

Course syllabus

CATEGORY

Vypnuté kurzy

TRAINING FORMAT

In Bratislava or online
with a lecturer

PRICE EXCL. VAT

190,00 €

PRICE INCL. VAT

233,70 €

including 23 % VAT

Excel MOS Preparation Course for MO-200 Certification

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

The course is intended for applicants for Microsoft Office Specialist: Excel Associate certification (Excel 365 and Excel 2019). The course serves to learn the knowledge needed to complete the Excel certification - Exam MO-200. 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

Managing Workbooks and Sheets

Importing data into workbooks Navigating in a workbook Formatting workbooks and sheets Changing settings and views Setting content for collaboration

02

Organizing Data in Cells and Ranges

Changing data in sheets Formatting cells and ranges Defining range names and references to names Visual data summarization

03

Organizing Tables and Data in Tables

Creating and formatting tables Changing tables Filtering and sorting in tables

04

Operations Using Formulas and Functions

Inserting references Calculations and converting data Formatting and changing text

05

Organizing Charts

Creating charts Modifying charts Formatting 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-mos>