

# **MO-200: Microsoft Excel (Office 2019) – Skills Measured**

NOTE: The bullets that appear below each of the skills measured are intended to illustrate how we are assessing that skill. This list is not definitive or exhaustive.

NOTE: In most cases, exams do NOT cover preview features, and some features will only be added to an exam when they are GA (General Availability).

## **Manage worksheets and workbooks (10-15%)**

### **Import data into workbooks**

- Import data from .txt files
- Import data from .csv files

### **Navigate within workbooks**

- Search for data within a workbook
- Navigate to named cells, ranges, or workbook elements
- Insert and remove hyperlinks

### **Format worksheets and workbooks**

- Modify page setup
- Adjust row height and column width
- Customize headers and footers

### **Customize options and views**

- Customize the Quick Access toolbar
- Display and modify workbook content in different views
- Freeze worksheet rows and columns
- Change window views
- Modify basic workbook properties
- Display formulas

### **Configure content for collaboration**

- Set a print area
- Save workbooks in alternative file formats

- Configure print settings
- Inspect workbooks for issues

## **Manage data cells and ranges (20-25%)**

### **Manipulate data in worksheets**

- Paste data by using special paste options
- Fill cells by using Auto Fill
- Insert and delete multiple columns or rows
- Insert and delete cells

### **Format cells and ranges**

- Merge and unmerge cells
- Modify cell alignment, orientation, and indentation
- Format cells by using Format Painter
- Wrap text within cells
- Apply number formats
- Apply cell formats from the Format Cells dialog box
- Apply cell styles
- Clear cell formatting

### **Define and reference named ranges**

- Define a named range
- Name a table

### **Summarize data visually**

- Insert Sparklines
- Apply built-in conditional formatting
- Remove conditional formatting

## **Manage tables and table data (15-20%)**

### **Create and format tables**

- Create Excel tables from cell ranges
- Apply table styles
- Convert tables to cell ranges

### **Modify tables**

- Add or remove table rows and columns
- Configure table style options
- Insert and configure total rows

### **Filter and sort table data**

- Filter records
- Sort data by multiple columns

## **Perform operations by using formulas and functions (20-25%)**

### **Insert references**

- Insert relative, absolute, and mixed references
- Reference named ranges and named tables in formulas

### **Calculate and transform datas**

- Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions
- Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions
- Perform conditional operations by using the IF() function

### **Format and modify text**

- Format text by using RIGHT(), LEFT(), and MID() functions
- Format text by using UPPER(), LOWER(), and LEN() functions
- Format text by using the CONCAT() and TEXTJOIN() functions

## **Manage charts (20-25%)**

### **Create charts**

- Create charts
- Create chart sheets

### **Modify charts**

- Add data series to charts
- Switch between rows and columns in source data
- Add and modify chart elements

### **Format charts**

- Apply chart layouts

- Apply chart styles
- Add alternative text to charts for accessibility



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**CERTIFICATE COURSE ON**

# **MICROSOFT OFFICE SPECIALIST**

**(MS EXCEL 2019)**

IN ACCORDANCE WITH THE STRATEGIST, COCHIN

- **Duration: 30 hours**
- **Mode: Offline**



**Fee: Rs. 4000/-**

Fee can be paid in two installments

**Class time: 3pm-4pm**

**COURSE COMMENCEMENT**

**FEBRUARY 8TH, 2023**

For more details

Contact: Ms. Sini Thomas

Phone no: 95670 57145



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# **MICROSOFT OFFICE SPECIALIST**

**(MS EXCEL 2019)**

IN ACCORDANCE WITH THE STRATEGIST, COCHIN

- **Duration: 25 hours**
- **Mode: Offline**



**Fee: Rs. 4000/-**

Fee can be paid in two installments

**Class time: 3pm-4pm**

**COURSE COMMENCEMENT**

**APRIL 2ND, 2022**

For more details

Contact: Ms. Sini Thomas

Phone no: 95670 57145

# **EXCEL CERTIFICATION COURSE 2022-2023**

## **BATCH 1**

The list of students is given below:

1. Mary Pauly
2. Aleena Joy
3. Devanadh
4. Bryan Benny
5. Archana R Menon
6. Jiss Sabu Varghese
7. Harisankar S
8. Joe Payyappilly
9. Zahera A A
10. Akkila Akbar
11. Riya Sunny
12. Sreedevi N
13. Karthika
14. Ajithlal
15. Digha Dinesh
16. Angel Davis
17. Jyothis C P
18. Abishek N J
19. Jerin K Joshy
20. Devika P B
21. Sana K Latheef
22. Bharath Haridas
23. Alex
24. Akash
25. Gopika Raju

## **Batch 2**

The list of students is given below:

1. Diya Denny
2. Anita Jose
3. Adorn Joe Bobby
4. K S Sreelakshmi
5. Anmariya
6. Nandita R Menon
7. Anmariya Lulu
8. Alina Francis

9. Binso Biju
10. Mary Elna Shabu
11. Gifty Rose George
12. Hiba Haneefa
13. Aarone Shaji
14. Aleena E D
15. Josna T J
16. Fatima Nisrin
17. K A Athira
18. Aswathy Anand
19. Jijo
20. Abhiya Benny
21. Amalkrishna N A
22. Anson
23. Viswanand A S
24. Krish
25. Mervin Dennis
26. Lalchand MS
27. Robin Paily
28. Ronnie Boban
29. Akkila Akbar
30. Shreyas CS