

MOS Study Guide: Exam MO-200

The study guide covers five **objective groups**: There is a list of objectives within each group:

Objective Group 1: Manage worksheets and workbooks

- 1.1 Import data into workbooks
- 1.2 Navigate within workbooks
- 1.3 Format worksheets and workbooks
- 1.4 Customize options and views
- 1.5 Configure content for collaboration

Objective Group 2: Manage data cells and ranges

- 2.1 Manipulate data in worksheets
- 2.2 Format cells and ranges
- 2.3 Define and reference named ranges
- 2.4 Summarize data visually

Objective Group 3: Create tables

- 3.1 Create and format tables
- 3.2 Modify tables
- 3.3 Filter and sort table data

Objective Group 4: Perform operations by using formulas and functions In

- 4.1 Insert references in formulas
- 4.2 Calculate and transform data by using functions
- 4.3 Format and modify text by using functions

Objective Group 5: Manage charts

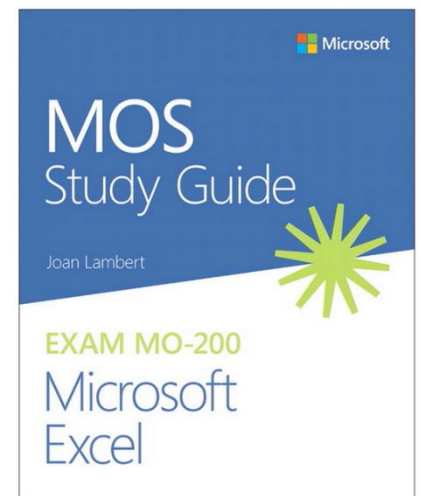
- 5.1 Create charts
- 5.2 Modify charts
- 5.3 Format charts

The content of the **MOS 2020 Study Guide** includes the following:

- Description of prerequisites
- Review information
- Practice tasks
- Step-by-step Instructions for how to complete tasks
- Screenshots
- Exam tips and strategies

The Excel practice files needed to compete the practice tasks can be downloaded from this website:

<https://www.microsoftpressstore.com/store/mos-study-guide-for-microsoft-excel-exam-mo-200-9780136627159>



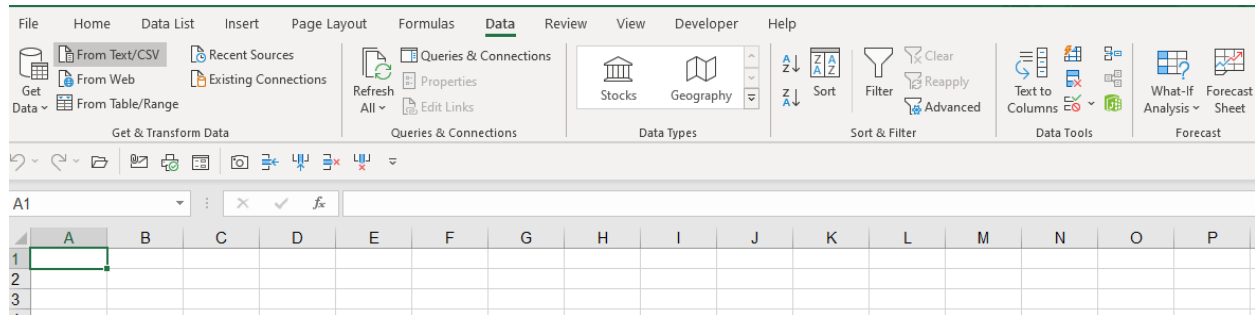
Click on image to see book
description and pricing on
Amazon.com



