EDUSUM
#1 Online Certification Guide

MICROSOFT MO-211

**Microsoft MOS Excel Expert (Microsoft 365 Apps) Certification
Questions & Answers**

Exam Summary – Syllabus –Questions

MO-211
Microsoft Office Specialist - Excel Expert (Microsoft 365 Apps)
40-60 Questions Exam – 700 / 1000 Cut Score – Duration of 60 minutes

Table of Contents:

Know Your MO-211 Certification Well:

The MO-211 is best suitable for candidates who want to gain knowledge in the Microsoft Microsoft 365. Before you start your MO-211 preparation you may struggle to get all the crucial MOS Excel Expert (Microsoft 365 Apps) materials like MO-211 syllabus, sample questions, study guide.

But don't worry the MO-211 PDF is here to help you prepare in a stress free manner.

The PDF is a combination of all your queries like-
- What is in the MO-211 syllabus?
- How many questions are there in the MO-211 exam?
- Which Practice test would help me to pass the MO-211 exam at the first attempt?

Passing the MO-211 exam makes you Microsoft Office Specialist - Excel Expert (Microsoft 365 Apps). Having the MOS Excel Expert (Microsoft 365 Apps) certification opens multiple opportunities for you. You can grab a new job, get a higher salary or simply get recognition within your current organization.

Microsoft MO-211 MOS Excel Expert (Microsoft 365 Apps) Certification Details:

Exam Name	Microsoft Office Specialist - Excel Expert (Microsoft 365 Apps)
Exam Code	MO-211
Exam Price	$100 (USD)
Duration	60 mins
Number of Questions	40-60
Passing Score	700 / 1000
Schedule Exam	**Pearson VUE**
Sample Questions	**Microsoft Excel Expert 365 Apps Sample Questions**
Practice Exam	**Microsoft MO-211 Certification Practice Exam**

MO-211 Syllabus:

Topic	Details
Manage workbook options and settings (10-15%)	
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 and format data (30-35%)	
Fill cells based on existing data	- Fill cells by using Flash Fill - Fill cells by using advanced Fill Series options - Generate numeric data by using RANDARRAY()
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 (25-30%)	
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
Look up data by using functions	- Look up data by using the XLOOKUP(), 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

Topic	Details
	- 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 - Filter data by using FILTER() - Sort data by using SORTBY()
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, Sunburst, and Waterfall charts
Create and modify PivotTables	- Create PivotTables - Modify field selections and options - Create slicers - Group PivotTable data - Add calculated fields - Configure value field settings
Create and modify PivotCharts	- Create PivotCharts - Manipulate options in existing PivotCharts - Apply styles to PivotCharts - Drill down into PivotChart details

Microsoft MO-211 Sample Questions:

Question: 1

Managing multiple conditional formatting rules is done in the _____ dialog box.

    a) Formatting Rules Manager
    b) Manage Rules
    c) Rules Manager
    d) Conditional Formatting Rules Manager

Answer: d

Question: 2

Which function can be used in a formula to apply conditional formatting based on whether a cell's date is past?

    a) TODAY()
    b) NOW()
    c) DATE()
    d) DAY()

Answer: a

Question: 3

How can you make a cell turn green if the value is greater than 100 using conditional formatting?

    a) Set a simple rule for greater than 100
    b) Use a custom formula
    c) Apply a green fill to all cells then set exceptions for those not greater than 100
    d) Conditional formatting cannot achieve this

Answer: a

Question: 4

Which of the following functions would you use to perform complex data matches and retrievals? (Choose Two)

    a) XLOOKUP()
    b) VLOOKUP()
    c) INDEX()
    d) CONCATENATE()

Answer: a, c

Question: 5

Where would you typically find the option to enable macros in a workbook?

    a) File > Options > Trust Center > Trust Center Settings
    b) Review > Protect Workbook
    c) Data > Connections
    d) Insert > Add-ins

Answer: a

Question: 6

Data Validation can be used to create a dropdown list of valid inputs, which enhances _____.

    a) speed
    b) usability
    c) formatting
    d) complexity

Answer: b

Question: 7

When creating a dual-axis chart, which scenarios are most appropriate?

(Choose Two)

    a) Comparing different units of measure
    b) Showing relationships between two variables
    c) Displaying single sets of data
    d) Illustrating part-to-whole relationships

Answer: a, b

Question: 8

Which option would you use to fill in weekdays skipping weekends in a date series?

    a) Autofill Handle
    b) Fill Series dialog, set type to 'Weekday'
    c) Simple copy and paste
    d) Flash Fill

Answer: b

Question: 9

To manage workbook versions efficiently, which feature should be activated?

    a) Track Changes
    b) Autosave
    c) Archive
    d) Version History

Answer: d

Question: 10

What features can you add to a PivotTable to enhance its analytical capabilities?

(Choose Three)

    a) Slicers
    b) Data bars
    c) Calculated fields
    d) Conditional formatting
    e) External data connections

Answer: a, c, d

Study Guide to Crack Microsoft MOS Excel Expert (Microsoft 365 Apps) MO-211 Exam:

- Getting details of the MO-211 syllabus, is the first step of a study plan. This pdf is going to be of ultimate help. Completion of the syllabus is must to pass the MO-211 exam.
- Making a schedule is vital. A structured method of preparation leads to success. A candidate must plan his schedule and follow it rigorously to attain success.
- Joining the Microsoft provided training for MO-211 exam could be of much help. If there is specific training for the exam, you can discover it from the link above.
- Read from the MO-211 sample questions to gain your idea about the actual exam questions. In this PDF useful sample questions are provided to make your exam preparation easy.
- Practicing on MO-211 practice tests is must. Continuous practice will make you an expert in all syllabus areas.

Reliable Online Practice Test for MO-211 Certification

Make EduSum.com your best friend during your Microsoft Excel Expert - Microsoft 365 Apps exam preparation. We provide authentic practice tests for the MO-211 exam. Experts design these online practice tests, so we can offer you an exclusive experience of taking the actual MO-211 exam. We guarantee you 100% success in your first exam attempt if you continue practicing regularly. Don't bother if you don't get 100% marks in initial practice exam attempts. Just utilize the result section to know your strengths and weaknesses and prepare according to that until you get 100% with our practice tests. Our evaluation makes you confident, and you can score high in the MO-211 exam.

Start Online practice of MO-211 Exam by visiting URL
https://www.edusum.com/microsoft/mo-211-microsoft-excel-expert-microsoft-365-apps