

# TestOut<sup>®</sup>

TestOut Pro Certified: Microsoft Excel<sup>®</sup> – English 1.0.x

## Objective Mappings:

TestOut Pro Certified: Microsoft Excel<sup>®</sup> Advanced  
MOS Excel Associate 2019 (MO-200)  
MOS Excel Pro 2019 (MO-201)

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## Objective Mapping: TestOut Pro Certified: Microsoft Excel® Advanced Objective to LabSim Section

The TestOut Pro Certified: Microsoft Excel® course and certification exam cover the following TestOut Pro Certified: Microsoft Excel® Advanced objectives:

#	Domain	Module.Section
<b>1.0</b>	<b>Workbooks and Worksheets</b>	
1.1	Manage workbooks <ul style="list-style-type: none"> <li>1.1.1 Protect a workbook</li> <li>1.1.2 Set Calculation Options</li> <li>1.1.3 Add authoring languages and proofing</li> <li>1.1.4 Set AutoSave and AutoRecover</li> </ul>	7.1, 7.2
1.2	Manage worksheets <ul style="list-style-type: none"> <li>1.2.1 Protect a worksheet</li> <li>1.2.2 Lock or unlock ranges of a protected worksheet</li> <li>1.2.3 Set Edit Ranges</li> <li>1.2.4 Reference data in multiple worksheets</li> </ul>	7.2
<b>2.0</b>	<b>Formatting and Data</b>	
2.1	Use advanced formatting <ul style="list-style-type: none"> <li>2.1.1 Manage conditional formatting rules</li> <li>2.1.2 Configure conditional formatting</li> <li>2.1.3 Use Flash Fill</li> <li>2.1.4 Use Fill Series</li> <li>2.1.5 Configure custom date formats</li> <li>2.1.6 Configure custom number and currency formats</li> </ul>	8.1, 8.3

2.2	<p>Manage data</p> <ul style="list-style-type: none"> <li>2.2.1 Use data validation</li> <li>2.2.2 Remove duplicates</li> <li>2.2.3 Sort data</li> <li>2.2.4 Analyze and consolidate data</li> <li>2.2.5 Configure subtotals</li> </ul>	<p>8.2 9.4</p>
<b>3.0</b>	<b>Functions, Formulas, and Macros</b>	
3.1	<p>Use advanced functions</p> <ul style="list-style-type: none"> <li>3.1.1 Use time functions: TODAY(), NOW(), WORKDAY(), WEEKDAY()</li> <li>3.1.2 Use lookup functions: VLOOKUP(), HLOOKUP()</li> <li>3.1.3 Use logical functions: IFS(), AND(), NOT(), OR()</li> <li>3.1.4 Use financial functions: PMT(), NPER()</li> <li>3.1.5 Use math functions: SUMIFS(), AVERAGEIFS()</li> </ul>	<p>9.1, 9.2, 9.3</p>
3.2	<p>Define advanced formulas</p> <ul style="list-style-type: none"> <li>3.2.1 Use nested functions</li> <li>3.2.2 Perform What-If Analysis using Goal Seek and Scenario Manager</li> <li>3.2.3 Troubleshoot formulas</li> </ul>	<p>9.4</p>
3.3	<p>Use macros</p> <ul style="list-style-type: none"> <li>3.3.1 Create and run macros</li> <li>3.3.2 Set macro security settings</li> </ul>	<p>9.6</p>
<b>4.0</b>	<b>Charts and Tables</b>	
4.1	<p>Manage Charts</p> <ul style="list-style-type: none"> <li>4.1.1 Create and modify advanced charts</li> <li>4.1.2 Create and modify PivotCharts</li> </ul>	<p>10.1, 10.2, 10.3</p>

4.2	Manage Tables  4.2.1 Create and modify PivotTables 4.2.2 Uses slicers to filter data	10.2
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# Objective Mapping: LabSim Section to TestOut Pro Certified: Microsoft Excel® Advanced Objective

The TestOut Pro Certified: Microsoft Excel® course covers the following TestOut Pro Certified: Microsoft Excel® Advanced exam objectives:

Section	Title	Objectives
<b>1.0</b>	<b>Course Overview</b>	
1.1	Excel and the Microsoft Office Suite	
1.2	Course Features	
<b>2.0</b>	<b>Common Office Features</b>	
2.1	Getting Started with Office	
2.2	Customizing Views and Options	
2.3	Printing Files	
2.4	Navigating Files	
2.5	Working with Objects	
2.6	Using Office Collaboration Features	
<b>3.0</b>	<b>Excel Basics</b>	
3.1	Creating and Managing Workbooks	
3.2	Organizing and Entering Data	
3.3	Changing Properties and Printing Worksheets	

3.4	Formatting Cells	
<b>4.0</b>	<b>Formulas and Functions</b>	
4.1	Entering Simple Formulas	
4.2	Using Advanced Functions	
<b>5.0</b>	<b>Simple Data Analysis</b>	
5.1	Displaying Data in Charts	
5.2	Organizing Data in Tables	
<b>6.0</b>	<b>MO-200 (Excel Associate) Practice Exams</b>	
6.1	Excel Live Projects	
6.2	Preparing for MOS Associate Certification	
6.3	Domain Practice Labs: Excel Associate 2019 (MO-200)	
6.4	Practice Exams: Excel Associate 2019 (MO-200)	
<b>7.0</b>	<b>Advanced Workbook Options and Settings</b>	
7.1	Managing Workbooks	1.1 Manage workbooks  1.1.3 Add authoring languages and proofing 1.1.4 Set AutoSave and AutoRecover

7.2	Preparing Workbooks for Collaboration	1.1 Manage workbooks 1.1.1 Protect a workbook 1.2 Manage worksheets 1.2.1 Protect a worksheet 1.2.3 Set Edit Ranges
<b>8.0</b>	<b>Advanced Data Formatting</b>	
8.1	Filling Cells Based on Existing Data	2.1 Use advanced formatting 2.1.3 Use Flash Fill 2.1.4 Use Fill Series
8.2	Formatting and Validating Data	2.2 Manage data 2.2.1 Use data validation
8.3	Advanced Conditional Formatting and Filtering	2.1 Use advanced formatting 2.1.1 Manage conditional formatting rules 2.1.2 Configure conditional formatting
<b>9.0</b>	<b>Advanced Formulas and Macros</b>	
9.1	Performing Logical Operations in Formulas	3.1 Use advanced functions 3.1.3 Use logical functions: IFS(), AND(), NOT(), OR() 3.1.5 Use math functions: SUMIFS(), AVERAGEIFS()



9.2	Looking Up Data by Using Functions	<p>3.1 Use advanced functions</p> <p>3.1.2 Use lookup functions: VLOOKUP(), HLOOKUP()</p>
9.3	Using Advanced Date and Time Functions	<p>3.1 Use advanced functions</p> <p>3.1.1 Use time functions: TODAY(), NOW(), WORKDAY(), WEEKDAY()</p>
9.4	Performing Data Analysis	<p>2.2 Manage data</p> <p>2.2.4 Analyze and consolidate data</p> <p>3.2 Define advanced formulas</p> <p>3.2.2 Perform What-If Analysis using Goal Seek and Scenario Manager</p>
9.5	Troubleshooting Formulas	
9.6	Creating and Modifying Simple Macros	<p>3.3 Use macros</p> <p>3.3.1 Create and run macros</p> <p>3.3.2 Set macro security settings</p>
<b>10.0</b>	<b>Advanced Charts and Tables</b>	
10.1	Creating and Modifying Advanced Charts	<p>4.1 Manage Charts</p> <p>4.1.1 Create and modify advanced charts</p>

10.2	Creating and Modifying PivotTables	<p>4.1 Manage Charts</p> <p>4.1.2 Create and modify PivotCharts</p> <p>4.2 Manage Tables</p> <p>4.2.1 Create and modify PivotTables</p>
10.3	Creating and Modifying PivotCharts	<p>4.1 Manage Charts</p> <p>4.1.2 Create and modify PivotCharts</p>
<b>11.0</b>	<b>MO-201 (Excel Expert) Practice Exams</b>	
11.1	Preparing for MOS Expert Certification	
11.2	Domain Practice Labs: Excel Expert 2019 (MO-201)	
11.3	Practice Exams: Excel Expert 2019 (MO-201)	
<b>12.0</b>	<b>TestOut Pro Certified: Microsoft Excel® Advanced Practice Exams</b>	
12.1	Prepare for TestOut Pro Certified: Microsoft Excel® Advanced Certification	
12.2	TestOut Pro Certified: Microsoft Excel® Advanced Exam Domain Review	
12.3	TestOut Pro Certified: Microsoft Excel® Advanced Practice Exams	

