



ADON INSTITUTE OF TECHNOLOGY AND ANIMATION



# MICROSOFT OFFICE SPECIALIST (MOS) HANDBOOK

AUTHORIZED TESTING CENTER FOR



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# COURSE DETAILS

## Word (Microsoft 365 Apps): Exam MO-110

**Course ID:** MO-110 / AITA-MWA

**Training Program:** Certificate in Word Processing using Microsoft Word - Associate Level

**Exam Name:** Microsoft Office Specialist (MOS)

**Duration:** 1 month

**Registration Fees:** LKR. 1000

**Course Fees:** LKR. 30000 (Includes exam and practice test fees)

**Note:** *The course may be completed in a shorter period depending on the student's prior knowledge and understanding. Fast-paced learning options are available.*

Candidates who are already proficient in the software may take the exam directly without enrolling in the training program. In such cases, only the exam fee (which includes the proctoring fee) is required.

**Exam Fees:** LKR. 20000 (Includes proctoring fees)

**Practice Test Fees:** LKR 5,000

### Important Notes:

- \* *Registration and exam fees are non-refundable.*
- \* *Candidates must take the exam within six months from the date of paying the exam fees.*
- \* *Registration fees must be paid at the time of application.*
- \* *Exam fees are due at the start of the course.*
- \* *The remaining course fees must be paid before taking the exam.*
- \* *All fees are subject to change in the event of significant fluctuations in the USD exchange rate.*

Microsoft Office Specialist Program is the only official Microsoft-recognized certification program for Microsoft Office globally.



## Word (Microsoft 365 Apps): Exam MO-110

The Microsoft Office Specialist: Word Associate Certification demonstrates competency in the correct application of the principle features of Word by creating and editing documents for a variety of purposes and situations. The exam covers the ability to create and maintain professional-looking reports, multicolumn newsletters, résumés, and business correspondence.

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 Word and can complete tasks independently.

Microsoft Office Specialist Program certification exams use a performance-based format testing a candidate's knowledge, skills and abilities using the Microsoft 365 Apps programs:

- Microsoft Office Specialist Program exam task instructions generally do not include the command name. For example, function names are avoided, and are replaced with descriptors. This means candidates must understand the purpose and common usage of the program functionality in order to successfully complete the tasks in each of the projects.
- The Microsoft Office Specialist Program exam format incorporates multiple projects as in the previous version, while using enhanced tools, functions, and features from the latest programs.

### Skills Measured

- Manage Documents
- Insert and Format Text, Paragraphs, and Sections
- Manage Tables and Lists
- Create and Manage References
- Insert and Format Graphic Elements
- Manage Document Collaboration

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## Objective Domains

### Manage Documents

#### 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 and export documents in alternative file formats
- Modify built-in document properties
- Modify print settings
- Share documents electronically

# Word (Microsoft 365 Apps): Exam MO-110

## 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

### Insert text

- 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 character and paragraph styles
- 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

### 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
- Start, restart, and continue list numbering

## Create and Manage References

### Create and manage footnotes and endnotes

- Insert footnotes and endnotes

- Modify footnote and endnote properties

### Create and manage tables of contents

- Insert tables of contents
- Customize tables of contents

## Insert and Format Graphic Elements

### Insert illustrations and text boxes

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

### 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

## Manage Document Collaboration

### 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

# COURSE DETAILS

## Excel (Microsoft 365 Apps): Exam MO-210

**Course ID:** MO-210 / AITA-MEA

**Training Program:** Certificate in Spreadsheet Management using Microsoft Excel - Associate Level

**Exam Name:** Microsoft Office Specialist (MOS)

**Duration:** 1 month

**Registration Fees:** LKR. 1000

**Course Fees:** LKR. 30000 (Includes exam and practice test fees)

**Note:** *The course may be completed in a shorter period depending on the student's prior knowledge and understanding. Fast-paced learning options are available.*

Candidates who are already proficient in the software may take the exam directly without enrolling in the training program. In such cases, only the exam fee (which includes the proctoring fee) is required.

**Exam Fees:** LKR. 20000 (Includes proctoring fees)

**Practice Test Fees:** LKR 5,000

### Important Notes:

- \* *Registration and exam fees are non-refundable.*
- \* *Candidates must take the exam within six months from the date of paying the exam fees.*
- \* *Registration fees must be paid at the time of application.*
- \* *Exam fees are due at the start of the course.*
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## Excel (Microsoft 365 Apps): Exam MO-210

The Microsoft Office Specialist: Excel Associate Certification 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.

