

Skills Correlations

Microsoft Office Specialist Excel 365 Expert Certification (Exam MO-211)

Learn-by-Doing: Microsoft 365 - Excel (Level 2) is 100% aligned to the skills assessed in Certiport's **Microsoft Office Specialist Excel Expert Certification Exam**. The following includes the Objective Domains (skills) covered on the certification exam, the correlating lesson(s) in which the skills are taught, and Skills Mastery quizzes and tests in which they are assessed.

Objective Domain (Skill)	Textbook Lesson Number	Skills Mastery Quiz/Test
Manage Workbook Options and Settings		
Manage workbooks		
Copy macros between workbooks	2.7	Quiz 2.5 Test 2
Reference data in other workbooks	1.4	Quiz 1.3 Test 1
Enable macros in a workbook	2.7	Quiz 2.5 Test 2
Manage workbook versions	1.1	Quiz 1.1 Test 1
Prepare workbooks for collaboration		
Restrict editing	1.5	Quiz 1.2 Test 1
Protect worksheets and cell ranges	1.5	Quiz 1.2 Test 1
Protect workbook structure	1.5	Quiz 1.2 Test 1
Configure formula calculation options	3.7	Quiz 3.6 Test 3
Manage and Format Data		
Fill cells based on existing data		

Objective Domain (Skill)	Textbook Lesson Number	Skills Mastery Quiz/Test
Fill cells by using Flash Fill	2.1	Quiz 2.1 Test 2
Fill cells by using advanced Fill Series options	2.1	Quiz 2.1 Test 2
Generate numeric data by using RANDARRAY()	2.1	Quiz 2.1 Test 2
Format and validate data		
Create custom number formats	2.2	Quiz 2.2 Test 2
Configure data validation	2.3	Quiz 2.3 Test 2
Group and ungroup data	2.4	Quiz 2.4 Test 2
Calculate data by inserting subtotals and totals	2.4	Quiz 2.4 Test 2
Remove duplicate records	2.4	Quiz 2.4 Test 2
Apply advanced conditional formatting and filtering		
Create custom conditional formatting rules	2.5	Quiz 2.2 Test 2
Create conditional formatting rules that use formulas	3.1	Quiz 3.2 Test 3
Manage conditional formatting rules	2.5	Quiz 2.2 Test 2
Create Advanced Formulas and Macros		
Perform logical operations in formulas		
Perform logical operations by using nested functions including the IF(), IFS(), SWITCH(), SUMIF(), AVERAGEIF(), COUNTIF(), SUMIFS(), AVERAGEIFS(), COUNTIFS(), MAXIFS(), MINIFS(), AND(), OR(), NOT(), and LET() functions	3.1, 3.2, 3.3, 3.4, 3.5	Quiz 3.1, 3.3 Test 3
Look up data by using functions		
Look up data by using the XLOOKUP(), VLOOKUP(), HLOOKUP(), MATCH(), and INDEX() functions	3.6	Quiz 3.2 Test 3

Objective Domain (Skill)	Textbook Lesson Number	Skills Mastery Quiz/Test
Use advanced date and time functions		
Reference date and time by using the NOW() and TODAY() functions	3.7	Quiz 3.6 Test 3
Calculate dates by using the WEEKDAY() and WORKDAY() functions	3.7	Quiz 3.6 Test 3
Perform data analysis		
Summarize data from multiple ranges by using the Consolidate feature	3.8	Quiz 3.4 Test 3
Perform what-if analysis by using Goal Seek and Scenario Manager	3.9	Quiz 3.4 Test 3
Forecast data by using the AND(), IF(), and NPER() functions	3.10	Quiz 3.7 Test 3
Calculate financial data by using the PMT() function	3.10	Quiz 3.7 Test 3
Filter data by using FILTER()	3.11	Quiz 3.5 Test 3
Sort data by using SORTBY()	3.11	Quiz 3.5 Test 3
Troubleshoot formulas		
Trace precedents and dependents	3.5	Quiz 3.2 Test 3
Monitor cells and formulas by using the Watch Window	3.3	Quiz 3.3 Test 3
Validate formulas by using error checking rules	3.1	Quiz 3.4 Test 3
Evaluate formulas	3.2	Quiz 3.3 Test 3
Create and modify simple macros		
Record simple macros	2.6	Quiz 2.5 Test 2
Name simple macros	2.6	Quiz 2.5 Test 2

Objective Domain (Skill)	Textbook Lesson Number	Skills Mastery Quiz/Test
Edit simple macros	2.7	Quiz 2.5 Test 2
Manage Advanced Charts and Tables		
Create and modify advanced charts		
Create and modify dual axis charts	4.2	Quiz 4.2 Test 4
Create and modify charts including Box & Whisker, Combo, Funnel, Histogram, Sunburst, and Waterfall charts	4.1, 4.2	Quiz 4.1, Quiz 4.2 Test 4
Create and modify PivotTables		
Create PivotTables	4.3	Quiz 4.3 Test 4
Modify field selections and options	4.3	Quiz 4.3 Test 4
Create slicers	4.4	Quiz 4.3 Test 4
Group PivotTable data	4.3	Quiz 4.3 Test 4
Add calculated fields	4.4	Quiz 4.3 Test 4
Configure value field settings	4.4	Quiz 4.3 Test 4
Create and modify PivotCharts		
Create PivotCharts	4.5	Quiz 4.4 Test 4
Manipulate options in existing PivotCharts	4.5	Quiz 4.4 Test 4
Apply styles to PivotCharts	4.5	Quiz 4.4 Test 4
Drill down into PivotChart details	4.5	Quiz 4.4 Test 4