## Objective Mapping: MOS Excel Associate 2019 Objective to LabSim Section

The TestOut Pro Certified: Microsoft Excel® course and certification exam cover the following MO 200: Microsoft Excel (Excel and Excel 2019) objectives:

#	Domain	Module.Section
	<b>Manage Worksheets and Workbooks</b>	
1.1	Import data into workbooks  1.1.1 Import data from .txt files 1.1.2 Import data from .csv files	3.1 6.3
1.2	Navigate within workbooks  1.2.1 Search for data within a workbook 1.2.2 Navigate to named cells, ranges, or workbook elements 1.2.3 Insert and remove hyperlinks	2.4 3.2 6.3
1.3	Format worksheets and workbooks  1.3.1 Modify page setup 1.3.2 Adjust row height and column width 1.3.3 Customize headers and footers	3.3, 3.4 6.3

1.4	<p>Customize options and views</p> <ul style="list-style-type: none"> <li>1.4.1 Customize the Quick Access toolbar</li> <li>1.4.2 Display and modify workbook content in different views <ul style="list-style-type: none"> <li>○ Display content in Normal view</li> <li>○ Display content in Page Layout view</li> </ul> </li> <li>1.4.3 Freeze worksheet rows and columns <ul style="list-style-type: none"> <li>○ Freeze a single row or column</li> <li>○ Freeze multiple rows and columns</li> </ul> </li> <li>1.4.4 Change window views</li> <li>1.4.5 Modify basic workbook properties</li> <li>1.4.6 Display formulas</li> </ul>	<p>2.1, 2.2 3.2, 3.3</p> <p>4.2</p> <p>6.3</p>
1.5	<p>Configure content for collaboration</p> <ul style="list-style-type: none"> <li>1.5.1 Set a print area</li> <li>1.5.2 Save workbooks in alternative file formats</li> <li>1.5.3 Configure print settings</li> <li>1.5.4 Inspect workbooks for issues</li> </ul>	<p>2.1, 2.3, 2.6 3.1, 3.3</p> <p>6.3</p>
<b>Manage Data Cells and Ranges</b>		
2.1	<p>Manipulate data in worksheets</p> <ul style="list-style-type: none"> <li>2.1.1 Paste data by using special paste options <ul style="list-style-type: none"> <li>○ Paste values</li> <li>○ Paste formulas</li> <li>○ Paste transposed</li> </ul> </li> <li>2.1.2 Fill cells by using Auto Fill</li> <li>2.1.3 Insert and delete multiple columns or rows</li> <li>2.1.4 Insert and delete cells</li> </ul>	<p>3.2 4.1, 4.2</p> <p>6.3</p>

2.2	<p>Format cells and ranges</p> <ul style="list-style-type: none"> <li>2.2.1 Merge and unmerge cells</li> <li>2.2.2 Modify cell alignment, orientation, and indentation</li> <li>2.2.3 Format cells by using Format Painter</li> <li>2.2.4 Wrap text within cells</li> <li>2.2.5 Apply number formats</li> <li>2.2.6 Apply cell formats from the Format Cells dialog box <ul style="list-style-type: none"> <li>○ Apply custom borders</li> <li>○ Change text alignment and direction</li> <li>○ Apply special number formatting</li> </ul> </li> <li>2.2.7 Apply cell styles</li> <li>2.2.8 Clear cell formatting</li> </ul>	<p>3.4 6.3</p>
2.3	<p>Define and reference named ranges</p> <ul style="list-style-type: none"> <li>2.3.1 Define a named range</li> <li>2.3.2 Name a table</li> </ul>	<p>4.2 5.2 6.3</p>
2.4	<p>Summarize data visually</p> <ul style="list-style-type: none"> <li>2.4.1 Insert Sparklines</li> <li>2.4.2 Apply built-in conditional formatting</li> <li>2.4.3 Remove conditional formatting</li> </ul>	<p>5.2 6.3</p>
<b>Manage Tables and Table Data</b>		
3.1	<p>Create and format tables</p> <ul style="list-style-type: none"> <li>3.1.1 Create Excel tables from cell ranges</li> <li>3.1.2 Apply table styles</li> <li>3.1.3 Convert tables to cell ranges</li> </ul>	<p>5.2 6.3</p>

