

# Syllabus: Excel Skills for Certification Course

Dates	Topics covered	Assignment
Live Training: Friday, September 20th 4 pm to 6 pm	Objective group 1: Manage worksheets and workbooks	<ul style="list-style-type: none"> <li>- Course introduction</li> <li>- Excel basic skills test</li> <li>- Class lecture</li> <li>- In-class practice exercises</li> </ul>
Week 1: Monday, September 23 <sup>rd</sup> to Sunday, September 29th	Objective group 1: Manage worksheets and workbooks	<ul style="list-style-type: none"> <li>- Response to Excel survey on website</li> <li>- Read MO-200 Study Guide: Objective 1.1 and 1.2, pages 1-17</li> <li>- Complete video lessons and practice exercises</li> <li>- MOS Objective 1.1 Import data into workbooks (part 1)</li> <li>- MOS Objective 1.1 Import data into workbooks (part 2)</li> <li>- MOS Objective 1.2 Navigate within workbooks (part 1)</li> <li>- MOS Objective 1.2 Navigate within workbooks (part 2)</li> <li>- Complete and upload Objective Group 1.1 and 1.2 practice files</li> </ul>
Week 2: Monday, September 30 <sup>th</sup> to Sunday, October 6th	Objective group 1: Manage worksheets and workbooks	<ul style="list-style-type: none"> <li>- Read MO-200 Study Guide: Objective 1.3, pages 18-26</li> <li>- Complete video lessons and practice exercises:</li> <li>- MOS Objective 1.3 Format worksheets and workbooks (part 1)</li> <li>- MOS Objective 1.3 Format worksheets and workbooks (part 2)</li> </ul>
Week 3: Monday, October 7th to Sunday, October 13th	Objective group 1: Manage worksheets and workbooks	<ul style="list-style-type: none"> <li>- Read MO-200 Study Guide: Objective 1.4, pages 27-36</li> <li>- Complete video lessons and practice exercises:</li> <li>- MOS Objective 1.4 Customize options and views (part 1)</li> <li>- MOS Objective 1.4 Customize options and views (part 2)</li> </ul>
Week 4: Monday, October 14th to Sunday, October 20th	Objective group 1: Manage worksheets and workbooks	<ul style="list-style-type: none"> <li>- Read MO-200 Study Guide: Objective 1.5, pages 37-52</li> <li>- Complete video lessons and practice exercises:</li> <li>- MOS Objective 1.5 Customize options and views (part 1)</li> <li>- MOS Objective 1.5 Customize options and views (part 2)</li> </ul>
Week 5: Monday, October 21 <sup>st</sup> to Sunday, October 27th	Objective group 2: Manage data cells and ranges	<ul style="list-style-type: none"> <li>- Read MO-200 Study Guide: Objective 2, pages 53-86</li> <li>- Complete video lessons and practice exercises:</li> <li>- MOS Objective 2.1 Manipulate data in worksheets (part 1)</li> <li>- MOS Objective 2.1 Manipulate data in worksheets (part 2)</li> <li>- MOS Objective 2.2 Format cells and ranges</li> <li>- MOS Objective 2.3 Define and reference named ranges</li> <li>- MOS Objective 2.4 Summarize data visually</li> </ul>

Live Training: Friday, October 25 <sup>th</sup> 4 pm to 6 pm	Weeks 1-5 Review	<ul style="list-style-type: none"> <li>- Class lecture</li> <li>- Introduction to PivotTables</li> <li>- In-class practice exercises</li> <li>- Quiz 1: Week 1-5</li> </ul>
Week 6: Monday, October 28 <sup>th</sup> to Sunday, November 3 <sup>rd</sup>	Objective group 3: Manage tables and table data	<ul style="list-style-type: none"> <li>- Read MO-200 Study Guide: Objective 3, pages 87-106</li> <li>Complete video lessons and practice exercises:</li> <li>Complete video lessons and practice exercises:</li> <li>MOS Objective 3.1 Create and format tables</li> <li>MOS Objective 3.2 Modify tables</li> <li>MOS Objective 3.3 Filter and sort table data</li> </ul>
Week 7: Monday, November 4 <sup>th</sup> to Sunday, November 10 <sup>th</sup>	Objective group 4: Perform operations using formulas and function Objective group 5: Format charts	<ul style="list-style-type: none"> <li>- Read the MO-200 Study Guide: Object 4, pages 107-128</li> <li>Complete video lessons and practice exercises:</li> <li>MOS Objective 4.1 Insert references in formulas</li> <li>MOS Objective 4.2 Calculate and transform data by using functions</li> <li>MOS Objective 4.3 Format and modify text by using functions</li> </ul>
Week 8: Monday, November 11 <sup>th</sup> to Thursday, November 14 <sup>th</sup>	Objective group 5: Format charts	<ul style="list-style-type: none"> <li>- Read the MO-200 Study Guide: Object 5, pages 129-137</li> <li>Complete video lessons and practice exercises:</li> <li>MOS Objective 5.1 Create charts</li> <li>MOS Objective 5.2 Modify charts</li> <li>MOS Objective 5.3 Format charts</li> </ul>
Live Training: Friday, November 15 <sup>th</sup> 4 pm to 6 pm	Review Objectives 1-5 How to add Excel skills to your resume	<ul style="list-style-type: none"> <li>- Quiz 2, Objectives 4-5</li> <li>- MO-200 practice test (timed)</li> <li>Minimum passing score: 80%</li> </ul>

**MO-200 Certification Exam – Times and locations TBD**  
**November 18<sup>th</sup> to November 22<sup>nd</sup>**

## MOS Study Guide: Exam MO-200

The study guide covers five **objective groups**.

### Objective Group 1: Manage worksheets and workbooks

#### Import data into workbooks

- 1.1 Navigate within workbooks
- 1.2 Format worksheets and workbooks
- 1.3 Customize options and views
- 1.4 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

- 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

## Exam details

The MO-200 exam consists of 5 to 6 projects. Each project will have 5 to 6 tasks that must be completed. In total, you can expect around 30 questions (or tasks) on the exam. You will have 50 minutes to complete it and achieve a minimum score of at least 700 out of 1,000 points.

