

Microsoft Excel

Skills Required for the Microsoft® Office Specialist Excel Exam MO-200:

Objective Domain		Lesson
1	Manage Worksheets and Workbooks	
1.1	Import data into worksheets	
1.1.1	Import data from .txt files	8
1.1.2	Import data from .csv files	8
1.2	Navigate within workbooks	
1.2.1	Search for data within a workbook	8
1.2.2	Navigate to named cells, ranges, or workbook elements	7
1.2.3	Insert and remove hyperlinks	8
1.3	Format worksheets and workbooks	
1.3.1	Modify page setup	5
1.3.2	Adjust row height and column width	2
1.3.3	Customize headers and footers	5
1.4	Customize options and views	
1.4.1	Customize the Quick Access toolbar	8
1.4.2	Display and modify workbook content in different views	5
1.4.3	Freeze worksheet rows and columns	5
1.4.4	Change window views	1, 5
1.4.5	Modify basic workbook properties	8
1.4.6	Display formulas	3
1.5	Configure content for collaboration	
1.5.1	Set a print area	5
1.5.2	Save workbooks in alternative file formats	8
1.5.3	Configure print settings	5
1.5.4	Inspect workbooks for issues	1, 8
2	Manage Data Cells and Ranges	
2.1	Manipulate data in worksheets	
2.1.1	Paste data by using special paste options	2
2.1.2	Fill cells by using AutoFill	2
2.1.3	Insert and delete multiple columns or rows	2
2.1.4	Insert and delete cells	2
2.2	Format cells and ranges	
2.2.1	Merge and unmerge cells	4
2.2.2	Modify cell alignment, orientation and indentation	4
2.2.3	Format cells by using Format Painter	4
2.2.4	Wrap text within cells	4
2.2.5	Apply number formats	4
2.2.6	Apply cell formats from the Format Cells dialog box	4

Objective Domain		Lesson
2.2.7	Apply cell styles	4
2.2.8	Clear cell formatting	4
2.3	Define and reference named ranges	
2.3.1	Define a named range	7
2.3.2	Name a table	7
2.4	Summarize data visually	
2.4.1	Insert Sparklines	6
2.4.2	Apply built-in conditional formatting	4, 6
2.4.3	Remove conditional formatting	4
3	Manage Tables and Table Data	
3.1	Create and format tables	
3.1.1	Create Excel tables from cell ranges	7
3.1.2	Apply table styles	7
3.1.3	Convert tables to cell ranges	7
3.2	Modify tables	
3.2.1	Add or remove table rows and columns	7
3.2.2	Configure table style options	7
3.2.3	Insert and configure total rows	7
3.3	Filter and sort table data	
3.3.1	Filter records	7
3.3.2	Sort data by multiple columns	7
4	Perform Operations by Using Formulas and Functions	
4.1	Insert references	
4.1.1	Insert relative, absolute and mixed references	3
4.1.2	Reference named ranges and tables in formulas	7
4.2	Summarize Data by using Functions	
4.2.1	Perform calculations by using the AVERAGE(), MIN(), MAX(), and SUM functions.	3
4.2.2	Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions.	3
4.2.3	Perform conditional operations by using the IF() function	3
4.3	Format and modify text	
4.3.1	Format text by using RIGHT(), LEFT(), and MID() functions	3
4.3.2	Format text by using UPPER(), LOWER(), and LEN() functions	3
4.3.3	Format text by using the CONCAT() and TESTJOIN() functions	3

Objective Domain		Lesson
5	Create Charts and Objects	
5.1	Create charts	
5.1.1	Create charts	6
5.1.2	Create chart sheets	6
5.2	Modify charts	
5.2.1	Add data series to charts	6
5.2.2	Switch between rows and columns in source data	6
5.2.3	Add and modify chart elements	6
5.3	Format charts	
5.3.1	Apply chart layouts	6
5.3.2	Apply chart styles	6
5.3.3	Add alternative text to charts for accessibility	6