Microsoft Office Specialist Program certification exams use a performance-based format testing a candidate's knowledge, skills and abilities using the Microsoft 365 Apps programs:

- Microsoft Office Specialist Program exam task instructions generally do not include the command name. For example, function names are avoided, and are replaced with descriptors. This means candidates must understand the purpose and common usage of the program functionality in order to successfully complete the tasks in each of the projects.
- The Microsoft Office Specialist Program exam format incorporates multiple projects as in the previous version, while using enhanced tools, functions, and features from the latest programs.

### Skills Measured

- Manage Worksheets and Workbooks
- Manage Data Cells and Ranges
- Manage Tables and Table Data
- Perform Operations by using Formulas and Functions
- Manage Charts

Microsoft Office Specialist Program is the only official Microsoft-recognized certification program for Microsoft Office globally.

## Objective Domains

### Manage Worksheets and Workbooks

#### Import data into workbooks

- Import data from text files
- Import data from online sources

#### 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



# Excel (Microsoft 365 Apps): Exam MO-210

## Customize options and views

- Manage the Quick Access toolbar
- Display and modify worksheets in different views
- Freeze worksheet rows and columns
- Change window views
- Modify built-in workbook properties
- Display formulas

## Prepare workbooks for collaboration and distribution

- Set a print area
- Save and export workbooks in alternative file formats
- Configure print settings
- Inspect workbooks and correct issues
- Manage comments and notes

## Manage Data Cells and Ranges

### 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
- Generate numeric data by using RANDBETWEEN() and SEQUENCE()

### 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
- Format multiple worksheets by grouping

### Define and reference named ranges

- Define a named range
- Reference a named range

### Summarize data visually

- Insert Sparklines
- Apply built-in conditional formatting
- Remove conditional formatting

## Manage Tables and Table Data

### 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

### Insert references

- Insert relative, absolute, and mixed references
- Use structured references 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
- Sort data by using the SORT() function
- Get unique values by using the UNIQUE() 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

### 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

# COURSE DETAILS

## PowerPoint (Microsoft 365 Apps): Exam MO-310

**Course ID:** MO-310 / AITA-MPA

**Training Program:** Certificate in Digital Presentation Skills using Microsoft PowerPoint - Associate Level

**Exam Name:** Microsoft Office Specialist (MOS)

**Duration:** 1 month

**Registration Fees:** LKR. 1000

**Course Fees:** LKR. 30000 (Includes exam and practice test fees)

**Note:** *The course may be completed in a shorter period depending on the student's prior knowledge and understanding. Fast-paced learning options are available.*

Candidates who are already proficient in the software may take the exam directly without enrolling in the training program. In such cases, only the exam fee (which includes the proctoring fee) is required.

**Exam Fees:** LKR. 20000 (Includes proctoring fees)

**Practice Test Fees:** LKR 5,000

### Important Notes:

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## PowerPoint (Microsoft 365 Apps): Exam MO-310

The Microsoft Office Specialist: PowerPoint Associate Certification demonstrates competency to create, edit, and enhance presentations and slideshows. The exam covers the ability to create and manage presentations, insert and format shapes and slides, create slide content, apply transitions and animations and manage multiple presentations. Presentation examples include professional-grade sales presentations, employee training, instructional materials, and kiosk slideshows.

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 PowerPoint and can complete tasks independently.

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- The Microsoft Office Specialist Program exam format incorporates multiple projects as in the previous version, while using enhanced tools, functions, and features from the latest programs.

### Skills Measured

- Manage Presentations
- Manage Slides
- Insert and Format Text, Shapes and Images
- Insert Tables, Charts, SmartArt, 3D Models, and Media
- Apply Transitions and Animations

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## Objective Domains

### Manage Presentations

#### Modify slide masters, handout masters, and note masters

- Change slide master theme or background elements
- 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
- Modify built-in presentation properties

#### Configure print settings for presentations

- Print slides
- Print notes pages
- Print handouts

## 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 and distribution

- Restrict editing
- Protect presentations by using passwords
- Inspect presentations and correct issues
- 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
- Reorder slides and sections
- 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 graphic elements
- Draw by using digital ink
- Add text to graphic elements
- Resize graphic elements
- Format graphic elements
- Apply built-in styles to graphic elements
- Add alt text to graphic elements for accessibility

## Order, align, and group slide content

- Order slide content
- Align slide content
- Group slide content
- 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 between SmartArt graphics and lists
- Add and modify SmartArt graphic content