3.2	<p>Modify tables</p> <p>3.2.1 Add or remove table rows and columns  3.2.2 Configure table style options  3.2.3 Insert and configure total rows</p>	<p>5.2  6.3</p>
3.3	<p>Filter and sort table data</p> <p>3.3.1 Filter records  3.3.2 Sort data by multiple columns</p>	<p>5.2  6.3</p>
<p><b>Perform Operations by using Formulas and Functions</b></p>		
4.1	<p>Insert references</p> <p>4.1.1 Insert relative, absolute, and mixed references  4.1.2 Reference named ranges and named tables in formulas</p>	<p>4.1, 4.2  5.2  6.3</p>
4.2	<p>Calculate and transform data</p> <p>4.2.1 Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions  4.2.2 Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions  4.2.3 Perform conditional operations by using the IF() function</p>	<p>4.1, 4.2  6.3</p>
4.3	<p>Format and modify text</p> <p>4.3.1 Format text by using RIGHT(), LEFT(), and MID() functions  4.3.2 Format text by using UPPER(), LOWER(), and LEN() functions  4.3.3 Format text by using the CONCAT() and TEXTJOIN() functions</p>	<p>4.1  6.3</p>
<p><b>Manage Charts</b></p>		

5.1	<p>Create charts</p> <p>5.1.1 Create charts 5.1.2 Create chart sheets</p>	<p>5.1 6.3</p>
5.2	<p>Modify charts</p> <p>5.2.1 Add data series to charts 5.2.2 Switch between rows and columns in source data 5.2.3 Add and modify chart elements <ul style="list-style-type: none"> <li>○ Customize data labels</li> <li>○ Add and remove axis titles</li> <li>○ Add a chart legend</li> </ul> </p>	<p>5.1 6.3</p>
5.3	<p>Format charts</p> <p>5.3.1 Apply chart layouts 5.3.2 Apply chart styles 5.3.3 Add alternative text to charts for accessibility</p>	<p>2.6 5.1 6.3</p>

## Objective Mapping: MOS Excel Advanced 2019 Objective to LabSim Section

The TestOut Pro Certified: Microsoft Excel® course and certification exam cover the following MO-201: Microsoft Excel Expert (Excel and Excel 2019) objectives:

#	Domain	Module.Section
	<b>Manage Workbook Options and Settings</b>	
1.1	Manage workbooks <ul style="list-style-type: none"> <li>1.1.1 Copy macros between workbooks</li> <li>1.1.2 Reference data in other workbooks</li> <li>1.1.3 Enable macros in a workbook</li> <li>1.1.4 Manage workbook versions               <ul style="list-style-type: none"> <li>○ Modify AutoSave settings</li> <li>○ Modify AutoRecover settings</li> </ul> </li> </ul>	7.1 9.6 11.2
1.2	Prepare workbooks for collaboration <ul style="list-style-type: none"> <li>1.2.1 Restrict editing</li> <li>1.2.2 Protect worksheets and cell ranges</li> <li>1.2.3 Protect workbook structure</li> <li>1.2.4 Configure formula calculation options</li> <li>1.2.5 Manage comments</li> </ul>	7.2 11.2
1.3	Use and configure language options <ul style="list-style-type: none"> <li>1.3.1 Configure editing and display languages</li> <li>1.3.2 Use language-specific features</li> </ul>	7.1 11.2
	<b>Manage and Format Data</b>	