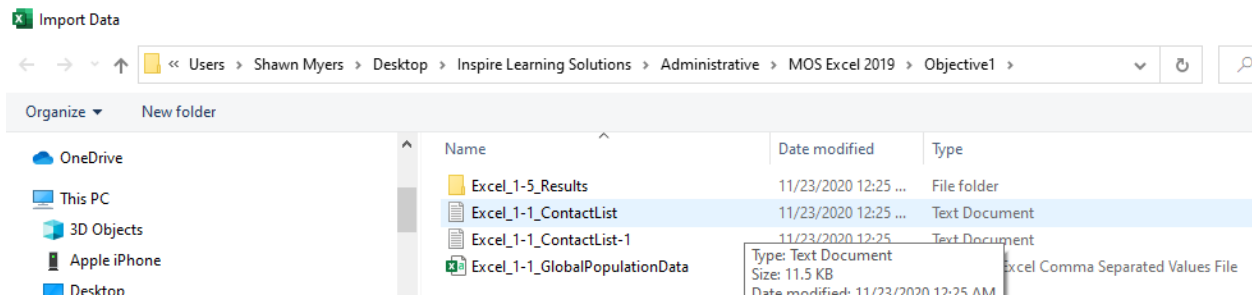
Click on image to see book on
the Pearson Website

Objective 1.1 Import Data – Text Files

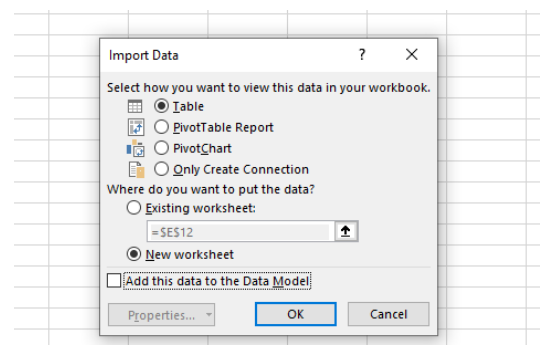
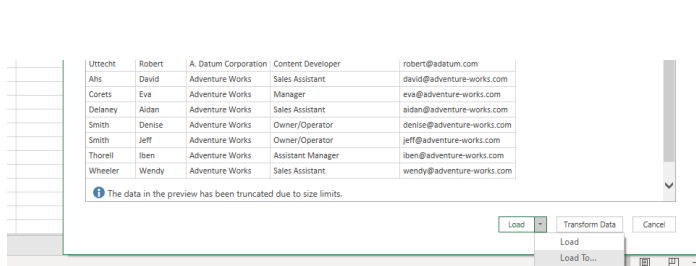
1. Start with a blank Excel workbook
2. Click on the Data tab, then click on From Text/CSV in the Get & Transfer Data group



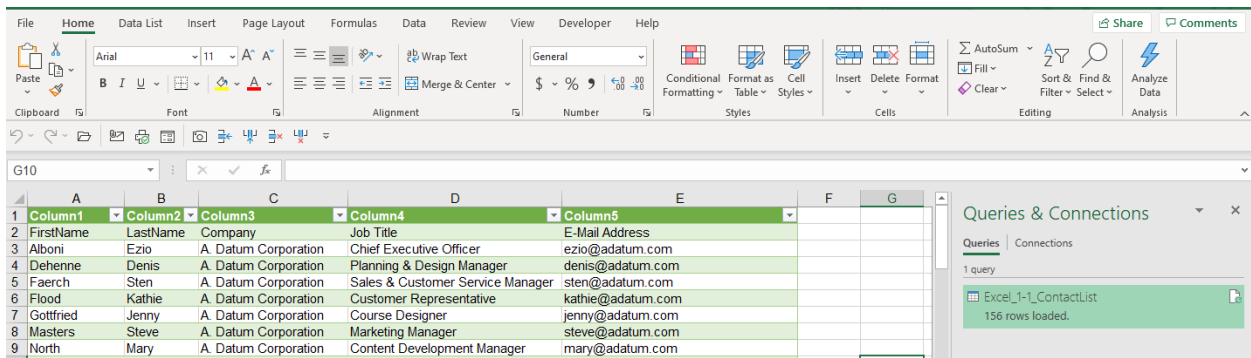
3. The **Import Data** dialog box will appear. Double-click on the ContactList Text Document file.



