

# TestOut<sup>®</sup>

TestOut Pro Certified: Microsoft Excel<sup>®</sup> – English 2.0

## Objective Mappings:

MOS Excel Associate 2019 (MO-200)

MOS Excel Expert 2019 (MO-201)

MOS Excel Associate 365 Apps (MO-210)

MOS Excel Expert 365 Apps (MO-211)

TestOut Pro Certified: Microsoft Excel<sup>®</sup> Advanced

# Contents

This document contains ten objective mappings. Click on a mapping to view its contents.

<b>Objective Mapping:</b> MOS Excel Associate 2019 (MO-200) Objectives to LabSim Section.....	3
<b>Objective Mapping:</b> LabSim Section to MOS Excel Advanced 2019 (MO-200) Objectives.....	7
<b>Objective Mapping:</b> MOS Excel Associate 2019 (MO-201) Objectives to LabSim Section.....	20
<b>Objective Mapping:</b> LabSim Section to MOS Excel Advanced 2019 (MO-201) Objectives.....	24
<b>Objective Mapping:</b> MOS Excel Associate 365 Apps (MO-210) Objectives to LabSim Section.....	32
<b>Objective Mapping:</b> LabSim Section to MOS Excel Advanced 365 Apps (MO-210) Objectives.....	37
<b>Objective Mapping:</b> MOS Excel Associate 365 Apps (MO-211) Objectives to LabSim Section.....	47
<b>Objective Mapping:</b> LabSim Section to MOS Excel Advanced 365 Apps (MO-211) Objectives.....	51
<b>Objective Mapping:</b> TestOut Pro Certified: Microsoft Excel® Advanced Objective to LabSim Section.....	59
<b>Objective Mapping:</b> LabSim Section to TestOut Pro Certified: Microsoft Excel® Advanced Objective.....	62

# Objective Mapping: MOS Excel Associate 2019 (MO-200) Objectives to LabSim Section

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

#	Domain	Module.Section
	<b>Manage Worksheets and Workbooks</b>	
1.1	Import data into workbooks <ul style="list-style-type: none"> <li>• 1.1.1 Import data from .txt files</li> <li>• 1.1.2 Import data from .csv files</li> </ul>	3.1 7.4
1.2	Navigate within workbooks <ul style="list-style-type: none"> <li>• 1.2.1 Search for data within a workbook</li> <li>• 1.2.2 Navigate to named cells, ranges, or workbook elements</li> <li>• 1.2.3 Insert and remove hyperlinks</li> </ul>	2.4 3.2 7.4
1.3	Format worksheets and workbooks <ul style="list-style-type: none"> <li>• 1.3.1 Modify page setup</li> <li>• 1.3.2 Adjust row height and column width</li> <li>• 1.3.3 Customize headers and footers</li> </ul>	3.3, 3.4 7.4
1.4	Customize options and views <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> </ul>	2.1, 2.2 3.2, 3.3 4.2 7.4

	<ul style="list-style-type: none"> <li>1.4.6 Display formulas</li> </ul>	
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 7.4</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 7.4</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 7.4</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> </ul>	<p>4.2 5.2 7.4</p>

	<ul style="list-style-type: none"> <li>2.3.2 Name a table</li> </ul>	
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>	5.2 7.4
<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>	5.2 7.4
3.2	<p>Modify tables</p> <ul style="list-style-type: none"> <li>3.2.1 Add or remove table rows and columns</li> <li>3.2.2 Configure table style options</li> <li>3.2.3 Insert and configure total rows</li> </ul>	5.2 7.4
3.3	<p>Filter and sort table data</p> <ul style="list-style-type: none"> <li>3.3.1 Filter records</li> <li>3.3.2 Sort data by multiple columns</li> </ul>	5.2 7.4
<b>Perform Operations by using Formulas and Functions</b>		
4.1	<p>Insert references</p> <ul style="list-style-type: none"> <li>4.1.1 Insert relative, absolute, and mixed references</li> <li>4.1.2 Reference named ranges and named tables in formulas</li> </ul>	4.1, 4.2 5.2 7.4
4.2	<p>Calculate and transform data</p>	4.1, 4.2 7.4

	<ul style="list-style-type: none"> <li>• 4.2.1 Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions</li> <li>• 4.2.2 Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions</li> <li>• 4.2.3 Perform conditional operations by using the IF() function</li> </ul>	
4.3	<p>Format and modify text</p> <ul style="list-style-type: none"> <li>• 4.3.1 Format text by using RIGHT(), LEFT(), and MID() functions</li> <li>• 4.3.2 Format text by using UPPER(), LOWER(), and LEN() functions</li> <li>• 4.3.3 Format text by using the CONCAT() and TEXTJOIN() functions</li> </ul>	<p>4.1 7.4</p>
<b>Manage Charts</b>		
5.1	<p>Create charts</p> <ul style="list-style-type: none"> <li>• 5.1.1 Create charts</li> <li>• 5.1.2 Create chart sheets</li> </ul>	<p>5.1 7.4</p>
5.2	<p>Modify charts</p> <ul style="list-style-type: none"> <li>• 5.2.1 Add data series to charts</li> <li>• 5.2.2 Switch between rows and columns in source data</li> <li>• 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> </li> </ul>	<p>5.1 7.4</p>
5.3	<p>Format charts</p> <ul style="list-style-type: none"> <li>• 5.3.1 Apply chart layouts</li> <li>• 5.3.2 Apply chart styles</li> <li>• 5.3.3 Add alternative text to charts for accessibility</li> </ul>	<p>2.6 5.1 7.4</p>

# Objective Mapping: LabSim Section to MOS Excel Advanced 2019 (MO-200) Objectives

The TestOut Pro Certified: Microsoft Excel® course covers the following MO 200: Microsoft Excel (Office 2019) 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	1.4 Customize options and views <ul style="list-style-type: none"> <li>• 1.4.5 Modify basic workbook properties</li> </ul> 1.5 Configure content for collaboration <ul style="list-style-type: none"> <li>• 1.5.2 Save workbooks in alternative file formats</li> </ul>
2.2	Customizing Views and Options	1.4 Customize options and views <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>• 1.4.4 Change window views</li> </ul>
2.3	Printing Files	1.5 Configure content for collaboration <ul style="list-style-type: none"> <li>• 1.5.3 Configure print settings</li> </ul>

2.4	Navigating Files	<p>1.2 Navigate within workbooks</p> <ul style="list-style-type: none"> <li>• 1.2.1 Search for data within a workbook</li> <li>• 1.2.2 Navigate to named cells, ranges, or workbook elements</li> <li>• 1.2.3 Insert and remove hyperlinks</li> </ul>
2.5	Working with Objects	
2.6	Using Office Collaboration Features	<p>1.5 Configure content for collaboration</p> <ul style="list-style-type: none"> <li>• 1.5.4 Inspect workbooks for issues</li> </ul> <p>5.3 Format charts</p> <ul style="list-style-type: none"> <li>• 5.3.3 Add alternative text to charts for accessibility</li> </ul>
<b>3.0</b>	<b>Excel Basics</b>	
3.1	Creating and Managing Workbooks	<p>1.1 Import data into workbooks</p> <ul style="list-style-type: none"> <li>• 1.1.1 Import data from .txt files</li> <li>• 1.1.2 Import data from .csv files</li> </ul> <p>1.5 Configure content for collaboration</p> <ul style="list-style-type: none"> <li>• 1.5.2 Save workbooks in alternative file formats</li> <li>• 1.5.4 Inspect workbooks for issues</li> </ul>
3.2	Organizing and Entering Data	<p>1.2 Navigate within workbooks</p> <ul style="list-style-type: none"> <li>• 1.2.2 Navigate to named cells, ranges, or workbook elements</li> </ul> <p>1.4 Customize options and views</p>



