Microsoft Office Specialist – MOS Excel Associate

Description

We prepare you for the Microsoft MO-200 exam: Microsoft Excel Associate

This training allows you to prepare effectively to take the official Microsoft MO-200 exam: Microsoft Excel 365 / 2019.

Make the most of your knowledge of Excel

This training will allow you to demonstrate that you have the necessary skills to make the most of Excel thanks to this Microsoft Office Specialist (MOS) Certification Preparation: Excel Associate. This certification demonstrates competency in the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions, and creating charts and of objects.

Course Content
Module 1: Manage worksheets and workbooks

- Import data into workbooks
    - Import data from .txt files
    - Import data from .csv files
- Navigate within workbooks
    - Search for data within a workbook
    - Navigate to named cells, ranges, or workbook elements
    - Insert and remove hyperlinks
- Format worksheets and workbooks
    - Modify page setup
    - Adjust row height and column width
    - Customize headers and footers
- Customize options and views
    - Customize the Quick Access toolbar
    - Display and modify workbook content in different views
    - Freeze worksheet rows and columns
    - Change window views
    - Modify basic workbook properties

- Display formulas
- Configure content for collaboration
  - Set a print area
  - Save workbooks in alternative file formats
  - Configure print settings
  - Inspect workbooks for issues

Module 2: Manage data cells and ranges

- Manipulate data in worksheets
  - Paste data by using special paste options
  - Fill cells by using Auto Fill
  - Insert and delete multiple columns or rows
  - Insert and delete cells
- Format cells and ranges
  - Merge and unmerge cells
  - Modify cell alignment, orientation, and indentation
  - Format cells by using Format Painter
  - Wrap text within cells
  - Apply number formats
  - Apply cell formats from the Format Cells dialog box
  - Apply cell styles
  - Clear cell formatting
- Define and reference named ranges
  - Define a named range
  - Name a table
- Summarize data visually
  - Insert Sparklines
  - Apply built-in conditional formatting
  - Remove conditional formatting

Module 3: Manage tables and table data

- Create and format tables
  - Create Excel tables from cell ranges
  - Apply table styles
  - Convert tables to cell ranges
- Modify table
  - Add or remove table rows and columns
  - Configure table style options
  - Insert and configure total rows
- Filter and sort table data
  - Filter records
  - Sort data by multiple columns

Module 4: Perform operations by using formulas and functions

- Insert references
  - Insert relative, absolute, and mixed references
  - Reference named ranges and named tables in formulas
- Calculate and transform datas
  - Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions

- Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions
        - Perform conditional operations by using the IF() function
    - Format and modify text
        - Format text by using RIGHT(), LEFT(), and MID() functions
        - Format text by using UPPER(), LOWER(), and LEN() functions
        - Format text by using the CONCAT() and TEXTJOIN() functions

Module 5: Manage charts

- Create charts
    - Create charts
    - Create chart sheets
- Modify charts
    - Add data series to charts
    - Switch between rows and columns in source data
    - Add and modify chart elements
- Format charts
    - Apply chart layouts
    - Apply chart styles
    - Add alternative text to charts for accessibility

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-200 exam: Microsoft Excel 2019 / 365
- Exam voucher included in the course price

Participant profiles

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

Prerequisites

- No prerequisites

Objectives

- Manage worksheets and workbooks
- Manage data cells and ranges
- Manage tables and table data
- Perform operations by using formulas and functions
- Manage charts

Niveau
Fondamental
Classroom Registration Price (CHF)
1450
Virtual Classroom Registration Price (CHF)

1350
Duration (in Days)
2
Reference
MOS-EA