4. The **data import preview window** will appear. The following options will become available:
 - a. Click Load, and the data will be imported onto a new worksheet
 - b. Click on the Load drop-down arrow, and the **Load to** option will appear
 - c. In the Import Data dialog box, you can click on Existing worksheet or New worksheet

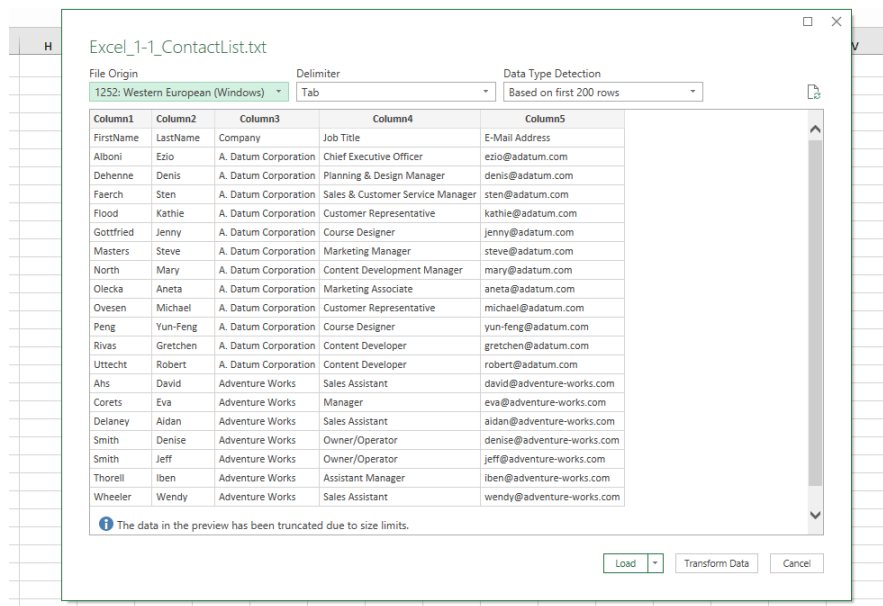


5. Choose New Worksheet, which is the default setting; click OK

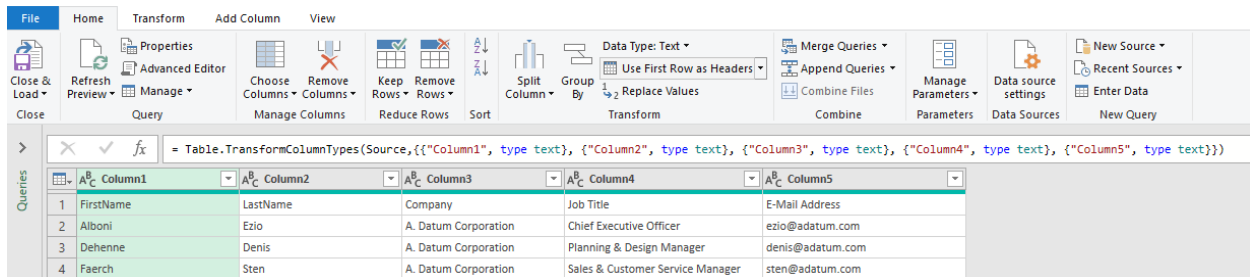


You can also use the **Power Query Editor** to modify the data before you import it.

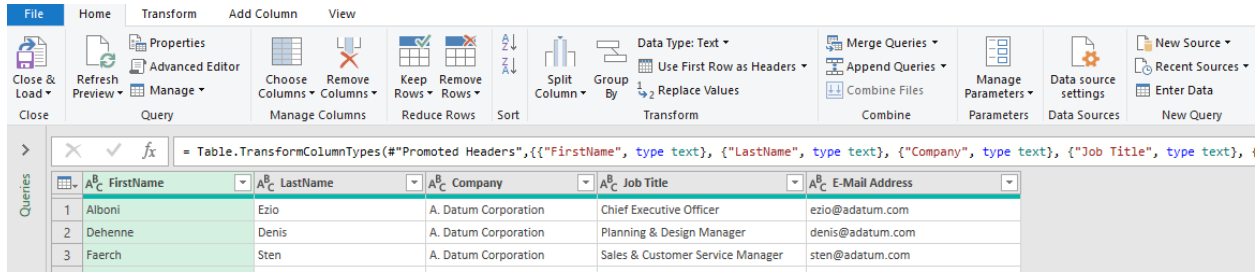
- Repeat steps 1-3 to open the **data import preview window**.
- Click on the **Transform Data** button



