

Exam MO-210: Microsoft Excel (Microsoft 365 Apps) – Skills Measured

Manage worksheets and workbooks (25–30%)

Import data into workbooks

- import data from text files
- import data from online sources

Navigate within workbooks

- search for data within a workbook
- navigate to named cells, ranges, or workbook elements
- insert and remove hyperlinks

Format worksheets and workbooks

- modify page setup
- adjust row height and column width
- customize headers and footers
- customize options and views
- manage the Quick Access toolbar
- display and modify worksheets in different views
- freeze worksheet rows and columns
- change window views
- modify built-in workbook properties
- Display formulas

Prepare workbooks for collaboration and distribution

- set a print area
- save and export workbooks in alternative file formats
- configure print settings
- inspect workbooks and correct issues
- manage comments and notes

Manage data cells and ranges (25–30%)

Manipulate data in worksheets

- paste data by using special paste options
- fill cells by using Auto Fill
- insert and delete multiple columns or rows
- insert and delete cells
- generate numeric data by using RANDBETWEEN() and SEQUENCE()

Format cells and ranges

- merge and unmerge cells
- modify cell alignment, orientation, and indentation
- format cells by using Format Painter
- wrap text within cells
- apply number formats
- apply cell formats from the Format Cells dialog box
- apply cell styles
- clear cell formatting
- format multiple worksheets by grouping

Define and reference named ranges

- define a named range
- reference a named range

Summarize data visually

- insert Sparklines
- apply built-in conditional formatting
- remove conditional formatting

Manage tables and table data (10–15%)

Create and format tables

- create Excel tables from cell ranges
- apply table styles
- convert tables to cell ranges

Modify tables

- add or remove table rows and columns
- configure table style options
- insert and configure total rows

Filter and sort table data

- filter records
- sort data by multiple columns

Perform operations by using formulas and functions (15–20%)

insert references

- insert relative, absolute, and mixed references
- use structured references in formulas

calculate and transform data

- perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions
- count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions
- perform conditional operations by using the IF() function
- sort data by using the SORT() function
- get unique values by using the UNIQUE() function

format and modify text

- format text by using RIGHT(), LEFT(), and MID() functions
- format text by using UPPER(), LOWER(), and LEN() functions
- format text by using the CONCAT() and TEXTJOIN() functions

Manage charts (15–20%)

create charts

- create charts
- create chart sheets

modify charts

- add data series to charts
- switch between rows and columns in source data
- add and modify chart elements

format charts

- apply chart layouts
- apply chart styles
- add alternative text to charts for accessibility