

# **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**