

Microsoft Office Specialist: Excel Associate (Microsoft 365 Apps) (MO-210)

Get ready for the Microsoft Office Specialist: Excel Associate (MO-210) exam with this practical Microsoft Office training course. Build real-world Excel skills as you manage worksheets and workbooks, manipulate data cells and ranges, create structured tables, and perform operations using core formulas and functions. Learn how to design charts, use conditional formatting, and prepare workbooks for collaboration and distribution, all while gaining the confidence needed to pass the MO-210 and elevate your professional credibility. Passing the MO-210 exam not only increases your productivity with Excel, but also counts towards earning your Microsoft Office Specialist: Associate (Microsoft 365 Apps) certification.

[CBT Nuggets course material](#) →

WEEK 1

Learn General Excel Principles

Spreadsheet Basics

Introducing Functions

Relative and Absolute Cell References

Navigating Workbooks

Excel Options and Customisation*

Your Challenge

Format and Structure Workbooks

Download the Files

Work with Text

Borders, Shading, and Cell Styles

Apply Number Formats

Manage Rows and Columns

Set Up Multiple Sheets

Your Challenge

Import Data, and Use Lists and Tables

Download the Files!

Copy and Paste Data from Text Files

Use Excel Tables

Import Data from Text Files

Basic Sorting and Filtering

Import Data from Online Sources

Your Challenge

Perform Calculations and Operations

Download the Files!

Mathematical Operators and Percentages
The AVERAGE, MAX, MIN, and COUNT Functions
Using Named Ranges and Structured References
The RANDBETWEEN and SEQUENCE Functions
The IF Function
The SORT and UNIQUE Functions
Text Functions
Your Challenge

Create Basic Charts and Visualisations

Download the Files!
Insert a Chart
Modify a Chart
Work with Common Chart Types
Understand Pie, Pie of Pie, and Doughnut Charts
Use Sparklines
Change Cell Formatting Based on Content
Your Challenge

Apply Page Layout Options

Download the Files!
Page Layout Options
Page Breaks and Print Areas
Headers, Footers, and More!
Overview of Using Graphics and Themes in Excel
Your Challenge

Export or Collaborate with Excel

Download the Files

Send a Copy or Save to the Cloud
Check the File for Issues
Manage Cell Notes and Comments
Save in Different File Formats
Export Data
Your Challenge

Excel Specialist Revision Challenges

Introduction
Challenge A
Challenge B
Challenge C

Excel Specialist Formulas Exercises

Introduction
The MAX(), MIN(), AVERAGE(), COUNT(), and SUM() Functions
The IF() Function
The SEQUENCE(), UNIQUE(), and SORT() Functions
The UPPER(), LOWER(), CONCAT(), TEXTJOIN() LEFT() and RIGHT() Functions
The LEN() Function