		<ul style="list-style-type: none"> <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> </ul> <p>2.1 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>• 2.1.3 Insert and delete multiple columns or rows</li> <li>• 2.1.4 Insert and delete cells</li> </ul>
3.3	Changing Properties and Printing Worksheets	<p>1.3 Format worksheets and workbooks</p> <ul style="list-style-type: none"> <li>• 1.3.1 Modify page setup</li> <li>• 1.3.3 Customize headers and footers</li> </ul> <p>1.4 Customize options and views</p> <ul style="list-style-type: none"> <li>• 1.4.5 Modify basic workbook properties</li> </ul> <p>1.5 Configure content for collaboration</p> <ul style="list-style-type: none"> <li>• 1.5.1 Set a print area</li> <li>• 1.5.3 Configure print settings</li> </ul>
3.4	Formatting Cells	<p>1.3 Format worksheets and workbooks</p> <ul style="list-style-type: none"> <li>• 1.3.2 Adjust row height and column width</li> </ul>

		<p>2.2 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>
<b>4.0</b>	<b>Formulas and Functions</b>	
4.1	Entering Simple Formulas	<p>2.1 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 formulas</li> </ul> </li> <li>• 2.1.2 Fill cells by using Auto Fill</li> </ul> <p>4.1 Insert references</p> <ul style="list-style-type: none"> <li>• 4.1.1 Insert relative, absolute, and mixed references</li> </ul> <p>4.2 Calculate and transform data</p>

		<ul style="list-style-type: none"> <li>• 4.2.1 Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions</li> <li>• 4.2.2 Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions</li> </ul> <p>4.3 Format and modify text</p> <ul style="list-style-type: none"> <li>• 4.3.1 Format text by using RIGHT(), LEFT(), and MID() functions</li> <li>• 4.3.2 Format text by using UPPER(), LOWER(), and LEN() functions</li> <li>• 4.3.3 Format text by using the CONCAT() and TEXTJOIN() functions</li> </ul>
4.2	Using Advanced Functions	<p>1.4 Customize options and views</p> <ul style="list-style-type: none"> <li>• 1.4.6 Display formulas</li> </ul> <p>2.1 Manipulate data in worksheets</p> <ul style="list-style-type: none"> <li>• 2.1.2 Fill cells by using Auto Fill</li> </ul> <p>2.3 Define and reference named ranges</p> <ul style="list-style-type: none"> <li>• 2.3.1 Define a named range</li> </ul> <p>4.1 Insert references</p> <ul style="list-style-type: none"> <li>• 4.1.1 Insert relative, absolute, and mixed references</li> <li>• 4.1.2 Reference named ranges and named tables in formulas</li> </ul> <p>4.2 Calculate and transform data</p> <ul style="list-style-type: none"> <li>• 4.2.3 Perform conditional operations by using the IF() function</li> </ul>
<b>5.0</b>	<b>Simple Data Analysis</b>	

5.1	Displaying Data in Charts	<p>5.1 Create charts</p> <ul style="list-style-type: none"> <li>• 5.1.1 Create charts</li> <li>• 5.1.2 Create chart sheets</li> </ul> <p>5.2 Modify charts</p> <ul style="list-style-type: none"> <li>• 5.2.1 Add data series to charts</li> <li>• 5.2.2 Switch between rows and columns in source data</li> <li>• 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> </li> </ul> <p>5.3 Format charts</p> <ul style="list-style-type: none"> <li>• 5.3.1 Apply chart layouts</li> <li>• 5.3.2 Apply chart styles</li> </ul>
5.2	Organizing Data in Tables	<p>2.3 Define and reference named ranges</p> <ul style="list-style-type: none"> <li>• 2.3.2 Name a table</li> </ul> <p>2.4 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>3.1 Create and format tables</p> <ul style="list-style-type: none"> <li>• 3.1.1 Create Excel tables from cell ranges</li> </ul>

		<ul style="list-style-type: none"> <li>• 3.1.2 Apply table styles</li> <li>• 3.1.3 Convert tables to cell ranges</li> </ul> <p>3.2 Modify tables</p> <ul style="list-style-type: none"> <li>• 3.2.1 Add or remove table rows and columns</li> <li>• 3.2.2 Configure table style options</li> <li>• 3.2.3 Insert and configure total rows</li> </ul> <p>3.3 Filter and sort table data</p> <ul style="list-style-type: none"> <li>• 3.3.1 Filter records</li> <li>• 3.3.2 Sort data by multiple columns</li> </ul> <p>4.1 Insert references</p> <ul style="list-style-type: none"> <li>• 4.1.2 Reference named ranges and named tables in formulas</li> </ul>
<b>6.0</b>	<b>Excel Associate Live Projects</b>	
6.1	Excel Live Projects	
<b>7.0</b>	<b>MOS Excel Associate Practice Exams</b>	
7.1	Preparing for MOS Associate Certification	
7.2	Domain Practice Labs: Excel Associate 365 (MO-210)	
7.3	Practice Exams: Excel Associate 365 (MO-210)	
7.4	Domain Practice Labs: Excel Associate 2019 (MO-200)	1.1 Import data into workbooks

- 1.1.1 Import data from .txt files
- 1.1.2 Import data from .csv files
- 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
- 1.3 Format worksheets and workbooks
  - 1.3.1 Modify page setup
  - 1.3.2 Adjust row height and column width
- 1.4 Customize options and views
  - 1.4.3 Freeze worksheet rows and columns
    - Freeze multiple rows and columns
  - 1.4.5 Modify basic workbook properties
  - 1.4.6 Display formulas
- 1.5 Configure content for collaboration
  - 1.5.1 Set a print area
  - 1.5.2 Save workbooks in alternative file formats
  - 1.5.3 Configure print settings
  - 1.5.4 Inspect workbooks for issues
- 2.1 Manipulate data in worksheets

- 2.1.1 Paste data by using special paste options

- Paste values

- 2.1.2 Fill cells by using Auto Fill

- 2.1.3 Insert and delete multiple columns or rows

- 2.1.4 Insert and delete cells

## 2.2 Format cells and ranges

- 2.2.1 Merge and unmerge cells

- 2.2.2 Modify cell alignment, orientation, and indentation

- 2.2.3 Format cells by using Format Painter

- 2.2.4 Wrap text within cells

- 2.2.5 Apply number formats

- 2.2.7 Apply cell styles

- 2.2.8 Clear cell formatting

## 2.3 Define and reference named ranges

- 2.3.1 Define a named range

- 2.3.2 Name a table

## 2.4 Summarize data visually

- 2.4.1 Insert Sparklines

- 2.4.2 Apply built-in conditional formatting

- 2.4.3 Remove conditional formatting

## 3.1 Create and format tables

- 3.1.1 Create Excel tables from cell ranges

- 3.1.2 Apply table styles

- 3.1.3 Convert tables to cell ranges

### 3.2 Modify tables

- 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

### 3.3 Filter and sort table data

- 3.3.1 Filter records

- 3.3.2 Sort data by multiple columns

### 4.1 Insert references

- 4.1.1 Insert relative, absolute, and mixed references

- 4.1.2 Reference named ranges and named tables in formulas

### 4.2 Calculate and transform data

- 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

### 4.3 Format and modify text

- 4.3.1 Format text by using RIGHT(), LEFT(), and MID() functions



		<ul style="list-style-type: none"> <li>• 4.3.2 Format text by using UPPER(), LOWER(), and LEN() functions</li> <li>• 4.3.3 Format text by using the CONCAT() and TEXTJOIN() functions</li> </ul> <p>5.1 Create charts</p> <ul style="list-style-type: none"> <li>• 5.1.1 Create charts</li> <li>• 5.1.2 Create chart sheets</li> </ul> <p>5.2 Modify charts</p> <ul style="list-style-type: none"> <li>• 5.2.1 Add data series to charts</li> <li>• 5.2.2 Switch between rows and columns in source data</li> <li>• 5.2.3 Add and modify chart elements <ul style="list-style-type: none"> <li>• Customize data labels</li> </ul> </li> </ul> <p>5.3 Format charts</p> <ul style="list-style-type: none"> <li>• 5.3.1 Apply chart layouts</li> <li>• 5.3.2 Apply chart styles</li> <li>• 5.3.3 Add alternative text to charts for accessibility</li> </ul>
7.5	Practice Exams: Excel Associate 2019 (MO-200)	
<b>8.0</b>	<b>Advanced Workbook Options and Settings</b>	
8.1	Managing Workbooks	
8.2	Preparing Workbooks for Collaboration	
<b>9.0</b>	<b>Advanced Data Formatting</b>	

