



## Microsoft Office Specialist – MOS Excel Expert

### Description

#### **We prepare you for the Microsoft MO-201: Microsoft Excel Expert exam**

Our training prepares you for the Microsoft MO-201: Microsoft Excel 365 / 2019 Expert exam. It is a prerequisite for registering for the Federal Diploma of Specialist in Finance and Accounting exams.

#### **We teach you how to use Microsoft Excel's features**

Microsoft Excel is undoubtedly one of the most widely used tools in business today. Truly mastering its various functionalities has become a key differentiating factor in the job market.

Show that you have the necessary skills to make the most of Excel by obtaining the Microsoft Office Specialist (MOS) certification: Excel Expert. This certification demonstrates expertise in creating, managing, and distributing professional spreadsheets for a variety of specialized objectives and situations.

### Course Content

#### **Module 1: 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
  - manage comments
- Use and configure language options
  - configure editing and display languages
  - use language-specific features

#### **Module 2: Manage and format data**

- Fill cells based on existing data
  - fill cells by using Flash Fill
  - fill cells by using advanced Fill Series options
- Format and validate data
  - create custom number formats
  - configure data validation
  - group and ungroup data
  - calculate data by inserting subtotals and totals
  - remove duplicate records
- Apply advanced conditional formatting and filtering
  - create custom conditional formatting rules
  - create conditional formatting rules that use formulas
  - manage conditional formatting rules

### **Module 3: Create advanced formulas and macros**

- Perform logical operations in formulas
  - perform logical operations by using nested functions including the IF(), IFS(), SWITCH(), SUMIF(), AVERAGEIF(), COUNTIF(), SUMIFS(), AVERAGEIFS(), COUNTIFS(), MAXIFS(), MINIFS(), AND(), OR(), and NOT() functions
- Look up data by using functions
  - look up data by using the VLOOKUP(), HLOOKUP(), MATCH(), and INDEX() functions
- Use advanced date and time functions
  - reference date and time by using the NOW() and TODAY() functions
  - calculate dates by using the WEEKDAY() and WORKDAY() functions
- Perform data analysis
  - summarize data from multiple ranges by using the Consolidate feature
  - perform what-if analysis by using Goal Seek and Scenario Manager
  - forecast data by using the AND(), IF(), and NPER() functions
  - calculate financial data by using the PMT() function
- Troubleshoot formulas
  - trace precedence and dependence
  - monitor cells and formulas by using the Watch Window
  - validate formulas by using error checking rules
  - evaluate formulas
- Create and modify simple macros
  - record simple macros
  - name simple macros
  - edit simple macros

### **Module 4: Manage advanced charts and tables**

- Create and modify advanced charts
  - create and modify dual axis charts
  - create and modify charts including Box & Whisker, Combo, Funnel, Histogram, Map, Sunburst, and Waterfall charts
- Create and modify PivotTables
  - create PivotTables
  - modify field selections and options
  - create slicers
  - group PivotTable data
  - add calculated fields

- format data
- Create and modify PivotCharts
  - create PivotCharts
  - manipulate options in existing PivotCharts
  - apply styles to PivotCharts
  - drill down into PivotChart details

## **Lab / Exercises**

- Practical exercises will be given during and at the end of each module

## **Documentation**

- Digital courseware included

## **Exam**

- This training prepares you for the MO-201 exam: Microsoft Excel 2019 / 365 Expert
- Exam voucher included in the course price

## **Participant profiles**

- Anyone in need to master the advanced functions offered by Excel software
- Anyone who want to be certified Microsoft Office Specialist (MOS): Excel Expert

## **Prerequisites**

- Participants should have already well-practiced on Office softwares

## **Objectives**

- Manage workbook options and settings
- Manage and format data
- Create advanced formulas and macros
- Manage advanced charts and tables

## **Description**

MOS Excel Expert Training

### **Niveau**

Expert

### **Classroom Registration Price (CHF)**

2100

### **Virtual Classroom Registration Price (CHF)**

1950

### **Duration (in Days)**

3

### **Reference**

MOS-EE