KOENIG SOLUTIONS · COURSE OUTLINE

MO-211 Microsoft Excel Expert (Microsoft 365 Apps)

Learn to manage complex workbooks, build advanced formulas and macros, and create advanced charts and PivotTables in Excel.

4
MODULES

48
TOPICS

COURSE OVERVIEW

This course covers managing workbook options and settings, including collaboration features such as restricting editing and protecting worksheets. It then addresses managing and formatting data through Flash Fill, custom number formats, data validation, and advanced conditional formatting. The course continues with advanced formulas and macros, covering logical, lookup, and date functions, data analysis tools, formula troubleshooting, and simple macro creation. Finally, it covers advanced charts and tables, including dual-axis charts, PivotTables, and PivotCharts.

WHO THIS COURSE IS FOR

- **Excel Power Users**
- **Data Analysts**
- **Financial Analysts**
- **Business Analysts**
- **Administrative Professionals**

LEARNING OBJECTIVES

- Configure workbook collaboration settings and protection options
- Manage macros and workbook versions across files
- Apply advanced fill techniques and custom number formats
- Configure data validation and conditional formatting rules
- Apply logical, lookup, and date and time functions in formulas
- Perform data analysis using Goal Seek, Scenario Manager, and FILTER()
- Troubleshoot formulas using the Watch Window and error checking
- Create and modify PivotTables, PivotCharts, and advanced chart types

COURSE SYLLABUS

4 Modules, 48 Topics

01

10-15%

Manage Workbook Options and Settings

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

02

30-35%

Manage and Format Data

FILL CELLS BASED ON EXISTING DATA

- Fill cells by using Flash Fill
- Fill cells by using advanced Fill Series options
- Generate numeric data by using RANDARRAY()

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

03

25-30%

Create Advanced Formulas and Macros

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(), NOT(), and LET() functions

LOOK UP DATA BY USING FUNCTIONS

- Look up data by using the XLOOKUP(), 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

Create Advanced Formulas and Macros (continued)

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
- Filter data by using FILTER()
- Sort data by using SORTBY()

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

04

25-30%

Manage Advanced Charts and Tables

CREATE AND MODIFY ADVANCED CHARTS

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

CREATE AND MODIFY PIVOTTABLES

- Create PivotTables
- Modify field selections and options
- Create slicers
- Group PivotTable data
- Add calculated fields
- Configure value field settings

CREATE AND MODIFY PIVOTCHARTS

- Create PivotCharts
- Manipulate options in existing PivotCharts
- Apply styles to PivotCharts
- Drill down into PivotChart details

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.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

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