

# ExamLabs

**Microsoft Excel Expert  
Study Guide  
Exam MO-201**

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### Exam MO-201 Excel 2019 Expert

Prerequisites

#### 1 Manage workbook options and settings

Objective 1.1: Manage workbooks

- Copy macros between workbooks

- Enable macros in a workbook

- Reference data in another workbook

- Manage workbook versions

Objective 1.2: Prepare workbooks for collaboration

- Restrict editing

- Protect worksheets and cell ranges

- Protect workbook structure

- Configure formula calculation options

- Manage comments

Objective 1.3: Use and configure language options

- Configure authoring and display languages

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#### 2 Manage and format data

Objective 2.1: Fill cells based on existing data

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Objective 2.2: Format and validate data

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Calculate data by using the PMT function

Objective 3.5: Troubleshoot formulas

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Objective 4.1: Create and modify advanced charts

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## Exam MO-201

# Excel 2019 Expert

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This book covers the skills you need to have for certification as a Microsoft Office Specialist Expert in Excel 2019. Specifically, you need to be able to complete tasks that demonstrate the following skill sets:

- 1 Manage workbook options and settings
- 2 Manage and format data
- 3 Create advanced formulas and macros
- 4 Create advanced charts and tables

With these skills, you can manage, format, populate, and enhance the types of workbooks most commonly used in a business environment.

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## Prerequisites

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We assume that you have been working with Excel 2019 for at least six months and that you know how to carry out fundamental tasks that are not specifically mentioned in the objectives for this Microsoft Office Specialist exam. This level of proficiency includes familiarity with features and tasks such as the following:

- Creating workbooks
- Adding worksheets to existing workbooks
- Copying and moving worksheets
- Inserting and deleting cells, columns, and rows
- Customizing the Quick Access Toolbar and the ribbon

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- Freezing panes and splitting the window
- Setting a print area and adding headers and footers
- Changing fonts and cell styles
- Wrapping text within cells
- Creating and editing tables
- Using relative, mixed, and absolute cell references
- Using functions
- Creating and editing charts, and adding data series
- Inserting text boxes, SmartArt, and other images
- Applying styles and effects to objects
- Positioning objects

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## Exam Strategy

For information about the prerequisite tasks, see *MOS Study Guide for Microsoft Excel Exam MO-200* by Joan Lambert (Microsoft Press, 2020).

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