9.1	Filling Cells Based on Existing Data	
9.2	Formatting and Validating Data	
9.3	Advanced Conditional Formatting and Filtering	
<b>10.0</b>	<b>Advanced Formulas and Macros</b>	
10.1	Performing Logical Operations in Formulas	
10.2	Looking Up Data by Using Functions	
10.3	Using Advanced Date and Time Functions	
10.4	Performing Data Analysis	
10.5	Troubleshooting Formulas	
10.6	Creating and Modifying Simple Macros	
<b>11.0</b>	<b>Advanced Charts and Tables</b>	
11.1	Creating and Modifying Advanced Charts	
11.2	Creating and Modifying PivotTables	
11.3	Creating and Modifying PivotCharts	
<b>12.0</b>	<b>MOS Excel Expert Practice Exams</b>	
12.1	Preparing for MOS Expert Certification	
12.2	Domain Practice Labs: Excel Expert 365 (MO-211)	

12.3	Practice Exams: Excel Expert 365 (MO-211)	
12.4	Domain Practice Labs: Excel Expert 2019 (MO-201)	
12.5	Practice Exams: Excel Expert 2019 (MO-201)	
<b>A.0</b>	<b>TestOut Pro Certified: Microsoft Excel® Advanced Practice Exams</b>	
A.1	Prepare for TestOut Pro Certified: Microsoft Excel® Advanced Certification	
A.2	TestOut Pro Certified: Microsoft Excel® Advanced Exam Domain Review	
A.3	TestOut Pro Certified: Microsoft Excel® Advanced Practice Exams	
	<b>Microsoft Excel Basics</b>	

# Objective Mapping: MOS Excel Associate 2019 (MO-201) Objectives to LabSim Section

The TestOut Pro Certified: Microsoft Excel® course and certification exam cover the following MO-201: Microsoft Excel Expert (Office 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>	8.1 10.6 12.4
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>	2.6 8.2 12.4
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>	8.1 12.4
	<b>Manage and Format Data</b>	
2.1	Fill cells based on existing data <ul style="list-style-type: none"> <li>• 2.1.1 Fill cells by using Flash Fill</li> </ul>	9.1 12.4

	<ul style="list-style-type: none"> <li>2.1.2 Fill cells by using advanced Fill Series options</li> </ul>	
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>	9.2 12.4
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>	9.3 12.4
<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>	9.3 10.1 12.4
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>	10.2 12.4
3.3	<p>Use advanced date and time functions</p> <ul style="list-style-type: none"> <li>3.3.1 Reference date and time by using the NOW() and TODAY() functions</li> <li>3.3.2 Calculate dates by using the WEEKDAY() and WORKDAY() functions</li> </ul>	10.3 12.4
3.4	<p>Perform data analysis</p>	10.4

	<ul style="list-style-type: none"> <li>• 3.4.1 Summarize data from multiple ranges by using the Consolidate feature</li> <li>• 3.4.2 Perform what-if analysis by using Goal Seek and Scenario Manager</li> <li>• 3.4.3 Forecast data by using the AND(), IF(), and NPER() functions</li> <li>• 3.4.4 Calculate financial data by using the PMT() function</li> </ul>	12.4
3.5	<p>Troubleshoot formulas</p> <ul style="list-style-type: none"> <li>• 3.5.1 Trace precedence and dependence</li> <li>• 3.5.2 Monitor cells and formulas by using the Watch Window</li> <li>• 3.5.3 Validate formulas by using error checking rules</li> <li>• 3.5.4 Evaluate formulas</li> </ul>	10.5 12.4
3.6	<p>Create and modify simple macros</p> <ul style="list-style-type: none"> <li>• 3.6.1 Record simple macros</li> <li>• 3.6.2 Name simple macros</li> <li>• 3.6.3 Edit simple macros</li> </ul>	10.6 12.4
<b>Manage Advanced Charts and Tables</b>		
4.1	<p>Create and modify advanced charts</p> <ul style="list-style-type: none"> <li>• 4.1.1 Create and modify dual axis charts</li> <li>• 4.1.2 Create and modify charts including Box &amp; Whisker, Combo, Funnel, Histogram, Map, Sunburst, and Waterfall charts <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> </li> </ul>	11.1 12.4
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> </ul>	11.2 12.4

	<ul style="list-style-type: none"> <li>4.2.6 Format data</li> </ul>	
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>11.3 12.4</p>

## Objective Mapping: LabSim Section to MOS Excel Advanced 2019 (MO-201) Objectives

The TestOut Pro Certified: Microsoft Excel® course covers the following MO-201: Microsoft Excel Expert (Office 2019) 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	1.2 Prepare workbooks for collaboration <ul style="list-style-type: none"><li>1.2.5 Manage comments</li></ul>
<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>Excel Associate Live Projects</b>	
6.1	Excel Live Projects	
<b>7.0</b>	<b>MOS Excel Associate Practice Exams</b>	
7.1	Preparing for MOS Associate Certification	
7.2	Domain Practice Labs: Excel Associate 365 (MO-210)	
7.3	Practice Exams: Excel Associate 365 (MO-210)	
7.4	Domain Practice Labs: Excel Associate 2019 (MO-200)	
7.5	Practice Exams: Excel Associate 2019 (MO-200)	
<b>8.0</b>	<b>Advanced Workbook Options and Settings</b>	
8.1	Managing Workbooks	<p>1.1 Manage workbooks</p> <ul style="list-style-type: none"> <li>• 1.1.2 Reference data in other workbooks</li> <li>• 1.1.4 Manage workbook versions</li> </ul> <p>1.3 Use and configure language options</p> <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>

8.2	Preparing Workbooks for Collaboration	<p>1.2 Prepare workbooks for collaboration</p> <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>
<b>9.0</b>	<b>Advanced Data Formatting</b>	
9.1	Filling Cells Based on Existing Data	<p>2.1 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>
9.2	Formatting and Validating Data	<p>2.2 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>
9.3	Advanced Conditional Formatting and Filtering	<p>2.3 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</li> </ul> <p>3.1 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>
<b>10.0</b>	<b>Advanced Formulas and Macros</b>	
10.1	Performing Logical Operations in Formulas	<p>3.1 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>

