

Course syllabus

CATEGORY

Vypnuté kurzy

TRAINING FORMAT

In Bratislava or online
with a lecturer

PRICE EXCL. VAT

180,00 €

PRICE INCL. VAT

221,40 €

including 23 % VAT

Excel Expert MOS Preparation Course for MO-201 Certification

Clear overview of course topics, training scope and key information.

The course is intended for applicants for Microsoft Office Specialist: Microsoft Excel Expert certification (Excel 365 and Excel 2019). The course serves to learn the knowledge needed to complete the Excel certification - Exam MO-201. We do not recommend taking it without knowledge of Excel. This course is intended mainly to complete knowledge of Excel. Practical advice is also provided to certification applicants. The course is conducted in Slovak, but in the English version of Excel, because the certification itself also takes place in the English version of the program. The course takes place in Office 365 and Office 2019 package programs. Certification is not included in the price of this course and is purchased separately. If you are interested in finding out more about how certification works, [click here!](#)

COURSE CONTENT

01

Organizing Workbook Options and Settings

Organizing a workbook Preparing workbooks for collaboration Changing language settings

02

Organizing and Formatting Data

Filling cells based on existing data Formatting and validating data Applying advanced conditional formatting and filters

03

Creating Advanced Functions

Performing logical operations in formulas Lookup functions Advanced date and time functions Performing data analysis Finding problems in formulas Creating and changing simple macros

Organizing Advanced Charts and Tables

Creating and changing advanced charts Creating and changing pivot tables
Creating and changing pivot charts

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

<https://www.macrosoft.sk/en/courses/excel-expert-mos>