

# Exam MO-211 Microsoft Excel Expert (Microsoft 365 Apps) – Skills Measured

## Manage workbook options and settings (10–15%)

### 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

## Manage and format data (30–35%)

### 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 (25–30%)

### 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 (25–30%)

## 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