



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