Microsoft®

Excel

Associate Certification

Exam MO-200

Course Description

Microsoft Excel teaches the skills necessary to create and edit professional-looking spreadsheets for a variety of purposes and situations.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Office Specialist Excel Exam #MO-200. Successful completion of the certification exam validates the knowledge and skill sets for individuals seeking employment or advancement in their careers.

Suggested Course Length: 30-50 Hours

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience.

- ☐ start and run Windows
- ☐ use the taskbar
- ☐ use the Start button
- ☐ use the Help feature
- ☐ use Minimize, Restore Down/Maximize, or Close
- ☐ use the left and right mouse buttons appropriately
- ☐ understand file management techniques
- ☐ navigate between files, folders, or drives

Lesson 1: Introducing Excel

- What is Excel?
  - Starting Excel
- Looking at the Screen
  - Understanding Basic Terminology
  - Mouse Symbols
  - Using the Quick Access Toolbar
  - Using the Ribbon
  - Identifying Screen Symbols
- Entering Data in a Worksheet
  - Types of Data
  - Entering Text
  - Entering Numbers
  - Entering Dates
  - Moving Around the Worksheet
- Working with Workbooks
  - Saving Workbooks
  - Creating a New Workbook
  - Switching Between Workbooks
  - Opening a Workbook
  - Closing a Workbook
  - Working with the Compatibility Mode
- Selecting Cells

Lesson 2: Constructing Cell Data

- Editing Cells and Undoing Changes
- Copying and Moving Data
  - Cutting, Copying, and Pasting Data
  - Using Paste Special
  - Copying and Moving Cells Using the Mouse
- Inserting and Deleting Rows and Columns
  - Inserting Rows and Columns
  - Deleting Rows and Columns
  - Inserting and Deleting Cells
- Adjusting the Columns and Rows
  - Changing the Column Widths
  - Adjusting the Row Height
  - Using AutoFit
  - Hiding/Unhiding Rows & Columns
- Using AutoFill and Flash Fill
- Managing Worksheets
  - Renaming Worksheets
  - Inserting or Deleting Worksheets
  - Moving or Copying Worksheets
  - Hiding/Unhiding Worksheets
  - Adding Color to the Worksheet Tabs

Lesson 3: Using Formulas

- Using Formulas
  - Creating and Editing Formulas
  - Cell References
  - Mathematical Operators
  - Referencing Other Worksheets
- Using Math and Statistical Functions
  - Using the SUM Function
  - Using Statistical Functions
  - Using the IF Function
- Using Text Functions
- Using Absolute and Relative Cell References
  - Using Absolute Cell References
  - Using Mixed Absolute and Relative Cell References
- Displaying Formulas

Lesson 4: Formatting the Worksheet

- Formatting a Cell
  - Formatting Numbers and Decimal Digits
- Changing Cell Alignment
  - Cell Alignment, Indenting, and Orientation
  - Wrapping Text
  - Merging Cells
  - Changing Fonts and Sizes
  - Applying Cell Borders
  - Using Colors and Patterns
  - Using the Format Painter
- Clearing Cell Contents and Formatting
- Using Cell Styles
- Conditional Formatting
  - Using the Ribbon
  - Using the Using the Rules Manager
  - Removing Conditional Formatting

Lesson 5: Viewing and Printing Workbooks

- Changing Worksheet Views
  - Creating and Arranging Worksheet Windows
  - Splitting Panes
  - Freezing Panes
  - Changing the Zoom
- Printing and Previewing the Workbook
  - Changing the Workbook Views
- Customizing the Page Layout
  - Setting Page Breaks
  - Page Formatting
  - Adding a Header or Footer
  - Printing Titles and Ranges of Cells
  - Printing Selected Worksheets

Lesson 6: Working with Charts

- Creating a Basic Chart
  - Adding Alternative Text (Alt Text) to a Chart
- Moving and Resizing Charts
- Creating Chart Sheets
- Changing Chart Types
- Working with Pie Charts
- Modifying the Chart Design and Location
  - Adding a New Data Series
- Using Sparklines
- Printing Charts
- Using the Quick Analysis Tool

Lesson 7: Organizing Data

- Working with Named Ranges
  - Creating Named Ranges
  - Using Named Ranges
  - Modifying and Deleting Named Ranges
- Go To a Cell or Named Range
- Using Tables
  - Creating a Table
  - Naming and Using Tables in Formulas
  - Configuring Table Style Options
  - Modifying Table Data
  - Formatting Table Data
  - Converting a Table to a Cell Range
- Sorting Data
  - Sorting by Single-Level Data
  - Sorting by Multi-Level Data
- Filtering Information

Lesson 8: Using Data Tools

- Customizing Excel
  - Customizing the Quick Access Toolbar
- Finding and Replacing Data
  - Finding Data
  - Replacing Data
- Using Hyperlinks
  - Inserting Hyperlinks
  - Modifying and Deleting Hyperlinks
- Importing and Exporting Data
  - Importing Data from External Text Files
  - Importing Data from External CSV Files
  - Exporting Excel Data as CSV
- Accessing Workbook Properties
- Using the Document Inspector
- Using the Accessibility Checker Tool