

# ExamLabs

## **Microsoft Excel Study Guide Exam MO-200**

## Contents

### 1 Manage worksheets and workbooks

Objective 1.1: Import data into workbooks

Import data from delimited text files

Objective 1.2: Navigate within workbooks

Search for data within a workbook

Navigate to named cells, ranges, or workbook elements

Insert and remove hyperlinks

Objective 1.3: Format worksheets and workbooks

Modify page setup

Adjust row height and column width

Customize headers and footers

Objective 1.4: Customize options and views

Customize the Quick Access Toolbar

Modify the display of content

Display multiple parts of a worksheet

Display formulas

Modify basic workbook properties

Objective 1.5: Configure content for collaboration

Inspect workbooks for issues

Print workbook content

Save workbooks in alternative file formats

### 2 Manage data cells and ranges

Objective 2.1: Manipulate data in worksheets

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- Create data
- Reuse data
- Modify worksheet structure

## Objective 2.2: Format cells and ranges

- Merge and unmerge cells
- Modify cell alignment, orientation, and indentation
- Wrap text within cells
- Apply cell formats and styles
- Apply number formats
- Reapply existing formatting

## Objective 2.3: Define and reference named ranges

## Objective 2.4: Summarize data visually

- Format cells based on their content
- Insert sparklines

## **3 Manage tables and table data**

### Objective 3.1: Create and format tables

- Create an Excel table from a cell range
- Apply styles to tables
- Convert a table to a cell range

### Objective 3.2: Modify tables

- Add or remove table rows and columns
- Configure table style options

### Objective 3.3: Filter and sort table data

- Filter tables
- Sort tables

## **4 Perform operations by using formulas and functions**

### Objective 4.1: Insert references in formulas

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Insert relative, absolute, and mixed references

Reference named cell ranges and tables in formulas

Objective 4.2: Calculate and transform data by using functions

Perform calculations by using the SUM(), AVERAGE(), MAX(), and MIN() functions

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

Perform conditional operations by using the IF() function

Objective 4.3: Format and modify text by using functions

Select text by using the LEFT(), MID(), and RIGHT() functions

Format text by using the UPPER(), LOWER(), and PROPER() functions

Count characters by using the LEN() and LENB() functions

Combine text by using the CONCAT() and TEXTJOIN() functions

## 5 Manage charts

Objective 5.1: Create charts

Objective 5.2: Modify charts

Modify chart content

Modify chart elements

Objective 5.3: Format charts

Apply layouts and styles

Provide alternative text for accessibility