10.2	Looking Up Data by Using Functions	<p>3.2 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>
10.3	Using Advanced Date and Time Functions	<p>3.3 Use advanced date and time functions</p> <ul style="list-style-type: none"> <li>• 3.3.1 Reference date and time by using the NOW() and TODAY() functions</li> <li>• 3.3.2 Calculate dates by using the WEEKDAY() and WORKDAY() functions</li> </ul>
10.4	Performing Data Analysis	<p>3.4 Perform data analysis</p> <ul style="list-style-type: none"> <li>• 3.4.1 Summarize data from multiple ranges by using the Consolidate feature</li> <li>• 3.4.2 Perform what-if analysis by using Goal Seek and Scenario Manager</li> <li>• 3.4.3 Forecast data by using the AND(), IF(), and NPER() functions</li> <li>• 3.4.4 Calculate financial data by using the PMT() function</li> </ul>
10.5	Troubleshooting Formulas	<p>3.5 Troubleshoot formulas</p> <ul style="list-style-type: none"> <li>• 3.5.1 Trace precedence and dependence</li> <li>• 3.5.2 Monitor cells and formulas by using the Watch Window</li> <li>• 3.5.3 Validate formulas by using error checking rules</li> <li>• 3.5.4 Evaluate formulas</li> </ul>
10.6	Creating and Modifying Simple Macros	<p>1.1 Manage workbooks</p> <ul style="list-style-type: none"> <li>• 1.1.1 Copy macros between workbooks</li> <li>• 1.1.3 Enable macros in a workbook</li> </ul> <p>3.6 Create and modify simple macros</p> <ul style="list-style-type: none"> <li>• 3.6.1 Record simple macros</li> <li>• 3.6.2 Name simple macros</li> <li>• 3.6.3 Edit simple macros</li> </ul>
<b>11.0</b>	<b>Advanced Charts and Tables</b>	
11.1	Creating and Modifying Advanced Charts	<p>4.1 Create and modify advanced charts</p> <ul style="list-style-type: none"> <li>• 4.1.1 Create and modify dual axis charts</li> <li>• 4.1.2 Create and modify charts including Box &amp; Whisker, Combo, Funnel, Histogram, Map, Sunburst, and Waterfall charts</li> </ul>

11.2	Creating and Modifying PivotTables	<p>4.2 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>
11.3	Creating and Modifying PivotCharts	<p>4.3 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>
<b>12.0</b>	<b>MOS Excel Expert Practice Exams</b>	
12.1	Preparing for MOS Expert Certification	
12.2	Domain Practice Labs: Excel Expert 365 (MO-211)	
12.3	Practice Exams: Excel Expert 365 (MO-211)	
12.4	Domain Practice Labs: Excel Expert 2019 (MO-201)	<p>1.1 Manage workbooks</p> <ul style="list-style-type: none"> <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</li> </ul> <p style="padding-left: 40px;">• Modify AutoRecover settings</p> <p>1.2 Prepare workbooks for collaboration</p> <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> </ul>

### 1.3 Use and configure language options

- 1.3.1 Configure editing and display languages

### 2.1 Fill cells based on existing data

- 2.1.1 Fill cells by using Flash Fill
- 2.1.2 Fill cells by using advanced Fill Series options

### 2.2 Format and validate data

- 2.2.1 Create custom number formats
- 2.2.2 Configure data validation
- 2.2.3 Group and ungroup data
- 2.2.4 Calculate data by inserting subtotals and totals
- 2.2.5 Remove duplicate records

### 2.3 Apply advanced conditional formatting and filtering

- 2.3.1 Create custom conditional formatting rules
- 2.3.2 Create conditional formatting rules that use formulas
- 2.3.3 Manage conditional formatting rules
  - Edit existing rules

### 3.1 Perform logical operations in formulas

- 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

### 3.2 Look up data by using functions

- 3.2.1 Look up data by using the VLOOKUP(), HLOOKUP(), MATCH(), and INDEX() functions

### 3.3 Use advanced date and time functions

- 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

### 3.4 Perform data analysis

- 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

### 3.5 Troubleshoot formulas

- 3.5.3 Validate formulas by using error checking rules

### 3.6 Create and modify simple macros

- 3.6.1 Record simple macros

### 4.1 Create and modify advanced charts

- 4.1.1 Create and modify dual axis charts
- 4.1.2 Create and modify charts including Box & Whisker, Combo, Funnel, Histogram, Map, Sunburst, and Waterfall charts
  - Modify bin intervals for Histograms

### 4.2 Create and modify PivotTables

- 4.2.1 Create PivotTables
- 4.2.2 Modify field selections and options
- 4.2.3 Create slicers
- 4.2.4 Group PivotTable data
- 4.2.5 Add calculated fields
- 4.2.6 Format data

### 4.3 Create and modify PivotCharts

- 4.3.1 Create PivotCharts
- 4.3.2 Manipulate options in existing PivotCharts
- 4.3.3 Apply styles to PivotCharts

		<ul style="list-style-type: none"> <li>4.3.4 Drill down into PivotChart details</li> </ul>
12.5	Practice Exams: Excel Expert 2019 (MO-201)	
<b>A.0</b>	<b>TestOut Pro Certified: Microsoft Excel® Advanced Practice Exams</b>	
A.1	Prepare for TestOut Pro Certified: Microsoft Excel® Advanced Certification	
A.2	TestOut Pro Certified: Microsoft Excel® Advanced Exam Domain Review	
A.3	TestOut Pro Certified: Microsoft Excel® Advanced Practice Exams	
	<b>Microsoft Excel Basics</b>	

# Objective Mapping: MOS Excel Associate 365 Apps (MO-210) Objectives to LabSim Section

The TestOut Pro Certified: Microsoft Excel® course and certification exam cover the following MO-210: Microsoft Excel (Microsoft 365 Apps) objectives:

#	Domain	Module.Section
<b>1.0</b>	<b>Manage Worksheets and Workbooks</b>	
1.1	Import data into workbooks <ul style="list-style-type: none"> <li>• 1.1.1 Import data from text files</li> <li>• 1.1.2 Import data from online sources</li> </ul>	3.1 7.2
1.2	Navigate within documents <ul style="list-style-type: none"> <li>• 1.2.1 Search for data within a workbook</li> <li>• 1.2.2 Navigate to named cells, ranges, or workbook elements</li> <li>• 1.2.3 Insert and remove hyperlinks</li> </ul>	2.4 4.2 7.2
1.3	Format worksheets and workbooks <ul style="list-style-type: none"> <li>• 1.3.1 Modify page setup</li> <li>• 1.3.2 Adjust row height and column width</li> <li>• 1.3.3 Customize headers and footers</li> </ul>	3.3, 3.4 7.2
1.4	Customize options and views <ul style="list-style-type: none"> <li>• 1.4.1 Manage the Quick Access toolbar</li> <li>• 1.4.2 Display and modify worksheets 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 built-in workbook properties</li> </ul>	2.2 3.2, 3.3 4.2 7.2



	<ul style="list-style-type: none"> <li>1.4.6 Display formulas</li> </ul>	
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 and export workbooks in alternative file formats</li> <li>1.5.3 Configure print settings</li> <li>1.5.4 Inspect workbooks and correct issues</li> <li>1.5.5 Manage comments and notes</li> </ul>	<p>2.1, 2.3 3.1, 3.3 7.2</p>
<b>2.0</b>	<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> <li>2.1.5 Generate numeric data by using RANDBETWEEN() and SEQUENCE()</li> </ul>	<p>3.2 4.1, 4.2 7.2</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> <li>2.2.9 Format multiple worksheets by grouping</li> </ul>	<p>3.2, 3.4 7.2</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 Reference a named range</li> </ul>	<p>4.2 7.2</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 7.2</p>
<b>3.0</b>	<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 7.2</p>
3.2	<p>Modify tables</p> <ul style="list-style-type: none"> <li>3.2.1 Add or remove table rows and columns</li> <li>3.2.2 Configure table style options</li> <li>3.2.3 Insert and configure total rows</li> </ul>	<p>5.2 7.2</p>
3.3	<p>Filter and sort table data</p> <ul style="list-style-type: none"> <li>3.3.1 Filter records</li> <li>3.3.2 Sort data by multiple columns</li> </ul>	<p>5.2 7.2</p>
<b>4.0</b>	<b>Perform Operations by using Formulas and Functions</b>	
4.1	<p>Insert references</p> <ul style="list-style-type: none"> <li>4.1.1 Insert relative, absolute, and mixed references</li> </ul>	<p>4.1, 4.2 5.2 7.2</p>

