

Student Pathway – MOS Certification

**A guide to the steps needed for SDN learners to complete
the Microsoft Office Specialist Qualification Program**

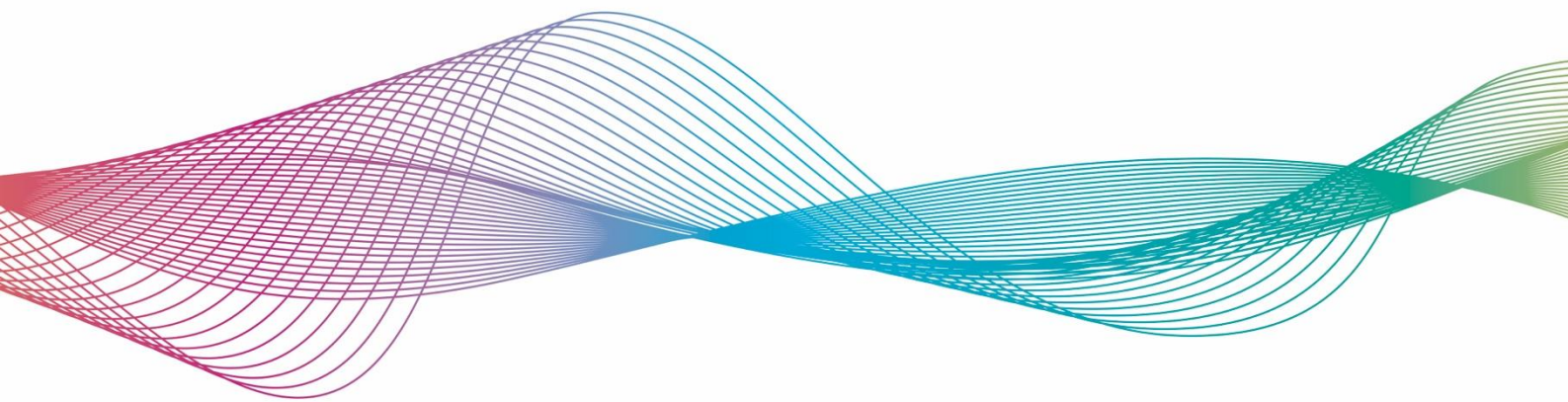


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Student Pathway

This Guide is designed to take you as an SDN learner through all the steps from initial interest to completing your Microsoft Office Specialist qualification.

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Please read through carefully and ensure you complete all steps in order.

Before contacting MLCSU please check if the answer is contained in **this** document.



Welcome To The MOS Academy





Please read this guide which introduces the MLCSU Academy and Microsoft Certification program.

MOS Academy Overview

MOS Academy are working with Certiport & Prodigy Learning to deliver the Microsoft Office Specialist certification.




Microsoft Office Specialist Overview

MOS certification is a recognised qualification that evidences your skills and abilities in Microsoft Office applications including:

- Microsoft Word (Core and Expert) 
- Microsoft Excel (Core and Expert) 
- Microsoft PowerPoint 
- Microsoft Outlook 

Microsoft Office Specialist Pathways

All SDN learners are eligible to take **one** Microsoft certification exam (with a resit) per enrolment cycle.

MOS Certification Pathways	
<p>MOS Single Product Certification</p> 	<p>If you pass any single Associate exam you will have demonstrated proficiency in that single Office application.</p>
<p>MOS Associate Certification</p> 	<p>If you pass any three Associate exams, you will be awarded the Microsoft Office Specialist: Associate certification.</p>
<p>MOS Expert Certification</p> 	<p>If you earn a Microsoft Office Specialist Associate certification and pass two additional Expert exams, you will be awarded the Microsoft Office Specialist: Expert certification, the highest certification in the Microsoft Office Specialist program.</p>

Microsoft Office Specialist Certification

Certification is achieved predominately through self-learning. You will be given access to an online dedicated learning portal called GMetrix. This will allow you to learn at your own pace by utilising videos, completing skills reviews and practice exams to prepare for certification.

