



Certified Microsoft Office Specialist

# Microsoft Excel Associate (MO-200)

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The only Official Microsoft recognised Certification Program for Microsoft Office globally.

We are :



**Microsoft**  
Office Specialist  
Authorized Testing Center



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**Microsoft Office Specialist Program**

## What is MOS?

The **Microsoft Office Specialist Program (MOS)** provides industry-leading assessments of skills and knowledge through the new **project-based testing**, giving you *real-world exercises to check your understanding of Microsoft Office*.

This guarantees that every certified user has *demonstrated the ability to command the full features and functionality of Microsoft Office*, preparing you for workforce opportunities.

Microsoft certification gives you the power to chart your own course, fulfill your ambition, and realise great potentials.

These statistics validate that these certifications give you the tools to build a brighter future and prepare yourself for a successful career.

→ **85%**

of superior say MOS Certified are more productive because of their certification.

**89%**

says " becoming Certified improved my skills and talents that are valued by my organisation."

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The **Microsoft Office Specialist: Excel Associate Certification (MO-200)** demonstrates competency in the fundamentals of:

- Creating and managing worksheets and workbooks,
- Creating cells and ranges,
- Creating tables,
- Applying formulas and functions and creating charts and objects.

The exam covers the ability to create and edit a workbook with multiple sheets, and use a graphic element to represent data visually.

Workbook examples include :

- Professional-looking budgets,
- Financial statements,
- Team performance charts,
- Sales invoices, and
- Data-entry logs.

An individual earning this certification has approximately 150 hours of instruction and **hands-on experience** with the product, has **proven competency** at an industry associate-level and is ready to enter into the job market. They can demonstrate the **correct application** of the principal features of Excel and **can complete tasks independently**.

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Manage Worksheets and Workbooks

### 1.1 Import data into workbooks

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

### 1.2 Navigate within workbooks

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

### 1.3 Format worksheets and workbooks

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

### 1.4 Customize options and views

- 1.4.1 Customize the Quick Access toolbar
- 1.4.2 Display and modify workbook content in different views
- 1.4.3 Freeze worksheet rows and columns
- 1.4.4 Change window views
- 1.4.5 Modify basic workbook properties
- 1.4.6 Display formula

### 1.5 Configure content for collaboration

- 1.5.1 Set a print area
- 1.5.2 Save workbooks in alternative file formats
- 1.5.3 Configure print settings
- 1.5.4 Inspect workbooks for issues

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Manage Data Cells and Ranges

### 2.1 Manipulate data in worksheets

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

### 2.2 Format cells and ranges

- 2.2.1 Merge and unmerge cells
- 2.2.2 Modify cell alignment, orientation, and indentation
- 2.2.3 Format cells by using Format Painter
- 2.2.4 Wrap text within cells
- 2.2.5 Apply number formats
- 2.2.6 Apply cell formats from the Format Cells dialog box
- 2.2.7 Apply cell styles
- 2.2.8 Clear cell formatting

### 2.3 Define and reference named ranges

- 2.3.1 Define a named range
- 2.3.2 Name a table

### 2.4 Summarize data visually

- 2.4.1 Insert Sparklines
- 2.4.2 Apply built-in conditional formatting
- 2.4.3 Remove conditional formatting

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Manage Tables and Table Data

### 3.1 Create and format tables

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

### 3.2 Modify tables

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

### 3.3 Filter and sort table data

- 3.3.1 Filter records
- 3.3.2 Sort data by multiple columns

Perform Operations by using Formulas & Functions

### 4.1 Insert references

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

### 4.2 Calculate and transform data

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

### 4.3 Format and modify text

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

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## Manage Charts

### 5.1 Create charts

- 5.1.1 Create charts
- 5.1.2 Create chart sheets

### 5.2 Modify charts

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

### 5.3 Format charts

- 5.3.1 Apply chart layouts
- 5.3.2 Apply chart styles
- 5.3.3 Add alternative text to charts for accessibility

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# Get to know us !



**We are licensed by Certiport and Microsoft as authorised testing center to provide Microsoft Office Specialist Exams in Malaysia.**



**Certiport**, a Pearson VUE business, was established in 1997 and is now the leading provider of certification exam development management services.

Certiport manages a sophisticated portfolio of leading certification programs including: Microsoft Exams, Adobe, and Autodesk. Certiport works with industry-leading certification providers to bring their programs globally.

Certiport delivers more than three million exams each year in 148 countries and 26 languages. Being an authorised testing center for Certiport, now we can enhance your skill level and add internationally recognised certification to your profile.



**Microsoft Office** is the leading platform globally to drive productivity at home and in the workplace.

Especially with the new *Microsoft Office 2019* and *365*. So much has changed and so many things has improved. New Office creates beautiful and effective presentation through PowerPoint. Churn out Reports, letters, proposal which are professionals and neat with Word. Excel doesn't just allow you to quickly enter and compute data; it also has advanced analytical tools so you can discover patterns and make sound financial decisions.

## SYNERGY TAS

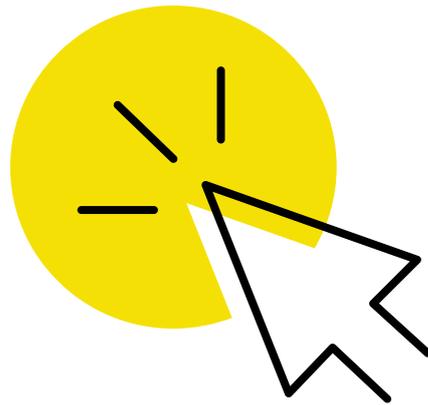
**We are Synergy TAS PLT.** Established since 2012. Specialised in training and seminar organising. We focus on Tax, Management and Microsoft Office Skills. Our client profile mainly consist of Directors, Accountants, Financial Controllers and Management. Helping you to stay relevant and up to date. Being licensed by Certiport and Microsoft, we are here to facilitate you in obtain Microsoft Office Specialist's certification.

# Ready to learn & take the exam?

The Microsoft Office Specialist Certification is ready for you. Let's start getting you in the game and keeping you there.

Enrol now.

Here's the link for the enrolment website. You are just one form away from the certification.



## Got a question?

Drop us an email at [Register@MicrosoftExam.com.my](mailto:Register@MicrosoftExam.com.my)   
Alternatively, contact us on  
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