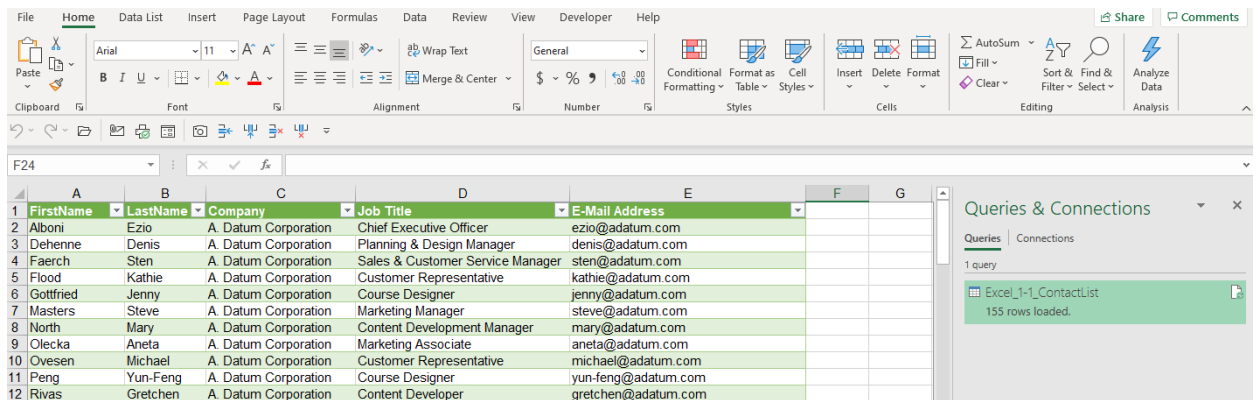
8. With the Home tab selected, click on the **Use First Row as Headers** button inside the Transform group. This will cause the data in the first row to replace Column1, Column2, etc.



9. Click on the Close and Load button to import the data.

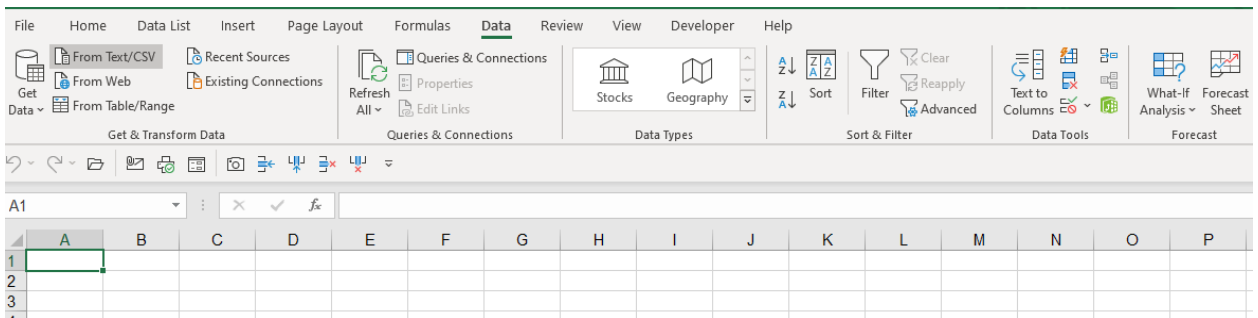


10. You can double-click on the Query inside the **Query & Connections** task pane to reopen the Power Query Editor and make additional changes to the data.



Import an Excel file

1. Click on the Data tab, then click on From Text/CSV in the Get & Transfer Data group



2. The **Import Data** dialog box will appear. Double-click on the Excel_1-1_GlobalPopulation.csv file.

<input type="checkbox"/> Name	Date modified	Type	Size
Excel_1-5_Results	11/23/2020 12:25 AM	File folder	
Excel_1-1	11/23/2020 12:25 AM	Microsoft Excel W...	12 KB
Excel_1-1_ContactList	11/23/2020 12:25 AM	Text Document	12 KB
Excel_1-1_ContactList-1	11/23/2020 12:25 AM	Text Document	12 KB
<input type="checkbox"/> Excel_1-1_GlobalPopulationData	11/23/2020 12:25 AM	Microsoft Excel C...	171 KB
Excel_1-1_results	11/23/2020 12:25 AM	Microsoft Excel W...	166 KB
Excel_1-1-1	11/23/2020 12:25 AM	Microsoft Excel W...	12 KB
Excel_1-2	11/23/2020 12:25 AM	Microsoft Excel W...	28 KB

