Microsoft Office Specialist Program

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Microsoft Excel (Office 2019): Exam MO-200

The Microsoft Office Specialist: Excel Associate Certification demonstrates competency in the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects. The exam covers the ability to create and edit a workbook with multiple sheets, and use a graphic element to represent data visually. Workbook examples include professional-looking budgets, financial statements, team performance charts, sales invoices, and data-entry logs.

An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, has proven competency at an industry associate-level and is ready to enter into the job market. They can demonstrate the correct application of the principal features of Excel 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 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.

Objective Domains

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

Manage Worksheets and Workbooks

1.1 Import data into workbooks

    1.1.1 Import data from .txt files

    1.1.2 Import data from .csv files

1.2 Navigate within workbooks

    1.2.1 Search for data within a workbook

    1.2.2 Navigate to named cells, ranges, or workbook elements

    1.2.3 Insert and remove hyperlinks

1.3 Format worksheets and workbooks

    1.3.1 Modify page setup

    1.3.2 Adjust row height and column width

    1.3.3 Customize headers and footers

1.4 Customize options and views

    1.4.1 Customize the Quick Access toolbar

    1.4.2 Display and modify workbook content in different views

    1.4.3 Freeze worksheet rows and columns

    1.4.4 Change window views

    1.4.5 Modify basic workbook properties

    1.4.6 Display formulas

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Manage Data Cells and Ranges

1.5 Configure content for collaboration
- 1.5.1 Set a print area
- 1.5.2 Save workbooks in alternative file formats
- 1.5.3 Configure print settings
- 1.5.4 Inspect workbooks for issues

2.1 Manipulate data in worksheets
- 2.1.1 Paste data by using special paste options
- 2.1.2 Fill cells by using Auto Fill
- 2.1.3 Insert and delete multiple columns or rows
- 2.1.4 Insert and delete cells

2.2 Format cells and ranges
- 2.2.1 Merge and unmerge cells
- 2.2.2 Modify cell alignment, orientation, and indentation
- 2.2.3 Format cells by using Format Painter
- 2.2.4 Wrap text within cells
- 2.2.5 Apply number formats
- 2.2.6 Apply cell formats from the Format Cells dialog box
- 2.2.7 Apply cell styles
- 2.2.8 Clear cell formatting

2.3 Define and reference named ranges
- 2.3.1 Define a named range
- 2.3.2 Name a table

2.4 Summarize data visually
- 2.4.1 Insert Sparklines
- 2.4.2 Apply built-in conditional formatting
- 2.4.3 Remove conditional formatting

Manage Tables and Table Data

3.1 Create and format tables
- 3.1.1 Create Excel tables from cell ranges
- 3.1.2 Apply table styles
- 3.1.3 Convert tables to cell ranges

3.2 Modify tables
- 3.2.1 Add or remove table rows and columns
- 3.2.2 Configure table style options
- 3.2.3 Insert and configure total rows

3.3 Filter and sort table data
- 3.3.1 Filter records
- 3.3.2 Sort data by multiple columns

Perform Operations by using Formulas and Functions

4.1 Insert references
- 4.1.1 Insert relative, absolute, and mixed references
- 4.1.2 Reference named ranges and named tables in formulas

4.2 Calculate and transform data
- 4.2.1 Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions
- 4.2.2 Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions
- 4.2.3 Perform conditional operations by using the IF() function

4.3 Format and modify text
- 4.3.1 Format text by using RIGHT(), LEFT(), and MID() functions
- 4.3.2 Format text by using UPPER(), LOWER(), and LEN() functions
- 4.3.3 Format text by using the CONCAT() and TEXTJOIN() functions

Manage Charts

5.1 Create charts
- 5.1.1 Create charts
- 5.1.2 Create chart sheets

5.2 Modify charts
- 5.2.1 Add data series to charts
- 5.2.2 Switch between rows and columns in source data
- 5.2.3 Add and modify chart elements

5.3 Format charts
- 5.3.1 Apply chart layouts
- 5.3.2 Apply chart styles
- 5.3.3 Add alternative text to charts for accessibility

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