

Course description

MO-210 is a certification exam offered by Microsoft. This certification assesses an individual's knowledge and skills of Excel (Microsoft 365 apps) for data management, data analysis, and visualization. The course will help in the ability of candidates to perform tasks such as managing worksheets and workbooks, managing data cells and ranges, working with tables, performing operations by using formulas and functions, and creating charts.

• Course level: Associate/Intermediate
• Duration: 2 days

Activities

This course includes instructor-led presentations, demonstrations, guided practice, hands-on exercises, and exam-aligned activities using Microsoft Excel for Microsoft 365.

Course objectives

After completing this course, learners will be able to:

- Import external data and navigate workbooks efficiently.
- Format worksheets and workbooks, and customize Excel options, views, and workbook properties.
- Configure, inspect, and prepare workbooks for printing, sharing, and collaboration.
- Manipulate, organize, and format data in cells and ranges.
- Define and use named ranges.
- Create, format, and modify Excel tables, and filter and sort table data.
- Build formulas using cell references, named ranges, and tables.
- Perform calculations, conditional operations, and text transformations using core Excel functions.
- Create, modify, and format charts for clear and accessible data presentation.

Intended audience

- Experienced Excel users who want to validate associate-level skills through the MO-210 certification exam.
- Business analysts, reporting professionals, finance users, operations professionals, and other Excel spreadsheet users who create and manage workbooks, data and charts.

Prerequisites

- An ideal candidate must have fundamental understanding of the Excel (Microsoft 365 Apps) environment.
- However, this course is suitable for anyone who wants to learn Excel.

Course outline

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 tables

- 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() functio

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

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