

## **MO-211: Microsoft Excel Expert (Microsoft 365 Apps)**

### **Manage Workbook Options and Settings**

#### **Manage workbooks**

- 1 Copy macros between workbooks
- 2 Reference data in other workbooks
- 3 Enable macros in a workbook
- 4 Manage workbook versions

#### **Prepare workbooks for collaboration**

- 5 Restrict editing
- 6 Protect worksheets and cell ranges
- 7 Protect workbook structure
- 8 Configure formula calculation options

### **Manage and Format Data**

#### **Fill cells based on existing data**

- 9 Fill cells by using Flash Fill
- 10 Fill cells by using advanced Fill Series options
- 11 Generate numeric data by using RANDARRAY()

#### **Format and validate data**

- 12 Create custom number formats
- 13 Configure data validation
- 14 Group and ungroup data
- 15 Calculate data by inserting subtotals and totals
- 16 Remove duplicate records

#### **Apply advanced conditional formatting and filtering**

- 17 Create custom conditional formatting rules
- 18 Create conditional formatting rules that use formulas
- 19 Manage conditional formatting rules

### **Create Advanced Formulas and Macros**

#### **Perform logical operations in formulas**

- 20 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**

- 21 Look up data by using the XLOOKUP(), VLOOKUP(), HLOOKUP(), MATCH(), and INDEX() functions

#### **Use advanced date and time functions**

- 22 Reference date and time by using the NOW() and TODAY() functions
- 23 Calculate dates by using the WEEKDAY() and WORKDAY() functions

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### **Perform data analysis**

- 24 Summarize data from multiple ranges by using the Consolidate feature
- 25 Perform what-if analysis by using Goal Seek and Scenario Manager
- 26 Forecast data by using the AND(), IF(), and NPER() functions
- 27 Calculate financial data by using the PMT() function
- 28 Filter data by using FILTER()
- 29 Sort data by using SORTBY()

### **Troubleshoot formulas**

- 30 Trace precedence and dependence
- 31 Monitor cells and formulas by using the Watch Window
- 32 Validate formulas by using error checking rules
- 33 Evaluate formulas

### **Create and modify simple macros**

- 34 Record simple macros
- 35 Name simple macros
- 36 Edit simple macros

### **Manage Advanced Charts and Tables**

#### **Create and modify advanced charts**

- 37 Create and modify dual-axis charts
- 38 Create and modify charts including Box & Whisker, Combo, Funnel, Histogram, Sunburst, and Waterfall charts

#### **Create and modify PivotTables**

- 39 Create PivotTables
- 40 Modify field selections and options
- 41 Create slicers
- 42 Group PivotTable data
- 43 Add calculated fields
- 44 Configure value field settings

#### **Create and modify PivotCharts**

- 45 Create PivotCharts
- 46 Manipulate options in existing PivotCharts
- 47 Apply styles to PivotCharts
- 48 Drill down into PivotChart details