

Microsoft Office Specialist: Excel Expert (Microsoft 365 Apps) (MO-211)

Unlock the full power of Excel with advanced skills that set you apart. This course prepares you for the MO-211 Microsoft Office Specialist: Excel Expert exam and shows you how to create pivot tables in Excel, design advanced charts, and automate tasks with macros. You'll learn to analyze data with lookup functions, troubleshoot formulas, and manage large workbooks with confidence. By the end, you'll have the expertise to turn complex data into insights and prove your mastery with the Excel Expert certification.

[CBT Nuggets course material](#) →

WEEK 1

Manage Advanced Charts

Quick Charts Recap

Dual-Axis and Combo Charts

Treemap and Sunburst Charts

Histogram, Pareto, and Box and Whisker Charts

Waterfall, Funnel, and Stock Charts

... and the rest!

Your Challenge

Tidy Up, Validate, and Group Data

Introduction

Tidy Up Your Data

Data Validation

Use a Formula in Data Validation, and Identify Invalid Data

Grouping and Subtotals

Your Challenge

Create and Modify PivotTables and PivotCharts

Introduction

Insert a PivotTable...

... and Format it!

Filters, Slicers, and Timelines

Work with PivotCharts

More PivotTable Options

Your Challenge

Perform Logical Operations in Formulas

Introduction

IF and Nested IF Functions

The OR and AND Functions

The NOT Function

The LET Function

Your Challenge

More Logical Operations!

Introduction

IFS

SWITCH

COUNTIF, SUMIF, AVERAGEIF

COUNTIFS, SUMIFS, AVERAGEIFS, MAXIFS, MINIFS

Your Challenge

Look Up Data by Using Functions

Introduction

VLOOKUP and HLOOKUP

XLOOKUP

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MATCH

FILTER, SORT, and SORTBY

Your Challenge

Perform Data Analysis

Introduction

Financial Calculations with PMT and NPER

Data Consolidation

Scenario Manager

Goal Seek

Your Challenge

Date and Time, RANDARRAY, and Troubleshooting

Introduction

Referencing Dates in Formulas

Using Dates with the IF and FILTER Functions

Referencing Times in Formulas

Calculating Dates Using WEEKDAY and WORKDAY

The RANDARRAY Function

Troubleshoot Formulas

Your Challenge

Extra Options for Formatting and Filling

Introduction

Create a Custom Number Format

Apply Advanced Conditional Formatting

Flash Fill and Advanced Fill Options

Your Challenge

Manage Workbooks

Introduction

Protect the File

Restrict Editing

Reference Data in Other Workbooks

Manage Workbook Versions

Your Challenge

Create and Modify Simple Macros

Introduction

Automate a Worksheet Task

Make a Macro Available in All Workbooks

Edit a Macro Using the VBA Editor

Just for Fun

VBA Macros or Office Scripts?

Your Challenge

Functions Revision Challenges

Introduction

Logical Operations

More Logical Operations!

Look Up Data

The NPER and PMT Functions

Date Functions and RANDARRAY

Excel Expert Revision Challenges

Introduction

Challenge A

Challenge B

Challenge C

Challenge D