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Microsoft MO-211 Exam Syllabus Topics:

Section	Objectives
	- Apply functions in formulas • 1. Apply financial functions • 2. Apply date and time functions • 3. Apply logical functions • 4. Apply lookup functions • 5. Apply text functions • 6. Apply array functions
Create Advanced Formulas and Macros	- Create and modify macros • 1. Record basic macros • 2. Run macros • 3. Edit macros - Look up data by using functions • 1. Look up data by using VLOOKUP, HLOOKUP, and XLOOKUP • 2. Look up data by using INDEX and MATCH

	- Create and modify advanced chart elements • 1. Create dual-axis charts • 2. Add trendlines to charts • 3. Save chart templates - Create and modify PivotCharts • 1. Manipulate options in existing PivotCharts • 2. Apply styles to PivotCharts • 3. Create PivotCharts
Manage Advanced Charts and Tables	- Create and modify PivotTables • 1. Format PivotTables • 2. Apply conditional formatting to PivotTables • 3. Create PivotTables • 4. Modify field options and properties - Apply and manage conditional formatting • 1. Create advanced conditional formatting rules • 2. Manage conditional formatting rules - Manage and format tables • 1. Format tables • 2. Manage table styles • 3. Modify table structure - Apply data validation • 1. Apply data validation to other cells • 2. Customize error alerts and input messages • 3. Apply data validation criteria - Prepare workbooks for collaboration • 1. Encrypt workbooks with a password • 2. Restrict editing • 3. Restrict access to a workbook • 4. Mark workbook as final - Manage workbooks • 1. Manage Excel workbook versions • 2. Manage Excel file size • 3. Update workbook properties • 4. Save workbook as other file formats - Use and configure language options • 1. Use functions that process text in multiple languages • 2. Modify regional and language settings • 3. Display data in multiple languages

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Microsoft Excel Expert - Microsoft 365 Apps Sample Questions (Q35-Q40):

NEW QUESTION # 35

To add a trendline to a chart, go to ____ > Add Chart Element > Trendline.

- A. Data
- B. Review
- C. Chart Tools > Design
- D. Home

Answer: C

NEW QUESTION # 36

For which scenario is the LET() function most useful?

- A. To store intermediate calculations
- B. All of the above
- C. To assign names to calculation results
- D. To improve formula efficiency by minimizing repeated calculations

Answer: B

NEW QUESTION # 37

What chart type is most suitable for showing the progression of data over time with a cumulative effect?

- A. Pie chart
- B. Line chart
- C. Bar chart
- D. Waterfall chart

Answer: D

NEW QUESTION # 38

To remove duplicate records from a dataset, which tab in Excel should you go to?

- A. Insert
- B. Data
- C. Review
- D. Home

Answer: B

NEW QUESTION # 39

Which formulas can be used to look up data in Excel?

(Choose two)

- A. INDEX()
- B. LET()
- C. MATCH()

- D. SUMIFS()

Answer: A,C

NEW QUESTION # 40

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