The Microsoft Office Specialist Certification exam is taken using Remote proctoring. You will join a MS Teams session and need a webcam when completing your exam online. "Exam sessions" will be scheduled and you can opt to complete the exam at a time that suits you best. A form will be available allowing you to book a session.

During the exam you are not permitted to access anything other than the exam.

If you require further information regarding the MOS Certification, please use the links below

- Click to view a [video](#) explaining how the Microsoft Office Specialist Certification works
- Click to access [website](#) explaining the Microsoft Office Specialist Program
- Click here to return to the Student Pathway Table
- Click here to move to [Step 2 MOS Preparation Guidelines](#)

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MOS Preparation Guidelines

To pass the MOS exams, it is necessary to undertake several hours of study and practice to master the required skills. It is important to ensure that you will be able to commit to the level of study involved **before** enrolling onto the MOS programme administered by MLCSU.

“For each application and exam, Microsoft recommends around 150 hours of instruction and hands-on experience.”

Microsoft’s **150** hours is based on: -

- 30 hrs Completing on-line learning including practice exams and mock exams (Gmetrix)
- 115 hrs Utilising elements of the Microsoft Office Application as part of on-the-job use
- 5 hrs Attendance on courses covering required subjects

These times will vary for individual learners, it’s based on factors including previous experience of working with the application, and the time required to complete self-study utilising Gmetrix and MLCSU resources. This is a rough guide to assist with determining the time required to prepare sufficiently to successfully complete an exam.

Below (excluding on the job hours) is a table listing recommended times to complete Gmetrix learning for each exam.

Associate Level Exams		
Microsoft Office Application	Skills Measured	Time Required (hours)
Microsoft Word (Office 2019)	<ul style="list-style-type: none"> • Manage documents (20-25%) • Insert and format text, paragraphs, and sections (20-25%) • Manage tables and lists (15-20%) • Create and manage references (5-10%) • Insert and format graphic elements (15-20%) • Manage document collaboration (5-10%) 	30
Microsoft Excel (Office 2019)	<ul style="list-style-type: none"> • Manage worksheets and workbooks (10-15%) • Manage data cells and ranges (20-25%) • Manage tables and table data (15-20%) • Perform operations by using formulas and functions (20-25%) • Manage charts (20-25%) 	20
Microsoft PowerPoint (Office 2019)	<ul style="list-style-type: none"> • Manage slides and presentations (30-35%) • Insert and format text, shapes, and images (20-25) • Insert tables, charts, SmartArt, 3D models, and media (20-25) • Apply transitions and animations (10-15%) • Manage multiple Presentations (5-10%) 	28
Microsoft Outlook (Office 2019)	<ul style="list-style-type: none"> • Manage Outlook settings and processes (15-20%) • Manage messages (30-35%) • Manage schedules (30-35%) • Manage contacts and tasks (15-20%) 	20

Expert Level Exams		
Microsoft Office Application	Skills Measured	Time Required (hours)
Microsoft Word (Office 2019)	<ul style="list-style-type: none"> • Manage document options and settings (20-25%) • Use advanced editing and formatting features (25-30%) • Create custom document elements (25-30%) • Use advanced word features (20-25%) 	16
Microsoft Excel (Office 2019)	<ul style="list-style-type: none"> • Manage workbook options and settings (15-20%) • Manage and format data (20-25%) • Create advanced formulas and macros (30-35%) • Manage advanced charts and tables (25-30%) 	25

All SDN learners are allocated one Microsoft certification exam per enrolment cycle.

Microsoft Expert Certifications

Attempting **either** of the Microsoft Expert exams (Word and Excel) requires the candidate to have a greater, deeper knowledge base with the potential for elements listed in the syllabus but not tested in any of practise exams to be part of the actual Microsoft Certification exam.

Please note you are required to **demonstrate** adequate knowledge before requesting a Microsoft Expert Certification exam e.g., complete Microsoft Associate module, complete Microsoft Expert module and all exams.

Before enrolling, please consider the following questions: -

- Which **Applications** do I use?
- Which level will suit **me** best?
- How will I allocate time to **complete** learning (Gmetrix self-learning & attendance on courses as required)
- Click here to return to the Student Pathway Table
- Click here to move to [Step 3 MOS Enrolment](#)



MOS Enrolment

Below are examples of the enrolment resources you will receive.