3. Click on Transform Data, then double-click on Remove Blank Rows. Import the data by clicking on Close and Load.

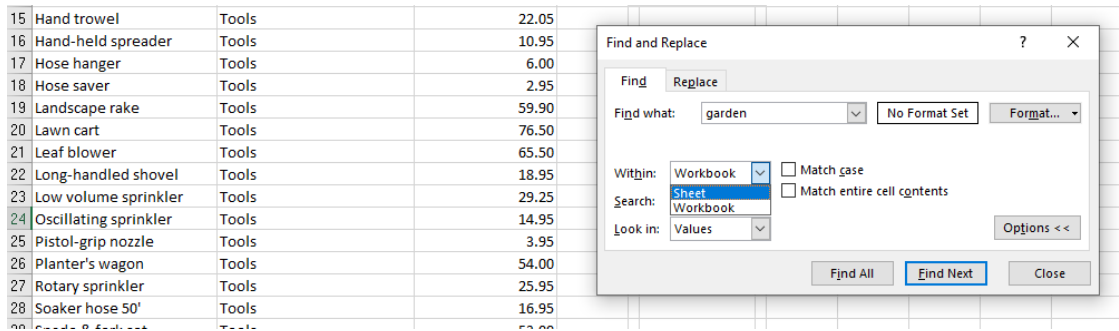
The screenshot shows the Power Query ribbon with the 'Transform' tab selected. The 'Remove Rows' dropdown menu is open, showing options: Remove Top Rows, Remove Bottom Rows, Remove Alternate Rows, Remove Duplicates, Remove Blank Rows (selected), and Remove Errors. The background shows a data table with columns: Country Name, Country Code, Indicator Name, and Indicator Code.

Objective 1.2 Navigate within workbooks

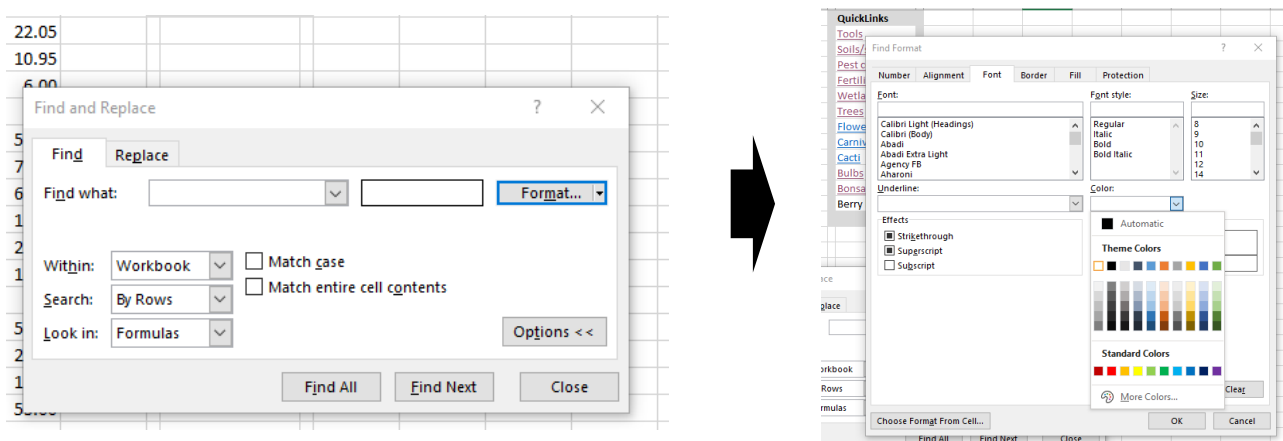
1. Go to the Home tab, then click on the Find Replace down arrow, choose Find. Another option is to click on CTRL+F
2. Type in the word "Garden"; click on the Options button

The screenshot shows a spreadsheet with a list of tools and their prices. A 'Find and Replace' dialog box is open, with the 'Find' tab selected. The 'Find what' field contains the word 'garden'. The 'Options >>' button is visible, indicating that the 'Options' button has been clicked.

