

KOENIG SOLUTIONS • COURSE OUTLINE

Microsoft Excel 365 Apps MO-210

10

MODULES

112

TOPICS

LEARNING OBJECTIVES

- Explain the Excel 365 interface, cells, ranges and formatting options
- Apply formulas and functions, including logical and lookup functions
- Analyse data using PivotTables, PivotCharts and slicers
- Build macros and VBA code to automate repetitive tasks
- Connect to external data sources such as text files and databases
- Configure data validation and conditional formatting rules
- Describe collaboration options including co-authoring and Excel Online
- Evaluate exam objectives and practice questions for MO-210

10 Modules, 112 Topics

01

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.

TOPICS

- 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

02

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.

TOPICS

- 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

03

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.

TOPICS

- 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

04

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.

TOPICS

- 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

05

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.

TOPICS

- 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

06

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.

TOPICS

- 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

07

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.

TOPICS

- 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

08

Collaborating with Excel

Module 8: Collaborating with Excel module 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.

TOPICS

- 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

Collaborating with Excel (continued)

TOPICS (CONTINUED)

- 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

09

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.

TOPICS

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

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.

TOPICS

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| ■ Understanding the MO-210 Exam Format | ■ Working with Tables and Lists |
| ■ Exam Preparation Strategies | ■ Working with Macros and VBA |
| ■ Working with Formulas and Functions | ■ Working with Advanced Features |
| ■ Analyzing Data with Pivot Tables | ■ Working with External Data Sources |
| ■ Working with Charts and Graphs | ■ Troubleshooting and Debugging Excel Issues |

NOTES

- Source lists 'Microsoft Copilot for Excel' as a trailing line after Module 10 with no accompanying content, topics, or description; retained here as it could not be placed elsewhere.

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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