Microsoft Office Specialist Program

Microsoft Excel Expert (Microsoft 365 Apps and Office 2019): Exam MO-201

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 and Office 2019 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.

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

Objective Domains

Manage Workbook Options and Settings

1.1 Manage workbooks
- 1.1.1 Copy macros between workbooks
- 1.1.2 Reference data in other workbooks
- 1.1.3 Enable macros in a workbook
- 1.1.4 Manage workbook versions

1.2 Prepare workbooks for collaboration
- 1.2.1 Restrict editing
- 1.2.2 Protect worksheets and cell ranges
- 1.2.3 Protect workbook structure
- 1.2.4 Configure formula calculation options
- 1.2.5 Manage comments

1.3 Use and configure language options
- 1.3.1 Configure editing and display languages
- 1.3.2 Use language-specific features

Manage and Format Data

2.1 Fill cells based on existing data

2.1.1 Fill cells by using Flash Fill

2.1.2 Fill cells by using advanced Fill Series options

2.2 Format and validate data

2.2.1 Create custom number formats

2.2.2 Configure data validation

2.2.3 Group and ungroup data

2.2.4 Calculate data by inserting subtotals and totals

2.2.5 Remove duplicate records

2.3 Apply advanced conditional formatting and filtering

2.3.1 Create custom conditional formatting rules

2.3.2 Create conditional formatting rules that use formulas

2.3.4 Manage conditional formatting rules

Create Advanced Formulas and Macros

3.1 Perform logical operations in formulas

3.1.1 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

3.2 Look up data by using functions

3.2.1 Look up data by using the VLOOKUP(), HLOOKUP(), MATCH(), and INDEX() functions

3.3 Use advanced date and time functions

3.3.1 Reference date and time by using the NOW() and TODAY() functions

3.3.2 Calculate dates by using the WEEKDAY() and WORKDAY() functions

3.4 Perform data analysis

3.4.1 Summarize data from multiple ranges by using the Consolidate feature

3.4.2 Perform what-if analysis by using Goal Seek and Scenario Manager

3.4.3 Forecast data by using the AND(), IF(), and NPER() functions

3.4.4 Calculate financial data by using the PMT() function

3.5 Troubleshoot formulas

3.5.1 Trace precedence and dependence

3.5.2 Monitor cells and formulas by using the Watch Window

3.5.3 Validate formulas by using error checking rules

3.5.4 Evaluate formulas

3.6 Create and modify simple macros

3.6.1 Record simple macros

3.6.2 Name simple macros

3.6.3 Edit simple macros

Manage Advanced Charts and Tables

4.1 Create and modify advanced charts

4.1.1 Create and modify dual axis charts

4.1.2 Create and modify charts including Box & Whisker, Combo, Funnel, Histogram, Map, Sunburst, and Waterfall charts

4.2 Create and modify PivotTables

4.2.1 Create PivotTables

4.2.2 Modify field selections and options

4.2.3 Create slicers

4.2.4 Group PivotTable data

4.2.5 Add calculated fields

4.2.6 Format data

4.3 Create and modify PivotCharts

4.3.1 Create PivotCharts

4.3.2 Manipulate options in existing PivotCharts

4.3.3 Apply styles to PivotCharts

4.3.4 Drill down into PivotChart details

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