Student enrolment Email

Hi All

You have been provided access to GMetrix as part of your Microsoft Office Specialist Certification Program.

Please use the links below to learn how to create your account and access tests on GMetrix to complete your Microsoft Office Specialist Certification.

Creating Student Accounts	Guide covering how to create your student account
Tests	Article & Video covering how to use the tests feature
Learn Key Software	Video covering use of Learn Key software

Once you are logged in you will need to redeem an access code to access course.

Gmetrix Enrolment Details

Your course access code is	[REDACTED]
Your test access code is	[REDACTED]
Your course	Microsoft Office Specialist
Product Group	Microsoft 365 & Office 2019

Next Steps

1. Visit www.gmetrix.com to create a student account use the **Sign up here** option
2. Sign into your student account at www.gmetrix.com and use access code
3. Access learning following **MLSCU Learning Approach** starting with **Skill Review** in testing mode to identify development areas then utilising **Study Guide** and Course Options

Please find attached Student Guide (working copy) please read through and refer to regarding any queries while we await confirmation of how you will access your MOS resources.

Student Guide



Troubleshooting

If you have any queries regarding the Microsoft Office Specialist Program, please **first** read resources provided on MOS Academy Site: -

- 1 Student Pathway – this document guides you through the student journey from enrolment, accessing learning to competing exams and receiving certification.
- 2 Student Guide – a comprehensive guide explaining how to use the Gmetrix learning platform.

If your query is regarding resetting your Gmetrix Password, please use [link](#) to reset.

If your query is related to problems downloading Gmetrix SMS. Please note you require administrator rights contact MLCSU Servicedesk to complete. Please refer Servicedesk to [article 1](#) , [article 2](#) to assist with troubleshooting

Please refer Servicedesk / IT Support to [article 1](#) , [article 2](#) to assist with troubleshooting before completing Microsoft Outlook practise tests.

Please refer Servicedesk / IT Support to [article](#) to assist with troubleshooting regarding completing Microsoft Office practise tests

If the above options do not answer your query, please use the enquiry form to register query (Please provide details regarding nature of query e.g., problem with software, access code, what course you are enrolled on etc)

- Click here to return to the Student Pathway Table
- Click here to move to [Step 4 MOS Exam Preparation](#)

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MOS Exam Preparation

Checklist to assist in preparation for examination.

- MOS Exam Techniques
- MOS Exam Module Specific

The Microsoft syllabus for each module can be viewed as either **Objective Domains or Skills Measured** review as part of your preparation for the Microsoft exam.

Objective Domains are “a comprehensive set of specific and measurable knowledge, skills, and abilities - Taken from Certiport [website](#)

Skills Measured is a bulleted list by skills measured to illustrate how the skill will be assessed. The list is not definitive or exhaustive.

MS Word Associate Objective Domains	MS Word Associate Skills Measured
MS Excel Objective Domains	MS Excel Skills Measured
MS PowerPoint Associate Objective Domains	MS PowerPoint Associate Skills Measured
MS Outlook Objective Domains	MS Outlook Skills Measured
MS Word Expert Objective Domains	MS Word Expert Skills Measured
MS Excel Expert Objective Domains	MS Excel Expert Skills Measured

- Click here to access [Certiport](#) Exam information
- View [video](#) explaining Exams From Home Option
- View [video](#) explaining Microsoft Office Specialist Exam Environment

Before requesting an exam, please consider the following questions: -

- Have I accessed the MOS exam resource (MOS Exam Techniques)?
- Have I accessed the MOS exam resource (MOS Exam Module Specific)?
- Have I achieved > **90%** on more than **2** practise exams in **Testing** mode.
- Have I registered on the Certiport Website
- Have I accepted the NDA?
- Have I completed an internet speed test on the device I'll be using for the examination?
- Click here to return to the Student Pathway Table
- Click here to move to Step 5 MOS Examination Booking



MOS Examination Booking Form

MS Form used to request exam slot for booking onto a Microsoft Office Specialist Examination

Microsoft Office Specialist (MOS): Examination Booking Form 

Please use this form to tell us about your intention to sit the Microsoft Examination.