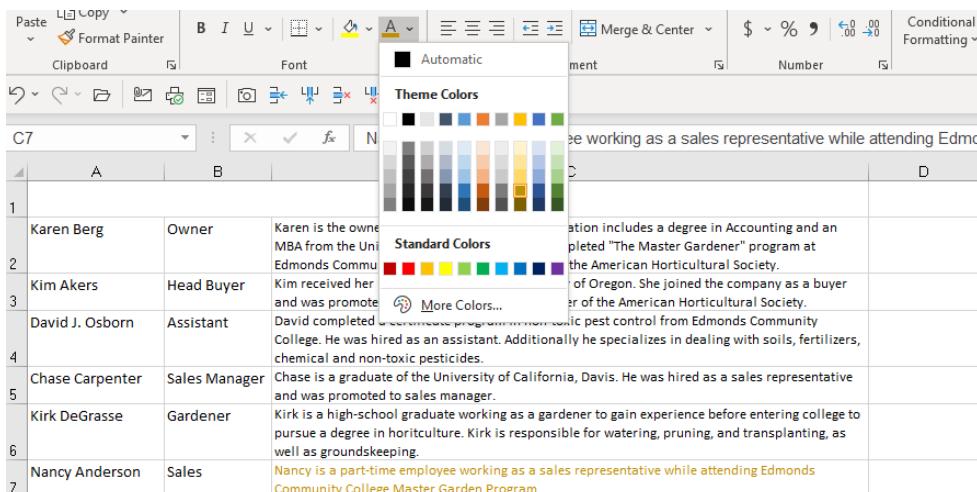
- If you choose the Worksheet option, you will see every occurrence of the word “Garden” in the worksheet. If you choose the Workbook option, you will see each occurrence inside each tab in the entire workbook



- To find text based on a font color, press CTRL+F to open the Find and Replace dialog box. Click on the Format button. Choose Within Workbook; under Color, choose White; click OK

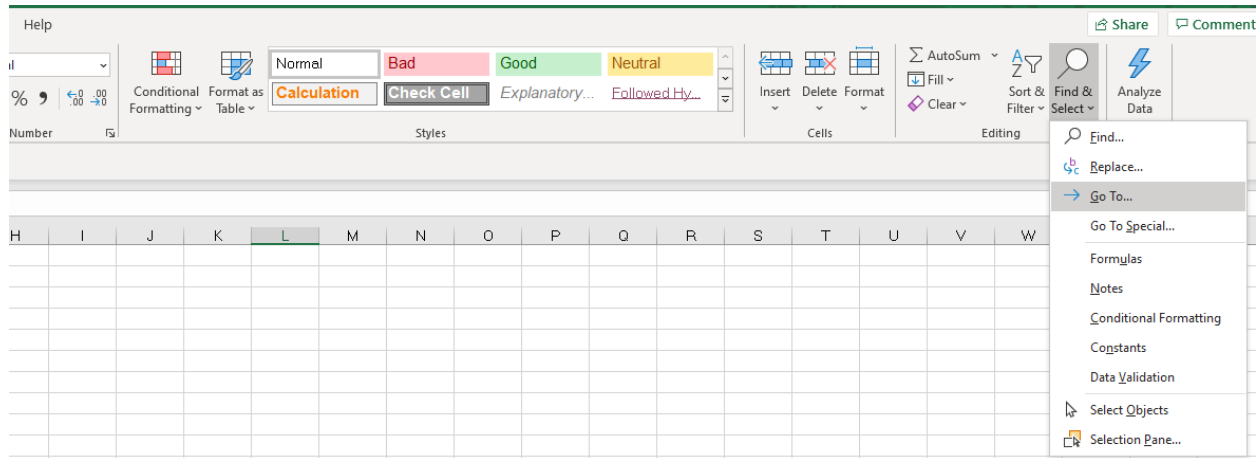


- Once you find the text, change the color by going to the Font drop-down arrow and choosing a color from the Font group.



Go To

1. With the Home tab selected click on the Find and Select down arrow, then click on Go To, to open the dialog box. You can also press CTRL+G.



2. The Go To dialog box will sometimes display previous inputs into the Reference text box or a named cell range, which in this case is Berry bushes. Double-click on Berry Bushes to go to the cell range; and you can see the range name in the Name Box. You can also input specific cells or cell ranges when using Go To, such as cell reference A100 or cell range A25:C30.

