



Certified Microsoft Office Specialist

Microsoft Excel Expert (MO-201)

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Project-based Training with 10 hours of e-learning*



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

We are :



Microsoft
Office Specialist
Authorized Testing Center



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The **Microsoft Office Specialist: Excel Expert Certification (MO-201)** demonstrates competency in:

- Creating,
- Managing, and
- Distributing professional spreadsheets for a variety of specialized purposes and situations.

The exam covers the ability to customize Excel environments to meet project needs and to enhance productivity.

Expert workbook examples include :

- Custom business templates,
- Multiple-axis financial charts,
- Amortization tables, and
- Inventory schedules.

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

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Manage Workbook Options and Settings

1.1 Manage workbooks

- 1.1.1 Copy macros between workbooks
- 1.1.2 Reference data in other workbooks
- 1.1.3 Enable macros in a workbook
- 1.1.4 Manage workbook versions

1.2 Prepare workbooks for collaboration

- 1.2.1 Restrict editing
- 1.2.2 Protect worksheets and cell ranges
- 1.2.3 Protect workbook structure
- 1.2.4 Configure formula calculation options
- 1.2.5 Manage comments

1.3 Use and configure language options

- 1.3.1 Configure editing and display languages
- 1.3.2 Use language-specific features

Manage and Format Data

2.1 Fill cells based on existing data

- 2.1.1 Fill cells by using Flash Fill
- 2.1.2 Fill cells by using advanced Fill Series options

2.2 Format and validate data

- 2.2.1 Create custom number formats
- 2.2.2 Configure data validation
- 2.2.3 Group and ungroup data
- 2.2.4 Calculate data by inserting subtotals and totals
- 2.2.5 Remove duplicate records

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Manage and Format Data

2.3 Apply advanced conditional formatting and filtering

- 2.3.1 Create custom conditional formatting rules
- 2.3.2 Create conditional formatting rules that use formulas
- 2.3.4 Manage conditional formatting rules

Create Advanced Formulas and Macros

3.1 Perform logical operations in formulas

- 3.1.1 Perform logical operations by using nested functions including the IF(),IFS(), SWITCH(), SUMIF(),AVERAGEIF(), COUNTIF(), SUMIFS(),AVERAGEIFS(), COUNTIFS(),MAXIFS(), MINIFS(), AND(), OR(),and NOT() functions

3.2 Look up data by using functions

- 3.2.1 Look up data by using theVLOOKUP(), HLOOKUP(), MATCH(),and INDEX() functions

3.3 Use advanced date and time functions

- 3.3.1 Reference date and time by usingthe NOW() and TODAY() functions
- 3.3.2 Calculate dates by using theWEEKDAY() and WORKDAY()functions

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Create Advanced Formulas and Macros

3.4 Perform data analysis

- 3.4.1 Summarize data from multiple ranges by using the Consolidate feature
- 3.4.2 Perform what-if analysis by using Goal Seek and Scenario Manager
- 3.4.3 Forecast data by using the AND(), IF(), and NPER() functions
- 3.4.4 Calculate financial data by using the PMT() function

3.5 Troubleshoot formulas

- 3.5.1 Trace precedence and dependence
- 3.5.2 Monitor cells and formulas by using the Watch Window
- 3.5.3 Validate formulas by using error checking rules
- 3.5.4 Evaluate formulas

3.6 Create and modify simple macros

- 3.6.1 Record simple macros
- 3.6.2 Name simple macros
- 3.6.3 Edit simple macros

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Manage Advanced Charts and Tables

4.1 Create and modify advanced charts

- 4.1.1 Create and modify dual axis charts
- 4.1.2 Create and modify charts including Box & Whisker, Combo, Funnel, Histogram, Map, Sunburst, and Waterfall charts

4.2 Create and modify PivotTables

- 4.2.1 Create PivotTables
- 4.2.2 Modify field selections and options
- 4.2.3 Create slicers
- 4.2.4 Group PivotTable data
- 4.2.5 Add calculated fields
- 4.2.6 Format data

4.3 Create and modify PivotCharts

- 4.3.1 Create Pivot Charts
- 4.3.2 Manipulate options in existing Pivot Charts
- 4.3.3 Apply styles to Pivot Charts
- 4.3.4 Drill down into Pivot Chart details

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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.



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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

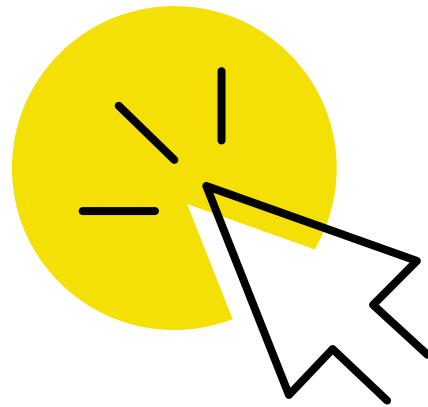
We are Synergy TAS PLT. Established since 2012. Specialised in training and seminar organising. We focus on Tax, Management and Microsoft Office Skills. Our client profile mainly consist of Directors, Accountants, Financial Controllers and Management. Helping you to stay relevant and up to date. Being 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?

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Alternatively, contact us on
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