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Excel Expert (Microsoft 365 Apps): Exam MO-211

The Microsoft Office Specialist: Excel Expert Certification demonstrates competency in creating, managing, and distributing professional spreadsheets for a variety of specialized purposes and situations. The exam covers the ability to customize Excel environments to meet project needs and to enhance productivity. Expert workbook examples include custom business templates, multiple-axis financial charts, amortization tables, and inventory schedules.

An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, has proven competency at an industry expert-level and is ready to enter into the job market. They can demonstrate the correct application of the principal features of Excel at an expert-level and can complete tasks independently.

Microsoft Office Specialist Program certification exams use a performance-based format testing a candidate's knowledge, skills and abilities using the Microsoft 365 Apps programs:

- Microsoft Office Specialist Program exam task instructions generally do not include the command name. For example, function names are avoided, and are replaced with descriptors. This means candidates must understand the purpose and common usage of the program functionality in order to successfully complete the tasks in each of the projects.
- The Microsoft Office Specialist Program exam format incorporates multiple projects as in the previous version, while using enhanced tools, functions, and features from the latest programs. Describe the benefits and usage of Subscriptions.

Skills Measured

- Manage Workbook Options and Settings
- Manage and Format Data
- Create Advance Formulas and Macros
- Manage Advance Charts and Tables

Microsoft Office Specialist Program is the only official Microsoft-recognized certification program for Microsoft Office globally.

Objective Domains

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

Microsoft

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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

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

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

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

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