Microsoft Excel 365 Apps MO-210

Course outline

Module 1: Introduction to Microsoft Excel 365 Apps MO-210

Module 1: Introduction to Microsoft Excel 365 Apps MO-210 provides an overview of the features and functions of Microsoft Excel 365 Apps. It covers topics such as creating and formatting worksheets, using formulas and functions, and creating charts and graphs. It also introduces the user to the various tools and features available in the Excel 365 Apps.

Lessons

- Introduction to the Excel Interface
- Working with Cells and Ranges
- Formatting Cells and Ranges
- Working with Formulas and Functions
- Working with Tables
- Working with Charts
- Working with PivotTables
- Working with Macros
- Working with Data Validation
- Working with Conditional Formatting
- Working with Sparklines
- Working with Slicers
- Working with Power Query
- Working with Power Pivot
- Working with Power View
- Working with Power Map
- Working with Power BI
- Working with Solver
- Working with Add-ins
- Working with External Data Sources

After completing this module, students will be able to:

- Create and format worksheets and workbooks
- Utilize formulas and functions to analyze data
- Create charts and graphs to visualize data
- Use advanced features such as PivotTables and PowerPivot to analyze data

Module 2: Working with Data in Excel

Module 2 of the Microsoft Excel 365 Apps MO-210 course focuses on working with data in Excel. Students will learn how to use formulas and functions to analyze data, create charts and graphs, and use data validation to ensure accuracy. They will also learn how to use PivotTables and PowerPivot to summarize and analyze data. Finally, students will learn how to use the data analysis tools in Excel to create meaningful insights from their data.

Lessons

- Introduction to Excel
- Working with Formulas and Functions
- Analyzing Data with Pivot Tables
- Creating Charts and Graphs
- Working with Tables
- Working with Text and Dates
- Working with Lookup Functions
- Working with Conditional Formatting
- Working with Macros
- Working with External Data Sources

After completing this module, students will be able to:

- Create and format tables, charts, and graphs to visualize data.
- Utilize formulas and functions to analyze data.
- Use data validation to ensure accuracy of data entry.
- Create and manage PivotTables and PivotCharts to summarize data.

Module 3: Creating and Formatting Worksheets

Module 3 of the Microsoft Excel 365 Apps MO-210 course covers the basics of creating and formatting worksheets. Students will learn how to create and format worksheets, use formulas and functions, and apply formatting to worksheets. Additionally, students will learn how to use the AutoFill feature, create charts, and use the Conditional Formatting feature.

Lessons

- Creating and Formatting Worksheets
- Working with Formulas and Functions
- Using Conditional Formatting
- Working with Tables
- Working with Charts and Graphs
- Working with Pivot Tables
- Working with Macros
- Working with Data Validation
- Working with Lookup Functions
- Working with Sparklines

After completing this module, students will be able to:

- Create and format worksheets using Microsoft Excel 365 Apps MO-210.
- Utilize formulas and functions to perform calculations and analyze data.
- Create charts and graphs to visualize data.
- Use conditional formatting to highlight important data points.

Module 4: Working with Formulas and Functions

Module 4 of the Microsoft Excel 365 Apps MO-210 course covers working with formulas and functions. Students will learn how to create and use formulas and functions to perform calculations, analyze data, and create charts and graphs. They will also learn how to use the IF, SUM, AVERAGE, and COUNT functions, as well as how to use the AutoSum feature. Finally, students will learn how to use the Goal Seek and Solver tools to solve complex problems.

Lessons

- Introduction to Formulas and Functions
- Creating Basic Formulas
- Working with Cell References
- Using Logical Functions
- Working with Text Functions
- Working with Date and Time Functions
- Working with Lookup and Reference Functions
- Working with Math and Statistical Functions
- Working with Database Functions
- Troubleshooting Formulas and Functions

After completing this module, students will be able to:

- Create and modify formulas to perform calculations on data in a worksheet.
- Utilize functions to perform calculations on data in a worksheet.
- Use the IF, AND, and OR functions to create complex formulas.
- Create and modify charts to visualize data in a worksheet.

Module 5: Analyzing Data with PivotTables and Charts

Module 5 of the Microsoft Excel 365 Apps MO-210 course focuses on analyzing data with PivotTables and Charts. Students will learn how to create and modify PivotTables and Charts, as well as how to use them to analyze data. They will also learn how to use the Quick Analysis tool to quickly analyze data and create charts.

Lessons

- Creating a PivotTable
- Formatting a PivotTable
- Analyzing Data with Slicers
- Creating Charts from PivotTables
- Formatting Charts

- Combining Charts
- Analyzing Data with PivotCharts
- Creating Dashboards with PivotTables and Charts
- Analyzing Data with PowerPivot
- Analyzing Data with Power View

After completing this module, students will be able to:

- Create and modify PivotTables to summarize and analyze data.
- Create and modify charts to visualize data.
- Use slicers to filter data in PivotTables and charts.
- Utilize the PowerPivot add-in to analyze large datasets.

