

Microsoft Valid Study Guide MO-211 - Realistic Microsoft Excel Expert - Microsoft 365 Apps Valid Study Guide Pass Guaranteed

Microsoft Office Specialist Program


Excel Expert (Microsoft 365 Apps): Exam MO-211

The Microsoft Office Specialist: Excel Expert Certification demonstrates competency in creating, managing, and distributing professional spreadsheets for a variety of specialized purposes and situations. The exam covers the ability to customize Excel environments to meet project needs and to enhance productivity. Expert workbook examples include custom business templates, multiple-axis financial charts, amortization tables, and inventory schedules.

An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, has proven competency at an industry expert-level and is ready to enter into the job market. They can demonstrate the correct application of the principal features of Excel at an expert-level 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 Microsoft 365 Apps 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. Describe the benefits and usage of Subscriptions.

Skills Measured

- Manage Workbook Options and Settings
- Manage and Format Data
- Create Advanced Formulas and Macros
- Manage Advanced Charts and Tables

Objective Domains

Manage Workbook Options and Settings

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



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Microsoft MO-211 Exam Syllabus Topics:

Section	Weight	Objectives

Create advanced formulas and macros	25–30%	- Create and modify named ranges • 1. Define, edit, and delete named ranges • 2. Use named ranges in formulas - Create and modify simple macros • 1. Record and run macros • 2. Edit macros in Visual Basic for Applications - Look up data by using formulas • 1. Use VLOOKUP, HLOOKUP, XLOOKUP • 2. Use INDEX and MATCH functions - Perform logical operations in formulas • 1. Use conditional aggregation: SUMIF, AVERAGEIF, COUNTIF, SUMIFS, AVERAGEIFS, COUNTIFS • 2. Use nested functions: IF, IFS, SWITCH
Manage advanced charts and tables	25–30%	- Create and modify PivotTables • 1. Apply filters and slicers • 2. Group and ungroup PivotTable data • 3. Configure PivotTable fields and layouts - Create and manage tables • 1. Use structured references in formulas • 2. Convert ranges to tables • 3. Apply table styles and formatting - Create and modify advanced charts • 1. Create dual-axis charts • 2. Use trendlines and error bars • 3. Create and modify PivotCharts
Manage workbook options and settings	10–15%	- Manage workbooks • 1. Copy macros between workbooks • 2. Reference data in other workbooks • 3. Manage workbook versions • 4. Enable macros in a workbook - Prepare workbooks for collaboration • 1. Protect worksheets and cell ranges • 2. Protect workbook structure • 3. Restrict editing • 4. Configure formula calculation options

Manage and format data	30–35%	- Format and validate data • 1. Group and ungroup data • 2. Create custom number formats • 3. Remove duplicate records • 4. Configure data validation • 5. Calculate data by inserting subtotals and totals - Fill cells based on existing data • 1. Fill cells by using advanced Fill Series options • 2. Fill cells by using Flash Fill • 3. Generate numeric data by using RANDARRAY() - Apply advanced conditional formatting and filtering • 1. Create custom conditional formatting rules • 2. Create conditional formatting rules that use formulas • 3. Apply advanced filtering options • 4. Manage conditional formatting rules
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Microsoft Excel Expert - Microsoft 365 Apps Sample Questions (Q72-Q77):

NEW QUESTION # 72

How can you quickly calculate the total for a column of numbers?

- A. Use the SUM function
- B. Both Use the SUM function and Use the Quick Analysis tool
- C. Use the Quick Analysis tool
- D. Use the Total row in table design

Answer: B

NEW QUESTION # 73

Custom number formats can be used to change how numbers are _____ in Excel.

- A. calculated
- B. summed
- C. displayed
- D. filtered

Answer: C

NEW QUESTION # 74

To format only cells that contain numbers within a specified range, use the _____ feature under Conditional Formatting.

- A. Number Rules
- B. Cell Value Rules
- C. Range Rules
- D. Highlight Cell Rules

Answer: D

NEW QUESTION # 75

Which Excel function allows you to make predictions or calculate future values within a series of values?

- A. NPER()
- B. TREND()
- C. FORECAST()
- D. GROWTH()

Answer: C

NEW QUESTION # 76

Which of the following functions would you use to perform complex data matches and retrievals?
(Choose Two)

- A. CONCATENATE()
- B. VLOOKUP()
- C. INDEX()
- D. XLOOKUP()

Answer: C,D

NEW QUESTION # 77

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