This information will be used to make a booking with Certiport (Microsoft Partners who deliver certification)

You will receive an email containing details needed to sit Microsoft Examination.

Thank you.

Section 1 ...

Student Information

1. Forename *

2. Surname *

- Use link to access [video](#) explaining taking an exam from home
- Use link to access [Certiport Candidate Registration form](#)
- Use link to access [Certiport Candidate Guide for exams](#)

After requesting exam, please consider the following questions: -

- Have I put the date of the examination in my calendar?
 - Can I practise exam elements in my everyday work?
-
- [Click here to return to the Student Pathway Table](#)
 - [Click here to move to Step 6 MOS Exam Feedback / Action Plan](#)



MOS Exam Feedback / Action Plan

An MS Form used to record feedback following the Microsoft Office Specialist Examination
You will be provided with a link to this form by your proctor at the end of our exam.

Microsoft Office Specialist (MOS): Exam Feedback / Action Plan [↗](#)

Please use this form to discuss with your line manager the result of your recent Microsoft Examination.
Please complete this form before requesting a resit.

Thank you.

Section 1

Student Information

1. Forename *

Enter your answer

2. Surname *

Enter your answer

- [Click here to return to the Student Pathway Table](#)

MO-100: Microsoft Word (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 documents (20-25%)

Navigate within documents

- Search for text
- Link to locations within documents
- Move to specific locations and objects in documents
- Show and hide formatting symbols and hidden text

Format documents

- Set up document pages
- Apply style sets
- Insert and modify headers and footers
- Configure page background elements

Save and share documents

- Save documents in alternative file formats
- Modify basic document properties
- Modify print settings
- Share documents electronically

Inspect documents for issues

- Locate and remove hidden properties and personal information
- Locate and correct accessibility issues
- Locate and correct compatibility issues

Insert and format text, paragraphs, and sections (20-25%)

Insert text and paragraphs

- Find and replace text
- Insert symbols and special characters

Format text and paragraphs

- Apply text effects
- Apply formatting by using Format Painter
- Set line and paragraph spacing and indentation
- Apply built-in styles to text
- Clear formatting

Create and configure document sections

- Format text in multiple columns
- Insert page, section, and column breaks
- Change page setup options for a section

Manage tables and lists (15-20%)

Create tables

- Convert text to tables
- Convert tables to text
- Create tables by specifying rows and columns

Modify tables

- Sort table data
- Configure cell margins and spacing
- Merge and split cells
- Resize tables, rows, and columns
- Split tables
- Configure a repeating row header

Create and modify lists

- Format paragraphs as numbered and bulleted lists
- Change bullet characters and number formats
- Define custom bullet characters and number formats
- Increase and decrease list levels
- Restart and continue list numbering
- Set starting number values

Create and manage references (5-10%)

Create and manage reference elements

- Insert footnotes and endnotes
- Modify footnote and endnote properties
- Create and modify bibliography citation sources
- Insert citations for bibliographies

Create and manage reference tables

- Insert tables of contents
- Customize tables of contents
- Insert bibliographies

Insert and format graphic elements (15-20%)

Insert illustrations and text boxes

- Insert shapes
- Insert pictures
- Insert 3D models
- Insert SmartArt graphics
- Insert screenshots and screen clippings
- Insert text boxes

Format illustrations and text boxes

- Apply artistic effects
- Apply picture effects and picture styles
- Remove picture backgrounds
- Format graphic elements
- Format SmartArt graphics
- Format 3D models

Add text to graphic elements

- Add and modify text in text boxes
- Add and modify text in shapes
- Add and modify SmartArt graphic content

Modify graphic elements

- Position objects
- Wrap text around objects
- Add alternative text to objects for accessibility

Manage document collaboration (5-10%)

Add and manage comments

- Add comments
- Review and reply to comments
- Resolve comments
- Delete comments

Manage change tracking

- Track changes
- Review tracked changes
- Accept and reject tracked changes
- Lock and unlock change tracking

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 data

- 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

MO-300: Microsoft PowerPoint (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 presentations