	<ul style="list-style-type: none"> <li>4.1.2 Use structured references in formulas</li> </ul>	
4.2	<p>Calculate and transform data</p> <ul style="list-style-type: none"> <li>4.2.1 Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions</li> <li>4.2.2 Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions</li> <li>4.2.3 Perform conditional operations by using the IF() function</li> <li>4.2.4 Sort data using the SORT() function</li> <li>4.2.5 Get unique values by using the UNIQUE() function</li> </ul>	4.1, 4.2 7.2
4.3	<p>Format and modify text</p> <ul style="list-style-type: none"> <li>4.3.1 Format text by using RIGHT(), LEFT(), and MID() functions</li> <li>4.3.2 Format text by using UPPER(), LOWER(), and LEN() functions</li> <li>4.3.3 Format text by using the CONCAT() and TEXTJOIN() functions</li> </ul>	4.1 7.2
<b>5.0</b>	<b>Manage Charts</b>	
5.1	<p>Create charts</p> <ul style="list-style-type: none"> <li>5.1.1 Create charts</li> <li>5.2.1 Create chart sheets</li> </ul>	5.1 7.2
5.2	<p>Modify charts</p> <ul style="list-style-type: none"> <li>5.2.1 Add data series to charts</li> <li>5.2.2 Switch between rows and columns in source data</li> <li>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> </li> </ul>	5.1 7.2
5.3	<p>Format charts</p> <ul style="list-style-type: none"> <li>5.3.1 Apply chart layouts</li> <li>5.3.2 Apply chart styles</li> </ul>	2.6 5.1 7.2

- |  |  |  |
|--|--|--|
|  | <ul style="list-style-type: none"><li>• 5.3.3 Add alternative text to charts for accessibility</li></ul> |  |
|--|--|--|

# Objective Mapping: LabSim Section to MOS Excel Advanced 365 Apps (MO-210) Objectives

The TestOut Pro Certified: Microsoft Excel® course covers the following MO-210: Microsoft Excel (Microsoft 365 Apps) 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	1.5 Configure content for collaboration <ul style="list-style-type: none"><li>• 1.5.2 Save and export workbooks in alternative file formats</li></ul>
2.2	Customizing Views and Options	1.4 Customize options and views <ul style="list-style-type: none"><li>• 1.4.1 Manage the Quick Access toolbar</li><li>• 1.4.4 Change window views</li></ul>
2.3	Printing Files	1.5 Configure content for collaboration <ul style="list-style-type: none"><li>• 1.5.3 Configure print settings</li></ul>
2.4	Navigating Files	1.2 Navigate within documents <ul style="list-style-type: none"><li>• 1.2.1 Search for data within a workbook</li><li>• 1.2.3 Insert and remove hyperlinks</li></ul>
2.5	Working with Objects	
2.6	Using Office Collaboration Features	5.3 Format charts <ul style="list-style-type: none"><li>• 5.3.3 Add alternative text to charts for accessibility</li></ul>
<b>3.0</b>	<b>Excel Basics</b>	

3.1	Creating and Managing Workbooks	<p>1.1 Import data into workbooks</p> <ul style="list-style-type: none"> <li>• 1.1.1 Import data from text files</li> </ul> <p>1.5 Configure content for collaboration</p> <ul style="list-style-type: none"> <li>• 1.5.2 Save and export workbooks in alternative file formats</li> <li>• 1.5.4 Inspect workbooks and correct issues</li> </ul>
3.2	Organizing and Entering Data	<p>1.4 Customize options and views</p> <ul style="list-style-type: none"> <li>• 1.4.3 Freeze worksheet rows and columns</li> </ul> <p>2.1 Manipulate data in worksheets</p> <ul style="list-style-type: none"> <li>• 2.1.1 Paste data by using special paste options</li> <li>• 2.1.3 Insert and delete multiple columns or rows</li> <li>• 2.1.4 Insert and delete cells</li> </ul> <p>2.2 Format cells and ranges</p> <ul style="list-style-type: none"> <li>• 2.2.8 Clear cell formatting</li> </ul>
3.3	Changing Properties and Printing Worksheets	<p>1.3 Format worksheets and workbooks</p> <ul style="list-style-type: none"> <li>• 1.3.1 Modify page setup</li> <li>• 1.3.3 Customize headers and footers</li> </ul> <p>1.4 Customize options and views</p> <ul style="list-style-type: none"> <li>• 1.4.2 Display and modify worksheets in different views</li> <li>• 1.4.5 Modify built-in workbook properties</li> </ul> <p>1.5 Configure content for collaboration</p> <ul style="list-style-type: none"> <li>• 1.5.1 Set a print area</li> <li>• 1.5.3 Configure print settings</li> </ul>
3.4	Formatting Cells	<p>1.3 Format worksheets and workbooks</p>

		<ul style="list-style-type: none"> <li>• 1.3.2 Adjust row height and column width</li> </ul> <p>2.2 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</li> <li>• 2.2.7 Apply cell styles</li> <li>• 2.2.8 Clear cell formatting</li> </ul>
<b>4.0</b>	<b>Formulas and Functions</b>	
4.1	Entering Simple Formulas	<p>2.1 Manipulate data in worksheets</p> <ul style="list-style-type: none"> <li>• 2.1.1 Paste data by using special paste options</li> <li>• 2.1.2 Fill cells by using Auto Fill</li> <li>• 2.1.5 Generate numeric data by using RANDBETWEEN() and SEQUENCE()</li> </ul> <p>4.1 Insert references</p> <ul style="list-style-type: none"> <li>• 4.1.1 Insert relative, absolute, and mixed references</li> </ul> <p>4.2 Calculate and transform data</p> <ul style="list-style-type: none"> <li>• 4.2.1 Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions</li> <li>• 4.2.2 Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions</li> </ul> <p>4.3 Format and modify text</p> <ul style="list-style-type: none"> <li>• 4.3.1 Format text by using RIGHT(), LEFT(), and MID() functions</li> <li>• 4.3.2 Format text by using UPPER(), LOWER(), and LEN() functions</li> <li>• 4.3.3 Format text by using the CONCAT() and TEXTJOIN() functions</li> </ul>
4.2	Using Advanced Functions	<p>1.2 Navigate within documents</p>

		<ul style="list-style-type: none"> <li>• 1.2.2 Navigate to named cells, ranges, or workbook elements</li> </ul> <p>1.4 Customize options and views</p> <ul style="list-style-type: none"> <li>• 1.4.6 Display formulas</li> </ul> <p>2.1 Manipulate data in worksheets</p> <ul style="list-style-type: none"> <li>• 2.1.2 Fill cells by using Auto Fill</li> </ul> <p>2.3 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 Reference a named range</li> </ul> <p>4.1 Insert references</p> <ul style="list-style-type: none"> <li>• 4.1.1 Insert relative, absolute, and mixed references</li> <li>• 4.1.2 Use structured references in formulas</li> </ul> <p>4.2 Calculate and transform data</p> <ul style="list-style-type: none"> <li>• 4.2.3 Perform conditional operations by using the IF() function</li> </ul>
<b>5.0</b>	<b>Simple Data Analysis</b>	
5.1	Displaying Data in Charts	<p>5.1 Create charts</p> <ul style="list-style-type: none"> <li>• 5.1.1 Create charts</li> <li>• 5.2.1 Create chart sheets</li> </ul> <p>5.2 Modify charts</p> <ul style="list-style-type: none"> <li>• 5.2.1 Add data series to charts</li> <li>• 5.2.2 Switch between rows and columns in source data</li> <li>• 5.2.3 Add and modify chart elements</li> </ul> <p>5.3 Format charts</p>



