Excel Expert (Microsoft 365 Apps):

Exam MO-211

# Note: This list corresponds to the videos in our series.

# 2.0 Manage Workbook Options and Settings

2.1 Manage Macros

This objective may include but is not limited to: configuring how Excel handles macros in documents, copying macros between workbooks.

2.2 Reference Data in Other Workbooks

This objective may include but is not limited to: linking to data in another workbook, using Get & Transform Data to link to a data source.

## 2.3 Manage Workbook Versions

This objective may include but is not limited to: comparing, restoring, and deleting workbooks versions, change the Auto-Recover frequency.

## 2.4 Protect Workbooks and Worksheets

This objective may include but is not limited to: restricting editing of a document when sharing documents, protecting worksheets and cell ranges, protecting workbook structure.

## 2.5 Configure Formula and Calculation Options

This objective may include but is not limited to: configuring formula calculation options to automatically calculate, automatically calculate except for data tables, perform manual calculations.

# 3.0 Manage and Format Data

## 3.1 Fill cells by Using Flash Fill

This objective may include but is not limited to: combing data from multiple cells, splitting data into one or more cells, troubleshooting flash fill operations that don’t work.

## 3.2 Fill Cells by Using Advanced Fill Series Options

This objective may include but is not limited to: using advanced fill series option by completing a list of dates, months or numbers, creating a linear or growth series, creating a custom list and copying formatting Only.

## 3.3 Create Custom Number formats

This objective may include but is not limited to: creating custom number formats such as accounting, currency, date and time.

3.4 Configure Data Validation

This objective may include but is not limited to: specifying data validation criteria for lists, displaying input messages, displaying error alerts.

3.5 Group and Ungroup Data and Use Subtotals and Totals

This objective may include but is not limited to: grouping and ungrouping columns and rows of data, applying subtotals and totals to data, and removing subtotals and totals.

3.6 Remove Duplicate Records

This objective may include but is not limited to: finding and removing duplicate information from specific columns.

3.7 Create and Manage Custom Conditional Formatting Rules

This objective may include but is not limited to: creating and applying a custom rule, editing and deleting a rule, and removing a rule from cells.

3.8 Create Conditional Formatting Rules Using Formulas

This objective may include but is not limited to: creating rules using functions such as IF(), AND(), OR(), and using operators such as <=, =,>=.

3.9 Generate numeric data using RANDARRAY()

This objective may include but is not limited to: generate random numbers between two numbers or between two dates, randomly sort a list, generate a random selection from your data, randomly assign data to groups.

# 4.0 Create Advanced Formulas and Macros

## 4.1 Use the AND(), OR() and NOT() in Nested Functions

This objective may include but is not limited to: creating logical functions using the AND(), OR() and NOT() functions.

## 4.2 Use IF() and IFS() in Nested Functions

This objective may include but is not limited to: creating logical functions using the IF() and IFS() functions.

4.3 Use SWITCH() Function

This objective may include but is not limited to: creating a function using the SWITCH() function.

4.4 Use SUMIF() AVERAGEIF(), SUMIFS() and AVERAGEIFS()

This objective may include but is not limited to: creating nested functions that sum and average data based on single or multiple conditions or criteria.

4.5 Use Count() and COUNTIF() Functions

This objective may include but is not limited to: creating functions that count data based on single and multiple conditions or criteria.

4.6 Use MAXIFS() and MINIFS() Functions

This objective may include but is not limited to: using MAXIFS() to find the largest value based on multiple criteria, and MINIFS() to find the smallest value based on multiple criteria.

4.7 Use XLOOKUP, VLOOKUP and HLOOKUP Functions

This objective may include but is not limited to: using XLOOKUP() for searching a range or an array for a match from a second range or array, VLOOKUP() for vertical lookups and HLOOKUP() for horizontal lookups.

4.8 Use the MATCH and INDEX Functions

This objective may include but is not limited to: using the MATCH function combined with the INDEX function in place of a LOOKUP function.

4.9 Use Advanced Data and Time Functions

This objective may include but is not limited to: referencing data and time by using the NOW() and TODAY() functions, calculating dates by using the WEEKDAY() and WORKDAY() functions.

4.10 Summarize Data from Multiple Ranges Using Consolidate

This objective may include but is not limited to: using Consolidate to merge data using summary functions from multiple worksheets.

4.11 Use What-If-Analysis

This objective may include but is not limited to: using Goal Seek, using Scenario Manager.

4.12 AND, IF, NPER and PMT Functions

This objective may include but is not limited to: using AND() and IF(), together with NPER() and PMT() functions to forecast data.

4.13 Use SORTBY() and FILTER() Functions

This objective may include but is not limited to: sorting data using a range or array based on the values in a corresponding range or array, filtering data based on criteria you define.

4.14 Troubleshoot Formulas

This objective may include but is not limited to: using the Watch Window, using trace precedence, using trace dependence, using the evaluate errors option.

# 5.0 Manage Advanced Charts and Tables

## 5.1 Create and Modify Dual Axis and Combo Charts

This objective may include but is not limited to: modifying a chart to include a secondary axis, creating a Combo chart.

## 5.2 Create a Box & Whiskers Chart and a Funnel Chart

This objective may include but is not limited to: creating and modifying a Box & Whiskers chart, and creating and modifying a Funnel chart.

## 5.3 Create a Sunburst Chart, Histogram Chart, and a Waterfall Chart

This objective may include but is not limited to: creating and modifying a Sunburst chart, creating, and modifying a Histogram chart, and creating and modifying a Waterfall chart.

## 5.5 Create and Modify PivotTables

This objective may include but is not limited to: creating PivotTables, changing fields selection and options, configuring value field settings, creating a calculated field, and using Slicers to filter data.

5.6 Create and Modify PivotCharts

This objective may include but is not limited to: creating PivotCharts, manipulating options in existing PivotCharts, applying styles, using Slicers to filter data.