

# **MO-200 – Microsoft Excel (Excel and Excel 2019)**

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.

**Fulfills the requirement for:** [Microsoft Office Specialist: Excel Associate \(Excel and Excel 2019\)](#)

**Prerequisite for:** [Microsoft Office Specialist: Associate](#) and Microsoft Office Specialist: Expert

## **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