Modify slide masters, handout masters, and note masters

- change the slide master theme or background
- modify slide master content
- create slide layouts
- modify slide layouts
- modify the handout master
- modify the notes master

Change presentation options and views

- change slide size
- display presentations in different views
- set basic file properties

Configure print settings for presentations

- print all or part of a presentation
- print notes pages
- print handouts
- print in colour, grayscale, or black and white

Configure and present slide shows

- create custom slide shows
- configure slide show options
- rehearse slide show timing
- set up slide show recording options
- present slide shows by using Presenter View

Prepare presentations for collaboration

- mark presentations as final
- protect presentations by using passwords
- inspect presentations for issues

- add and manage comments
- preserve presentation content
- export presentations to other formats

Manage slides

Insert slides

- import Word document outlines
- insert slides from another presentation
- insert slides and select slide layouts
- insert Summary Zoom slides
- duplicate slides

Modify slides

- hide and unhide slides
- modify individual slide backgrounds
- insert slide headers, footers, and page numbers

Order and group slides

- create sections
- modify slide order
- rename sections

Insert and format text, shapes, and images

Format text

- apply formatting and styles to text
- format text in multiple columns
- create bulleted and numbered lists

Insert links

- insert hyperlinks
- insert Section Zoom links and Slide Zoom links

Insert and format images

- resize and crop images
- apply built-in styles and effects to images
- insert screenshots and screen clippings

Insert and format graphic elements

- insert and change shapes
- draw by using digital ink
- add text to shapes and text boxes
- resize shapes and text boxes
- format shapes and text boxes
- apply built-in styles to shapes and text boxes
- add alt text to graphic elements for accessibility

Order and group objects on slides

- order shapes, images, and text boxes
- align shapes, images, and text boxes
- group shapes and images
- display alignment tools

Insert tables, charts, smartArt, 3D models, and media

Insert and format tables

- create and insert tables
- insert and delete table rows and columns
- apply built-in table styles

Insert and modify charts

- create and insert charts
- modify charts

Insert and format SmartArt graphics

- insert SmartArt graphics
- convert lists to SmartArt graphics
- add and modify SmartArt graphic content

Insert and modify 3D models

- insert 3D models
- modify 3D models

Insert and manage media

- insert audio and video clips
- create and insert screen recordings configure media playback options

Apply transitions and animations

Apply and configure slide transitions

- apply basic and 3D slide transitions
- configure transition effects

Animate slide content

- animate text and graphic elements
- animate 3D models
- configure animation effects
- configure animation paths
- reorder animations on a slide

Set timing for transitions

- set transition effect duration
- configure transition start and finish options

MO-400: Microsoft Outlook (Office 2019) – Skills Measured

Manage Outlook settings and processes

Customize Outlook settings

- change the display of messages, calendar items, contact records, and tasks
- add accounts
- configure automatic replies

Configure mail settings

- specify default fonts for new messages and responses
- customize reply message settings
- create, assign, and modify signatures

Perform search operations

- create search folders
- search for messages, calendar items, contacts, and tasks
- search by using advanced find

Print and save information

- print message, calendar, contact, and task information
- save message attachments
- preview message attachments
- save messages in alternative formats

Manage messages

Create messages

- add or remove message attachments
- designate recipients by using courtesy copy (CC) and blind courtesy copy (BCC)
- use @mention to get someone's attention
- forward and reply to messages
- flag outgoing messages for follow up
- set the importance and sensitivity of outgoing messages

Insert message content

- insert hyperlinks
- insert images
- add signatures to individual messages

Organize and manage messages

- sort messages
- create folders
- move messages between folders
- categorize messages
- flag received messages
- ignore conversations
- change the display of messages

Manage schedules

Create and manage calendars

- set calendar work times
- manage multiple calendars

Create appointments, meetings and events

- create recurring calendar items
- cancel meetings
- create calendar items from messages
- set calendar item times and time zones
- set up meetings by using the scheduling assistant
- set availability for calendar items

Organize and manage appointments, meetings, and events

- forward calendar items
- configure reminders
- invite meeting participants
- respond to invitations
- update individual or recurring calendar items

