Microsoft Office Specialist Program

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Excel for Business Finance (Microsoft 365 Apps): Exam MO-230

The Microsoft Office Specialist: Excel for Business Finance Associate certification demonstrates competency in the fundamentals of preparing financial data for analysis, performing financial analysis, performing loan and investment analysis, and creating financial forecasts. Workbook examples include financial statements and amortization schedules.

An individual earning this certification has approximately 150 hours of instruction and hands-on experience with both Microsoft Excel and business finance, has proven competency at an industry associate-level, and is ready to enter the job market. This individual can perform a wide range of business finance tasks in Excel and apply business finance principles to real-world scenarios, demonstrating proficiency that is directly applicable to business finance job roles.

Microsoft Office Specialist role-based certification exams assess a candidate's skills and abilities in Microsoft 365 applications through a performance-based format.

- The exam assesses a candidate's ability to integrate technical skills in a Microsoft 365 application with the real-world practices and knowledge of specific job roles.
- Task instructions generally do not include the command name. For example, function names are avoided and are replaced with descriptors. This means individuals must understand the purpose and common usage of the program functionality to successfully complete each of the tasks in the projects.

Skills Measured

- Prepare financial data for analysis
- Perform financial analysis
- Perform loan and investments analysis
- Create financial forecasts

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

Microsoft

Objective Domains

Perform Financial Analysis

Import and export financial data in Excel

- Import data from various sources
- Save and export workbooks in various file formats

Clean financial data in Excel

- Remove duplicate data to ensure accuracy
- Delete or hide rows, columns, and cells to simplify data
- Format cells for consistency

Verify financial data integrity in Excel

- Apply Data Validation rules to restrict input
- Identify data outside defined standards or expected values
- Protect workbooks, worksheets, and cells

Transform financial data in Excel

- Split a single data column into multiple columns
- Use text functions to extract or combine values
- Use date functions to transform transaction dates
- Use Fill features to extend series and patterns

Perform Financial Analysis

Analyze financial statements to calculate variances in Excel

- Perform horizontal analysis
- Perform vertical analysis
- Calculate budget versus actual variance
- Identify variances that differ from provided benchmarks

Analyze financial statements using Excel formulas

- Prepare financial metrics and pricing analysis
- Calculate financial ratios
- Perform time value of money calculations

Identify and correct errors in financial formulas

- Identify and report formula errors
- Use Formula Auditing features to verify and correct calculations

Perform Loan and Investment Analysis

Analyze loans

- Calculate loan values using financial functions
- Create loan amortization schedules
- Analyze loan scenarios

Analyze investments

- Calculate bond prices and yields using financial functions
- Create stock valuation models

Create Financial Forecasts

Predict future performance

- Analyze historical data using formulas
- Create a Forecast Sheet

Prepare financial projections

- Apply growth rates
- Project interest payments
- Apply What-If Analysis
- Project cash budgets

Present financial information visually in Excel

- Create dashboards and charts
- Identify and correct errors in charts
- Evaluate and improve accessibility and usability