		<ul style="list-style-type: none"> <li>• 5.3.1 Apply chart layouts</li> <li>• 5.3.2 Apply chart styles</li> </ul>
5.2	Organizing Data in Tables	<p>2.4 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>3.1 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>3.2 Modify tables</p> <ul style="list-style-type: none"> <li>• 3.2.1 Add or remove table rows and columns</li> <li>• 3.2.2 Configure table style options</li> <li>• 3.2.3 Insert and configure total rows</li> </ul> <p>3.3 Filter and sort table data</p> <ul style="list-style-type: none"> <li>• 3.3.1 Filter records</li> <li>• 3.3.2 Sort data by multiple columns</li> </ul> <p>4.1 Insert references</p> <ul style="list-style-type: none"> <li>• 4.1.2 Use structured references in formulas</li> </ul>
<b>6.0</b>	<b>Excel Associate Live Projects</b>	
6.1	Excel Live Projects	
<b>7.0</b>	<b>MOS Excel Associate Practice Exams</b>	
7.1	Preparing for MOS Associate Certification	
7.2	Domain Practice Labs: Excel Associate 365 (MO-210)	<p>1.1 Import data into workbooks</p> <ul style="list-style-type: none"> <li>• 1.1.1 Import data from text files</li> </ul>

- 1.1.2 Import data from online sources

## 1.2 Navigate within documents

- 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

## 1.3 Format worksheets and workbooks

- 1.3.1 Modify page setup
- 1.3.2 Adjust row height and column width

## 1.4 Customize options and views

- 1.4.3 Freeze worksheet rows and columns
  - Freeze a single row or column
- 1.4.5 Modify built-in workbook properties
- 1.4.6 Display formulas

## 1.5 Configure content for collaboration

- 1.5.1 Set a print area
- 1.5.2 Save and export workbooks in alternative file formats
- 1.5.3 Configure print settings
- 1.5.4 Inspect workbooks and correct issues

## 2.1 Manipulate data in worksheets

- 2.1.1 Paste data by using special paste options
  - Paste values
- 2.1.2 Fill cells by using Auto Fill
- 2.1.3 Insert and delete multiple columns or rows
- 2.1.4 Insert and delete cells
- 2.1.5 Generate numeric data by using RANDBETWEEN() and SEQUENCE()

		<p>2.2 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>• 2.2.7 Apply cell styles</li><li>• 2.2.8 Clear cell formatting</li></ul> <p>2.3 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 Reference a named range</li></ul> <p>2.4 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>3.1 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>3.2 Modify tables</p> <ul style="list-style-type: none"><li>• 3.2.1 Add or remove table rows and columns</li><li>• 3.2.2 Configure table style options</li><li>• 3.2.3 Insert and configure total rows</li></ul> <p>3.3 Filter and sort table data</p> <ul style="list-style-type: none"><li>• 3.3.1 Filter records</li><li>• 3.3.2 Sort data by multiple columns</li></ul>
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#### 4.1 Insert references

- 4.1.1 Insert relative, absolute, and mixed references
- 4.1.2 Use structured references in formulas

#### 4.2 Calculate and transform data

- 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
- 4.2.4 Sort data using the SORT() function
- 4.2.5 Get unique values by using the UNIQUE() function

#### 4.3 Format and modify text

- 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

#### 5.1 Create charts

- 5.1.1 Create charts
- 5.2.1 Create chart sheets

#### 5.2 Modify charts

- 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
  - Customize data labels

#### 5.3 Format charts

- 5.3.1 Apply chart layouts
- 5.3.2 Apply chart styles

		<ul style="list-style-type: none"> <li>5.3.3 Add alternative text to charts for accessibility</li> </ul>
7.3	Practice Exams: Excel Associate 365 (MO-210)	
7.4	Domain Practice Labs: Excel Associate 2019 (MO-200)	
7.5	Practice Exams: Excel Associate 2019 (MO-200)	
<b>8.0</b>	<b>Advanced Workbook Options and Settings</b>	
8.1	Managing Workbooks	
8.2	Preparing Workbooks for Collaboration	
<b>9.0</b>	<b>Advanced Data Formatting</b>	
9.1	Filling Cells Based on Existing Data	
9.2	Formatting and Validating Data	
9.3	Advanced Conditional Formatting and Filtering	
<b>10.0</b>	<b>Advanced Formulas and Macros</b>	
10.1	Performing Logical Operations in Formulas	
10.2	Looking Up Data by Using Functions	
10.3	Using Advanced Date and Time Functions	
10.4	Performing Data Analysis	
10.5	Troubleshooting Formulas	
10.6	Creating and Modifying Simple Macros	
<b>11.0</b>	<b>Advanced Charts and Tables</b>	
11.1	Creating and Modifying Advanced Charts	
11.2	Creating and Modifying PivotTables	
11.3	Creating and Modifying PivotCharts	
<b>12.0</b>	<b>MOS Excel Expert Practice Exams</b>	
12.1	Preparing for MOS Expert Certification	
12.2	Domain Practice Labs: Excel Expert 365 (MO-211)	

12.3	Practice Exams: Excel Expert 365 (MO-211)	
12.4	Domain Practice Labs: Excel Expert 2019 (MO-201)	
12.5	Practice Exams: Excel Expert 2019 (MO-201)	
<b>A.0</b>	<b>TestOut Pro Certified: Microsoft Excel® Advanced Practice Exams</b>	
A.1	Prepare for TestOut Pro Certified: Microsoft Excel® Advanced Certification	
A.2	TestOut Pro Certified: Microsoft Excel® Advanced Exam Domain Review	
A.3	TestOut Pro Certified: Microsoft Excel® Advanced Practice Exams	
	<b>Microsoft Excel Basics</b>	

# Objective Mapping: MOS Excel Associate 365 Apps (MO-211) Objectives to LabSim Section

The TestOut Pro Certified: Microsoft Excel® course and certification exam cover the following MO-211: Microsoft Excel Expert (Microsoft 365 Apps) 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>	8.1 10.6 12.2
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>	2.6 8.2 12.2
<b>Manage and Format Data</b>		
2.1	Fill cells based on existing data <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> <li>• 2.1.3 Generate numeric data by using RANDARRAY()</li> </ul>	4.1 9.1 12.2
2.2	Format and validate data <ul style="list-style-type: none"> <li>• 2.2.1 Create custom number formats</li> <li>• 2.2.2 Configure data validation</li> </ul>	9.2 12.2

	<ul style="list-style-type: none"> <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>	
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>	9.3 12.2
<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(), NOT(), and LET() functions</li> </ul>	9.3 10.1 12.2
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 XLOOKUP(), VLOOKUP(), HLOOKUP(), MATCH(), and INDEX() functions</li> </ul>	10.2 12.2
3.3	<p>Use advanced date and time functions</p> <ul style="list-style-type: none"> <li>• 3.3.1 Reference date and time by using the NOW() and TODAY() functions</li> <li>• 3.3.2 Calculate dates by using the WEEKDAY() and WORKDAY() functions</li> </ul>	10.3 12.2
3.4	<p>Perform data analysis</p> <ul style="list-style-type: none"> <li>• 3.4.1 Summarize data from multiple ranges by using the Consolidate feature</li> <li>• 3.4.2 Perform what-if analysis by using Goal Seek and Scenario Manager</li> <li>• 3.4.3 Forecast data by using the AND(), IF(), and NPER() functions</li> <li>• 3.4.4 Calculate financial data by using the PMT() function</li> <li>• 3.4.5 Filter data by using FILTER()</li> </ul>	10.4 12.2



