Excel Associate (Microsoft 365 Apps)

Exam MO-210

# Note: This list corresponds to the videos in our series.

# 2.0 Manage Worksheets and Workbooks

2.1 Import txt/csv data into a new workbook

This objective may include but is not limited to: importing data from a text or csv file into a new workbook.

2.2 Import data from online sources

This objective may include but is not limited to: importing data from JSON, XML, PDF, and Web formats.

## 2.3 Search for data within a workbook

This objective may include but is not limited to: finding and locating data in a workbook.

## 2.4 Navigate to named ranges and use hyperlinks

This objective may include but is not limited to: navigating to a named cell, range or workbook elements, inserting and removing hyperlinks, and sing GoTo.

## 2.5 Insert and remove hyperlinks

This objective may include but is not limited to: inserting and removing hyperlinks within worksheets and workbooks.

## 2.6 Format worksheets and workbooks

This objective may include but is not limited to: modifying page setup by adjusting margins, page size, and orientation.

2.7 Customize headers and footers

This objective may include but is not limited to: inserting and customizing built-in headers and footers.

2.8 Manage the Quick Access Toolbar

This objective may include but is not limited to: adding and removing buttons on the Quick Access Toolbar, hiding, displaying, and moving the Quick Access Toolbar.

2.9 Display and modify worksheets in different views

This objective may include but is not limited to: displaying and modifying workbook content in different views, modifying page breaks, opening a second window; splitting windows, arranging windows, freezing worksheet rows and columns, and displaying formulas.

2.10 Modify built-in workbook properties

This objective may include but is not limited to: viewing and modifying built-in workbook properties on the Info page, separating multiple property entries, i.e., tags.

2.11 Inspect and export workbooks

This objective may include but is not limited to: saving workbooks in alternative file formats, and inspecting workbooks for issues.

2.12 Configure print settings

This objective may include but is not limited to: setting a print area and configuring print settings.

2.13 Manage comments and notes

This objective may include but is not limited to: inserting, editing, reviewing, replying, resolving and deleting comments and notes, converting notes to comments, and working with freestanding and directed comments.

# 3.0 Manage Data Cells and Ranges

## 3.1 Paste data by using special paste options

This objective may include but is not limited to: pasting data by using special paste options such as pasting just values and formatting, copying a value and adding it to the value in another cell, and transposing data when pasting.

## 3.2 Fill cells by using AutoFill

This objective may include but is not limited to: using AutoFill to copy formulas, dates, text and months from an adjacent cell to another cell.

## 3.3 Insert and delete columns, rows and cells

This objective may include but is not limited to: inserting and deleting multiple columns or rows, inserting and deleting cells.

3.4 Format cells and ranges

This objective may include but is not limited to: merging and unmerging cells, modifying cell alignment, orientation, and indentation, and wrapping text within cells.

3.5 Generate random and sequential data

This objective may include but is not limited to: utilizing RANDBETWEEN() and SEQUENCE() to generate numeric data or generate a random integer.

3.6 Apply styles to cells and ranges

This objective may include but is not limited to: formatting cells using the Format Painter, applying number formats, applying cell formats from the Format Cells dialogue box, applying cells styles, and clearing cell formatting.

3.7 Define and reference named ranges

This objective may include but is not limited to: defining a named range, naming a table, and using a named range in a formula.

3.8 Insert Sparklines

This objective may include but is not limited to: creating Sparklines, formatting Sparklines, and removing Sparklines for a worksheet.

3.9 Summarize data visually with built-in conditional formatting

This objective may include but is not limited to: using conditional formatting rules to highlight cells, applying data bars, color scales and icons sets using conditional formatting rules.

# 4.0 Manage Tables and Table Data

## 4.1 Create and format tables

This objective may include but is not limited to: creating tables from cell ranges, applying table styles, and converting tables to a normal range of cells.

## 4.2 Modify tables

This objective may include but is not limited to: adding and removing table rows and columns, configuring table style options, applying the None style, and inserting and configuring total rows.

## 4.3 Filter and sort table data

This objective may include but is not limited to: filtering records, sorting data by multiple columns.

# 5.0 Perform Operations by using Formulas and Functions

## 5.1 Insert relative, absolute and mixed references

This objective may include but is not limited to: using relative, absolute and mixed references in formulas.

## 5.2 Reference named ranges and named tables in formulas

This objective may include but is not limited to: referencing named ranges and named tables in formulas within worksheets and workbooks.

## 5.3 Perform calculations using AVERAGE(), MAX(), MIN() and SUM() functions

This objective may include but is not limited to: performing calculations using the AVERAGE(), MAX(), MIN() and SUM() functions.

## 5.4 Count cells using the COUNT(), COUNTA(), and COUNTBLANK() functions

This objective may include but is not limited to: performing calculations using the COUNT(), COUNTA(), and COUNTBLANK() functions.

## 5.5 Perform conditional operations using the IF() function

This objective may include but is not limited to: performing calculations using the IF() function.

## 5.5 Sort data or return unique values using the SORT() and UNIQUE() functions

This objective may include but is not limited to: performing calculations using the SORT() and UNIQUE() functions.

## 5.7 Format text using the RIGHT(), LEFT(), and MID() functions

This objective may include but is not limited to: performing calculations using the RIGHT(), LEFT(), and MID() functions.

## 5.8 Format text using the UPPER(), LOWER() and LEN() functions

This objective may include but is not limited to: formatting cell data by performing calculations using the UPPER(), LOWER() and LEN() functions.

## 5.9 Format text using the CONCAT() and TEXTJOIN() functions

This objective may include but is not limited to: performing calculations to join data in cells using the CONCAT() and TEXTJOIN() functions.

# 6.0 Manage Charts

## 6.1 Create and modify charts

This objective may include but is not limited to: creating charts form a data range, adding and removing data series, switching between rows and columns in source data, and creating chart sheets.

## 6.2 Add and modify chart elements

This objective may include but is not limited to: adding and modifying Axis titles, Chart titles, Legends, and trendlines to charts.

## 6.3 Format charts

This objective may include but is not limited to: formatting charts by applying chart layouts, applying chart styles, and adding alternative text to charts for accessibility.