### Insert and modify 3D models

- Insert 3D models
- Modify 3D model appearance

### 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 and timing

### Animate slide content

- Animate text and graphic elements
- Animate 3D models
- Configure animation effects and timing
- Configure animation paths
- Reorder animations on a slide

# COURSE DETAILS

## Word Expert (Microsoft 365 Apps): Exam MO-111

**Course ID:** MO-111 / AITA-MWE

**Training Program:** Certificate in Business Documentation using Microsoft Word  
- Expert Level

**Exam Name:** Microsoft Office Specialist (MOS)

**Duration:** 1 month

**Registration Fees:** LKR. 1500

**Course Fees:** LKR. 35000 (Includes exam and practice test fees)

**Note:** *The course may be completed in a shorter period depending on the student's prior knowledge and understanding. Fast-paced learning options are available.*

Candidates who are already proficient in the software may take the exam directly without enrolling in the training program. In such cases, only the exam fee (which includes the proctoring fee) is required.

**Exam Fees:** LKR. 20000 (Includes proctoring fees)

**Practice Test Fees:** LKR 5,000

### Important Notes:

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## Word Expert (Microsoft 365 Apps): Exam MO-111

The Microsoft Office Specialist: Word Expert Certification demonstrates competency in creating and managing professional documents for a variety of specialized purposes and situations. The exam covers the ability to customize Word environments to meet project needs, and to enhance productivity. Examples of expert-level documents include a business plan, a research paper, a book, a specialized brochure, and a mass mailing.

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 Word at an expert-level and can complete tasks independently.

Microsoft Office Specialist Program certification exams use a performance-based format testing a candidate's knowledge, skills and abilities using the Microsoft 365 Apps programs:

- Microsoft Office Specialist Program exam task instructions generally do not include the command name. For example, function names are avoided, and are replaced with descriptors. This means candidates must understand the purpose and common usage of the program functionality in order to successfully complete the tasks in each of the projects.
- The Microsoft Office Specialist Program exam format incorporates multiple projects as in the previous version, while using enhanced tools, functions, and features from the latest programs.

### Skills Measured

- Manage Document Options and Settings
- Use Advanced Editing and Formatting Features
- Create Custom Document Elements
- Use Advanced Word Features

Microsoft Office Specialist Program is the only official Microsoft-recognized certification program for Microsoft Office globally.

## Objective Domains

### Manage Document Options and Settings

#### 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
- Manage 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



# Word Expert (Microsoft 365 Apps): Exam MO-111

## Use and configure language options

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

## Use Advanced Editing and Formatting Features

### 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 paragraph, character, and table styles

- Create styles
- Modify styles
- Copy styles to other documents or templates

## Create Custom Document Elements

### 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

### Create and manage bibliographies

- Create and modify bibliography citation sources
- Insert citations for bibliographies
- Insert bibliographies

## Use Advanced Word Features

### 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

# COURSE DETAILS

## Excel Expert (Microsoft 365 Apps): Exam MO-211

**Course ID:** MO-211 / AITA-MEE

**Training Program:** Certificate in Business Spreadsheets with Microsoft Excel - Expert Level

**Exam Name:** Microsoft Office Specialist (MOS)

**Duration:** 1 month

**Registration Fees:** LKR. 1500

**Course Fees:** LKR. 35000 (Includes exam and practice test fees)

**Note:** *The course may be completed in a shorter period depending on the student's prior knowledge and understanding. Fast-paced learning options are available.*

Candidates who are already proficient in the software may take the exam directly without enrolling in the training program. In such cases, only the exam fee (which includes the proctoring fee) is required.

**Exam Fees:** LKR. 20000 (Includes proctoring fees)

**Practice Test Fees:** LKR 5,000

### Important Notes:

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- \* *The remaining course fees must be paid before taking the exam.*
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## Excel Expert (Microsoft 365 Apps): Exam MO-211

The Microsoft Office Specialist: Excel Expert Certification 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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- The Microsoft Office Specialist Program exam format incorporates multiple projects as in the previous version, while using enhanced tools, functions, and features from the latest programs. Describe the benefits and usage of Subscriptions.

### Skills Measured

- Manage Workbook Options and Settings
- Manage and Format Data
- Create Advance Formulas and Macros
- Manage Advance Charts and Tables

Microsoft Office Specialist Program is the only official Microsoft-recognized certification program for Microsoft Office globally.

## Objective Domains

### Manage Workbook Options and Settings

#### 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



# Excel Expert (Microsoft 365 Apps): Exam MO-211

## Manage and Format Data

### 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

### 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
- 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

### 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