Module 6: Working with Macros and Automation

Module 6 of the Microsoft Excel 365 Apps MO-210 course covers the use of macros and automation in Excel. Students will learn how to create and use macros to automate repetitive tasks, as well as how to use the Visual Basic for Applications (VBA) programming language to create more complex macros. Additionally, students will learn how to use the Excel Object Model to control Excel from other applications.

Lessons

- Introduction to Macros and Automation
- Recording and Running Macros
- Working with the Visual Basic Editor
- Working with Variables and Constants
- Working with Loops and Conditions
- Working with Functions and Subroutines
- Debugging and Troubleshooting Macros
- Securing and Distributing Macros
- Automating Tasks with Macros
- Integrating Macros with Other Applications

After completing this module, students will be able to:

- Create and use macros to automate repetitive tasks in Excel.
- Utilize the Visual Basic for Applications (VBA) programming language to customize macros.
- Create custom functions and procedures to automate complex tasks.
- Use the Macro Recorder to quickly create macros for common tasks.

Module 7: Working with External Data Sources

Module 7 of the Microsoft Excel 365 Apps MO-210 course covers how to work with external data sources. Students will learn how to import data from other sources, such as text files, databases, and webpages, into Excel. They will also learn how to use the Query Editor to transform and analyze data from external sources. Finally, students will learn how to use Power Query to create data mashups and automate data

import processes.

Lessons

- Connecting to External Data Sources
- Importing Data from External Sources
- Exporting Data to External Sources
- Working with Web Queries
- Using Power Query to Access External Data
- Working with XML Data
- Working with JSON Data
- Working with Text Files
- Working with Access Databases
- Working with ODBC Connections

After completing this module, students will be able to:

- Understand how to import data from external sources into Excel.
- Be able to use the Power Query tool to clean and transform data.
- Know how to use the Power Pivot tool to create data models.
- Be able to use the Power BI tool to create interactive visualizations.

Module 8: Collaborating with Excel

Module 8: Collaborating with Excelmodule for Microsoft Excel 365 Apps MO-210 course is designed to help students learn how to collaborate with others using Excel. Students will learn how to share and manage workbooks, use the Excel Web App, and use the Excel Online App. They will also learn how to use the Excel Online App to collaborate with others in real-time.

Lessons

- Understanding the Basics of Collaborating with Excel
- Sharing and Collaborating on Excel Files
- Managing Permissions and Access Control
- Working with Co-Authoring and Version Control
- Using Excel Online to Collaborate with Others
- Using Excel Mobile to Collaborate with Others
- Using Excel for Mac to Collaborate with Others
- Using Excel for iPad to Collaborate with Others
- Using Excel for Android to Collaborate with Others
- Using Excel for Windows to Collaborate with Others
- Troubleshooting Collaboration Issues in Excel
- Best Practices for Collaborating with Excel

After completing this module, students will be able to:

- Create and format worksheets and workbooks
- Utilize formulas and functions to analyze data
- Create charts and graphs to visualize data
- Collaborate with others on Excel documents using cloud-based tools

Module 9: Advanced Excel Features

Module 9 of the Microsoft Excel 365 Apps MO-210 course covers advanced features of Excel, such as creating and managing tables, using data validation, creating and using macros, and using the Power Query and Power Pivot tools. This module will help students become proficient in using Excel to analyze and present data.

Lessons

- Introduction to Advanced Excel Formulas
- Working with Advanced Excel Functions
- Using Conditional Formatting in Excel
- Working with Pivot Tables
- Creating Charts and Graphs in Excel
- Working with Macros and VBA
- Analyzing Data with Excel
- Automating Tasks with Excel
- Working with Data Validation
- Using Excel for Data Analysis and Modeling

After completing this module, students will be able to:

- Create and use advanced formulas and functions, such as VLOOKUP, INDEX, MATCH, and IFERROR.
- Create and use advanced charts and graphs, such as PivotCharts, Sparklines, and Slicers.
- Create and use advanced data analysis tools, such as Power Query, Power Pivot, and Power View.
- Create and use macros to automate repetitive tasks.

Module 10: Preparing for the Microsoft Office Specialist Exam MO-210

Module 10: Preparing for the Microsoft Office Specialist Exam MO-210 for Microsoft Excel 365 Apps MO-210 course is designed to help students prepare for the Microsoft Office Specialist Exam MO-210. This module covers topics such as exam objectives, exam preparation tips, and practice questions. It also provides an overview of the exam structure and format, as well as a review of the skills and knowledge required to pass the exam.

Lessons

- Understanding the MO-210 Exam Format
- Exam Preparation Strategies
- Working with Formulas and Functions

- Analyzing Data with Pivot Tables
- Working with Charts and Graphs
- Working with Tables and Lists
- Working with Macros and VBA
- Working with Advanced Features
- Working with External Data Sources
- Troubleshooting and Debugging Excel Issues

After completing this module, students will be able to:

- Understand the structure and content of the MO-210 exam.
- Demonstrate proficiency in using the features and functions of Microsoft Excel 365 Apps.
- Create and manage worksheets, workbooks, and other Excel objects.
- Utilize advanced features such as macros, pivot tables, and data analysis tools.

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