas

### **Create and modify simple macros**

- record simple macros
- name simple macros
- edit simple macros

## **Manage advanced charts and tables (25-30%)**

### **Create and modify advanced charts**

- create and modify dual axis charts
- create and modify charts including Box & Whisker, Combo, Funnel, Histogram, Map, Sunburst, and Waterfall charts

### **Create and modify PivotTables**

- create PivotTables
- modify field selections and options
- create slicers
- group PivotTable data
- add calculated fields
- format data

### **Create and modify PivotCharts**

- create PivotCharts
- manipulate options in existing PivotCharts
- apply styles to PivotCharts
- drill down into PivotChart details