Manage contacts and tasks

Create and manage contact records

- import contacts from external sources
- edit contact information
- share contacts

Create and manage contact groups

- create and delete contact groups
- add contacts to existing contact groups
- update contacts within contact groups
- delete contact group members

Create and manage tasks

- Create and manage tasks

MO-101: Microsoft Word Expert (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 document options and settings (20-25%)

Manage documents and templates

- modify existing document templates
- manage document versions
- compare and combine multiple documents
- link to external document content
- enable macros in a document
- customize the Quick Access toolbar
- display hidden ribbon tabs
- change the Normal template default font

Prepare documents for collaboration

- restrict editing
- protect documents by using passwords

Use and configure language options

- configure editing and display languages
- use language-specific features

Use advanced editing and formatting features (25-30%)

Find, replace, and paste document content

- find and replace text by using wildcards and special characters
- find and replace formatting and styles
- apply Paste options

Configure paragraph layout options

- configure hyphenation and line numbers
- set paragraph pagination options

Create and manage styles

- create paragraph and character styles

- modify existing styles
- copy styles to other documents or templates

Create custom document elements (25-30%)

Create and modify building blocks

- create QuickParts
- manage building blocks

Create custom design elements

- create custom color sets
- create custom font sets
- create custom themes
- create custom style sets

Create and manage indexes

- mark index entries
- create indexes
- update indexes

Create and manage tables of figures

- insert figure and table captions
- configure caption properties
- insert and modify a table of figures

Use advanced Word features (20-25%)

Manage forms, fields, and controls

- add custom fields
- modify field properties
- insert standard content controls
- configure standard content controls

Create and modify macros

- record simple macros
- name simple macros
- edit simple macros
- copy macros to other documents or templates

Perform mail merges

- manage recipient lists
- insert merged fields
- preview merge results
- create merged documents, labels, and envelopes

MO- 201 Microsoft Excel Expert (Office 2019) Taken from

MO-201: Microsoft Excel Expert (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 workbook options and settings (15-20%)

Manage workbooks

- copy macros between workbooks
- reference data in other workbooks
- enable macros in a workbook
- manage workbook versions

Prepare workbooks for collaboration

- restrict editing
- protect worksheets and cell ranges
- protect workbook structure
- configure formula calculation options
- manage comments

Use and configure language options

- configure editing and display languages
- use language-specific features

Manage and format data (20-25%)

Fill cells based on existing data

- fill cells by using Flash Fill
- fill cells by using advanced Fill Series options

Format and validate data

- create custom number formats
- configure data validation
- group and ungroup data
- calculate data by inserting subtotals and totals
- remove duplicate records

Apply advanced conditional formatting and filtering

- create custom conditional formatting rules
- create conditional formatting rules that use formulas
- manage conditional formatting rules

Create advanced formulas and macros (30-35%)

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(), and NOT() functions

Look up data by using functions

- look up data by using the VLOOKUP(), HLOOKUP(), MATCH(), and INDEX() functions

Use advanced date and time functions

- reference date and time by using the NOW() and TODAY() functions
- calculate dates by using the WEEKDAY() and WORKDAY() functions

Perform data analysis

- summarize data from multiple ranges by using the Consolidate feature
- perform what-if analysis by using Goal Seek and Scenario Manager
- forecast data by using the AND(), IF(), and NPER() functions
- calculate financial data by using the PMT() function

Troubleshoot formulas

- trace precedence and dependence
- monitor cells and formulas by using the Watch Window
- validate formulas by using error checking rules
- evaluate formulas

Create and modify simple macros

- record simple macros
- name simple macros
- edit simple macros

Manage advanced charts and tables (25-30%)

Create and modify advanced charts

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

Create and modify PivotTables

- create PivotTables
- modify field selections and options
- create slicers
- group PivotTable data
- add calculated fields
- format data

Create and modify PivotCharts

- create PivotCharts
- manipulate options in existing PivotCharts
- apply styles to PivotCharts
- drill down into PivotChart details



For CyberStrong (our cyber security course)



Get to know us or get in touch

mlcsu

Midlands and Lancashire Commissioning Support Unit

midlandsandlancashirecsu.nhs.uk