

MO-201: Microsoft Excel Expert (Office 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