

Free PDF Quiz Microsoft - MO-211 - Updated Microsoft Excel Expert - Microsoft 365 Apps Exam Registration

Microsoft Office Specialist Program

CERTIPORT
A LEADER IN EXCELLENCE

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.

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

Skills Measured

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

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

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Microsoft Excel Expert - Microsoft 365 Apps Sample Questions (Q63-Q68):

NEW QUESTION # 63

When creating a dual-axis chart, which scenarios are most appropriate?
(Choose Two)

- A. Displaying single sets of data
- B. Showing relationships between two variables
- C. Illustrating part-to-whole relationships
- D. Comparing different units of measure

Answer: B,D

NEW QUESTION # 64

How can you ensure that a range of cells highlights in red if any cell is below 50?

- A. Use a simple color rule for less than
- B. Use a data bar formatting style
- C. Apply an advanced custom formula
- D. Implement a threshold formula

Answer: A

NEW QUESTION # 65

What should you do to create a rule in Excel that formats all cells containing a specific text?

- A. Use a formula to determine which cells to format
- B. Apply a cell style
- C. Use data validation
- D. Use the 'Text that Contains...' option under Conditional Formatting

Answer: D

NEW QUESTION # 66

_____ is used to dynamically filter rows in Excel based on a set of criteria.

- A. Advanced Filter
- B. Smart Filter
- C. AutoFilter
- D. Quick Filter

Answer: A

NEW QUESTION # 67

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

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

Answer: B

NEW QUESTION # 68

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