	<ul style="list-style-type: none"> <li>3.4.6 Sort data by using SORTBY()</li> </ul>	
3.5	<p>Troubleshoot formulas</p> <ul style="list-style-type: none"> <li>3.5.1 Trace precedence and dependence</li> <li>3.5.2 Monitor cells and formulas by using the Watch Window</li> <li>3.5.3 Validate formulas by using error checking rules</li> <li>3.5.4 Evaluate formulas</li> </ul>	10.5 12.2
3.6	<p>Create and modify simple macros</p> <ul style="list-style-type: none"> <li>3.6.1 Record simple macros</li> <li>3.6.2 Name simple macros</li> <li>3.6.3 Edit simple macros</li> </ul>	10.6 12.2
<b>Manage Advanced Charts and Tables</b>		
4.1	<p>Create and modify advanced charts</p> <ul style="list-style-type: none"> <li>4.1.1 Create and modify dual axis charts</li> <li>4.1.2 Create and modify charts including Box &amp; Whisker, Combo, Funnel, Histogram, Map, Sunburst, and Waterfall charts <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> </li> </ul>	11.1 12.2
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 Configure value field settings</li> </ul>	11.2 12.2
4.3	<p>Create and modify PivotCharts</p>	11.3 12.2

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|  | <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> |  |
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## Objective Mapping: LabSim Section to MOS Excel Advanced 365 Apps (MO-211) Objectives

The TestOut Pro Certified: Microsoft Excel® course covers the following MO-211: Microsoft Excel Expert (Microsoft 365 Apps) 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	1.2 Prepare workbooks for collaboration <ul style="list-style-type: none"><li>• 1.2.5 Manage comments</li></ul>
<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	2.1 Fill cells based on existing data  • 2.1.3 Generate numeric data by using RANDARRAY()
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>Excel Associate Live Projects</b>	
6.1	Excel Live Projects	
<b>7.0</b>	<b>MOS Excel Associate Practice Exams</b>	
7.1	Preparing for MOS Associate Certification	
7.2	Domain Practice Labs: Excel Associate 365 (MO-210)	
7.3	Practice Exams: Excel Associate 365 (MO-210)	
7.4	Domain Practice Labs: Excel Associate 2019 (MO-200)	
7.5	Practice Exams: Excel Associate 2019 (MO-200)	
<b>8.0</b>	<b>Advanced Workbook Options and Settings</b>	
8.1	Managing Workbooks	1.1 Manage workbooks  • 1.1.2 Reference data in other workbooks • 1.1.4 Manage workbook versions
8.2	Preparing Workbooks for Collaboration	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>
<b>9.0</b>	<b>Advanced Data Formatting</b>	
9.1	Filling Cells Based on Existing Data	<p>2.1 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>
9.2	Formatting and Validating Data	<p>2.2 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>
9.3	Advanced Conditional Formatting and Filtering	<p>2.3 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</li> </ul> <p>3.1 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(), NOT(), and LET() functions</li> </ul>
<b>10.0</b>	<b>Advanced Formulas and Macros</b>	
10.1	Performing Logical Operations in Formulas	<p>3.1 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(), NOT(), and LET() functions</li> </ul>

10.2	Looking Up Data by Using Functions	<p>3.2 Look up data by using functions</p> <ul style="list-style-type: none"> <li>• 3.2.1 Look up data by using the XLOOKUP(), VLOOKUP(), HLOOKUP(), MATCH(), and INDEX() functions</li> </ul>
10.3	Using Advanced Date and Time Functions	<p>3.3 Use advanced date and time functions</p> <ul style="list-style-type: none"> <li>• 3.3.1 Reference date and time by using the NOW() and TODAY() functions</li> <li>• 3.3.2 Calculate dates by using the WEEKDAY() and WORKDAY() functions</li> </ul>
10.4	Performing Data Analysis	<p>3.4 Perform data analysis</p> <ul style="list-style-type: none"> <li>• 3.4.1 Summarize data from multiple ranges by using the Consolidate feature</li> <li>• 3.4.2 Perform what-if analysis by using Goal Seek and Scenario Manager</li> <li>• 3.4.3 Forecast data by using the AND(), IF(), and NPER() functions</li> <li>• 3.4.4 Calculate financial data by using the PMT() function</li> <li>• 3.4.5 Filter data by using FILTER()</li> <li>• 3.4.6 Sort data by using SORTBY()</li> </ul>
10.5	Troubleshooting Formulas	<p>3.5 Troubleshoot formulas</p> <ul style="list-style-type: none"> <li>• 3.5.1 Trace precedence and dependence</li> <li>• 3.5.2 Monitor cells and formulas by using the Watch Window</li> <li>• 3.5.3 Validate formulas by using error checking rules</li> <li>• 3.5.4 Evaluate formulas</li> </ul>
10.6	Creating and Modifying Simple Macros	<p>1.1 Manage workbooks</p> <ul style="list-style-type: none"> <li>• 1.1.1 Copy macros between workbooks</li> <li>• 1.1.3 Enable macros in a workbook</li> </ul> <p>3.6 Create and modify simple macros</p> <ul style="list-style-type: none"> <li>• 3.6.1 Record simple macros</li> <li>• 3.6.2 Name simple macros</li> <li>• 3.6.3 Edit simple macros</li> </ul>
<b>11.0</b>	<b>Advanced Charts and Tables</b>	
11.1	Creating and Modifying Advanced Charts	<p>4.1 Create and modify advanced charts</p> <ul style="list-style-type: none"> <li>• 4.1.1 Create and modify dual axis charts</li> </ul>

		<ul style="list-style-type: none"> <li>• 4.1.2 Create and modify charts including Box &amp; Whisker, Combo, Funnel, Histogram, Map, Sunburst, and Waterfall charts</li> </ul>
11.2	Creating and Modifying PivotTables	<p>4.2 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 Configure value field settings</li> </ul>
11.3	Creating and Modifying PivotCharts	<p>4.3 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>
<b>12.0</b>	<b>MOS Excel Expert Practice Exams</b>	
12.1	Preparing for MOS Expert Certification	
12.2	Domain Practice Labs: Excel Expert 365 (MO-211)	<p>1.1 Manage workbooks</p> <ul style="list-style-type: none"> <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</li> </ul> <ul style="list-style-type: none"> <li>• Modify AutoRecover settings</li> </ul> <p>1.2 Prepare workbooks for collaboration</p> <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> </ul>

## 2.1 Fill cells based on existing data

- 2.1.1 Fill cells by using Flash Fill
- 2.1.2 Fill cells by using advanced Fill Series options
- 2.1.3 Generate numeric data by using RANDARRAY()

## 2.2 Format and validate data

- 2.2.1 Create custom number formats
- 2.2.2 Configure data validation
- 2.2.3 Group and ungroup data
- 2.2.4 Calculate data by inserting subtotals and totals
- 2.2.5 Remove duplicate records

## 2.3 Apply advanced conditional formatting and filtering

- 2.3.1 Create custom conditional formatting rules
- 2.3.2 Create conditional formatting rules that use formulas
- 2.3.3 Manage conditional formatting rules
  - Edit existing rules

## 3.1 Perform logical operations in formulas

- 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(), NOT(), and LET() functions

## 3.2 Look up data by using functions

- 3.2.1 Look up data by using the XLOOKUP(), VLOOKUP(), HLOOKUP(), MATCH(), and INDEX() functions