2.1	<p>Fill cells based on existing data</p> <ul style="list-style-type: none"> <li>2.1.1 Fill cells by using Flash Fill</li> <li>2.1.2 Fill cells by using advanced Fill Series options</li> </ul>	<p>8.1 11.2</p>
2.2	<p>Format and validate data</p> <ul style="list-style-type: none"> <li>2.2.1 Create custom number formats</li> <li>2.2.2 Configure data validation</li> <li>2.2.3 Group and ungroup data</li> <li>2.2.4 Calculate data by inserting subtotals and totals</li> <li>2.2.5 Remove duplicate records</li> </ul>	<p>8.2 11.2</p>
2.3	<p>Apply advanced conditional formatting and filtering</p> <ul style="list-style-type: none"> <li>2.3.1 Create custom conditional formatting rules</li> <li>2.3.2 Create conditional formatting rules that use formulas</li> <li>2.3.3 Manage conditional formatting rules <ul style="list-style-type: none"> <li>○ Edit existing rules</li> <li>○ Change the order of rules</li> </ul> </li> </ul>	<p>8.3 11.2</p>
<b>Create Advanced Formulas and Macros</b>		
3.1	<p>Perform logical operations in formulas</p> <ul style="list-style-type: none"> <li>3.1.1 Perform logical operations by using nested functions including the IF(), IFS(), SWITCH(), SUMIF(), AVERAGEIF(), COUNTIF(), SUMIFS(), AVERAGEIFS(), COUNTIFS(), MAXIFS(), MINIFS(), AND(), OR(), and NOT() functions</li> </ul>	<p>8.3 9.1 11.2</p>
3.2	<p>Look up data by using functions</p> <ul style="list-style-type: none"> <li>3.2.1 Look up data by using the VLOOKUP(), HLOOKUP(), MATCH(), and INDEX() functions</li> </ul>	<p>9.2 11.2</p>

3.3	<p>Use advanced date and time functions</p> <p>3.3.1 Reference date and time by using the NOW() and TODAY() functions 3.3.2 Calculate dates by using the WEEKDAY() and WORKDAY() functions</p>	9.3 11.2
3.4	<p>Perform data analysis</p> <p>3.4.1 Summarize data from multiple ranges by using the Consolidate feature 3.4.2 Perform what-if analysis by using Goal Seek and Scenario Manager 3.4.3 Forecast data by using the AND(), IF(), and NPER() functions 3.4.4 Calculate financial data by using the PMT() function</p>	9.4 11.2
3.5	<p>Troubleshoot formulas</p> <p>3.5.1 Trace precedence and dependence 3.5.2 Monitor cells and formulas by using the Watch Window 3.5.3 Validate formulas by using error checking rules 3.5.4 Evaluate formulas</p>	9.5 11.2
3.6	<p>Create and modify simple macros</p> <p>3.6.1 Record simple macros 3.6.2 Name simple macros 3.6.3 Edit simple macros</p>	9.6 11.2
<b>Manage Advanced Charts and Tables</b>		
4.1	<p>Create and modify advanced charts</p> <p>4.1.1 Create and modify dual axis charts 4.1.2 Create and modify charts including Box &amp; Whisker, Combo, Funnel, Histogram, Map, Sunburst, and Waterfall charts</p> <ul style="list-style-type: none"> <li>○ Modify bin intervals for Histograms</li> <li>○ Add and remove data from existing charts</li> <li>○ Set number formats on chart axes</li> </ul>	10.1 11.2

4.2	<p>Create and modify PivotTables</p> <ul style="list-style-type: none"> <li>4.2.1 Create PivotTables</li> <li>4.2.2 Modify field selections and options</li> <li>4.2.3 Create slicers</li> <li>4.2.4 Group PivotTable data</li> <li>4.2.5 Add calculated fields</li> <li>4.2.6 Format data</li> </ul>	<p>10.2 11.2</p>
4.3	<p>Create and modify PivotCharts</p> <ul style="list-style-type: none"> <li>4.3.1 Create PivotCharts</li> <li>4.3.2 Manipulate options in existing PivotCharts</li> <li>4.3.3 Apply styles to PivotCharts</li> <li>4.3.4 Drill down into PivotChart details</li> </ul>	<p>10.3 11.2</p>