## 3.3 Use advanced date and time functions

- 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



### 3.4 Perform data analysis

- 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
- 3.4.5 Filter data by using FILTER()
- 3.4.6 Sort data by using SORTBY()

### 3.5 Troubleshoot formulas

- 3.5.3 Validate formulas by using error checking rules

### 3.6 Create and modify simple macros

- 3.6.1 Record simple macros

### 4.1 Create and modify advanced charts

- 4.1.1 Create and modify dual axis charts
- 4.1.2 Create and modify charts including Box & Whisker, Combo, Funnel, Histogram, Map, Sunburst, and Waterfall charts
  - Modify bin intervals for Histograms

### 4.2 Create and modify PivotTables

- 4.2.1 Create PivotTables
- 4.2.2 Modify field selections and options
- 4.2.3 Create slicers
- 4.2.4 Group PivotTable data
- 4.2.5 Add calculated fields
- 4.2.6 Configure value field settings

### 4.3 Create and modify PivotCharts

- 4.3.1 Create PivotCharts
- 4.3.2 Manipulate options in existing PivotCharts

		<ul style="list-style-type: none"> <li>• 4.3.3 Apply styles to PivotCharts</li> <li>• 4.3.4 Drill down into PivotChart details</li> </ul>
12.3	Practice Exams: Excel Expert 365 (MO-211)	
12.4	Domain Practice Labs: Excel Expert 2019 (MO-201)	
12.5	Practice Exams: Excel Expert 2019 (MO-201)	
<b>A.0</b>	<b>TestOut Pro Certified: Microsoft Excel® Advanced Practice Exams</b>	
A.1	Prepare for TestOut Pro Certified: Microsoft Excel® Advanced Certification	
A.2	TestOut Pro Certified: Microsoft Excel® Advanced Exam Domain Review	
A.3	TestOut Pro Certified: Microsoft Excel® Advanced Practice Exams	
	<b>Microsoft Excel Basics</b>	

# 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>	8.1, 8.2
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>	8.2
<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>	9.1, 9.3
2.2	Manage data <ul style="list-style-type: none"> <li>• 2.2.1 Use data validation</li> </ul>	9.2 10.4

	<ul style="list-style-type: none"> <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>	
<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>	10.1, 10.2, 10.3
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>	10.4
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>	10.6
<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>	11.1, 11.2, 11.3
4.2	<p>Manage Tables</p> <ul style="list-style-type: none"> <li>• 4.2.1 Create and modify PivotTables</li> </ul>	11.2

- |  |   |  |
|--|---|--|
|  | <ul style="list-style-type: none"><li>• 4.2.2 Uses slicers to filter data</li></ul> |  |
|--|---|--|

# 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>Excel Associate Live Projects</b>	
6.1	Excel Live Projects	
<b>7.0</b>	<b>MOS Excel Associate Practice Exams</b>	
7.1	Preparing for MOS Associate Certification	
7.2	Domain Practice Labs: Excel Associate 365 (MO-210)	
7.3	Practice Exams: Excel Associate 365 (MO-210)	
7.4	Domain Practice Labs: Excel Associate 2019 (MO-200)	
7.5	Practice Exams: Excel Associate 2019 (MO-200)	
<b>8.0</b>	<b>Advanced Workbook Options and Settings</b>	
8.1	Managing Workbooks	1.1 Manage workbooks <ul style="list-style-type: none"> <li>1.1.3 Add authoring languages and proofing</li> <li>1.1.4 Set AutoSave and AutoRecover</li> </ul>
8.2	Preparing Workbooks for Collaboration	1.1 Manage workbooks

		<ul style="list-style-type: none"> <li>• 1.1.1 Protect a workbook</li> </ul> <p>1.2 Manage worksheets</p> <ul style="list-style-type: none"> <li>• 1.2.1 Protect a worksheet</li> <li>• 1.2.3 Set Edit Ranges</li> </ul>
<b>9.0</b>	<b>Advanced Data Formatting</b>	
9.1	Filling Cells Based on Existing Data	<p>2.1 Use advanced formatting</p> <ul style="list-style-type: none"> <li>• 2.1.3 Use Flash Fill</li> <li>• 2.1.4 Use Fill Series</li> </ul>
9.2	Formatting and Validating Data	<p>2.2 Manage data</p> <ul style="list-style-type: none"> <li>• 2.2.1 Use data validation</li> </ul>
9.3	Advanced Conditional Formatting and Filtering	<p>2.1 Use advanced formatting</p> <ul style="list-style-type: none"> <li>• 2.1.1 Manage conditional formatting rules</li> <li>• 2.1.2 Configure conditional formatting</li> </ul>
<b>10.0</b>	<b>Advanced Formulas and Macros</b>	
10.1	Performing Logical Operations in Formulas	<p>3.1 Use advanced functions</p> <ul style="list-style-type: none"> <li>• 3.1.3 Use logical functions: IFS(), AND(), NOT(), OR()</li> <li>• 3.1.5 Use math functions: SUMIFS(), AVERAGEIFS()</li> </ul>
10.2	Looking Up Data by Using Functions	<p>3.1 Use advanced functions</p> <ul style="list-style-type: none"> <li>• 3.1.2 Use lookup functions: VLOOKUP(), HLOOKUP()</li> </ul>
10.3	Using Advanced Date and Time Functions	<p>3.1 Use advanced functions</p> <ul style="list-style-type: none"> <li>• 3.1.1 Use time functions: TODAY(), NOW(), WORKDAY(), WEEKDAY()</li> </ul>
10.4	Performing Data Analysis	<p>2.2 Manage data</p> <ul style="list-style-type: none"> <li>• 2.2.4 Analyze and consolidate data</li> </ul>



		3.2 Define advanced formulas <ul style="list-style-type: none"> <li>• 3.2.2 Perform What-If Analysis using Goal Seek and Scenario Manager</li> </ul>
10.5	Troubleshooting Formulas	
10.6	Creating and Modifying Simple Macros	3.3 Use macros <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>
<b>11.0</b>	<b>Advanced Charts and Tables</b>	
11.1	Creating and Modifying Advanced Charts	4.1 Manage Charts <ul style="list-style-type: none"> <li>• 4.1.1 Create and modify advanced charts</li> </ul>
11.2	Creating and Modifying PivotTables	4.1 Manage Charts <ul style="list-style-type: none"> <li>• 4.1.2 Create and modify PivotCharts</li> </ul> 4.2 Manage Tables <ul style="list-style-type: none"> <li>• 4.2.1 Create and modify PivotTables</li> </ul>
11.3	Creating and Modifying PivotCharts	4.1 Manage Charts <ul style="list-style-type: none"> <li>• 4.1.2 Create and modify PivotCharts</li> </ul>
<b>12.0</b>	<b>MOS Excel Expert Practice Exams</b>	
12.1	Preparing for MOS Expert Certification	
12.2	Domain Practice Labs: Excel Expert 365 (MO-211)	
12.3	Practice Exams: Excel Expert 365 (MO-211)	
12.4	Domain Practice Labs: Excel Expert 2019 (MO-201)	
12.5	Practice Exams: Excel Expert 2019 (MO-201)	
<b>A.0</b>	<b>TestOut Pro Certified: Microsoft Excel® Advanced Practice Exams</b>	

A.1	Prepare for TestOut Pro Certified: Microsoft Excel® Advanced Certification	
A.2	TestOut Pro Certified: Microsoft Excel® Advanced Exam Domain Review	
A.3	TestOut Pro Certified: Microsoft Excel® Advanced Practice Exams	
	<b>Microsoft Excel Basics</b>	