



MICROSOFT TRAINING

MO-210: Microsoft Excel (Microsoft 365 Apps)

Boost your productivity! Earn your MO-210 certification by mastering advanced Excel features in Microsoft 365 Apps for powerful data management.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

Computer Pride | 1st Floor, ICEA Building, Kenyatta Avenue, Nairobi | www.computer-pride.co.ke

COURSE OVERVIEW

This "MO-210: Microsoft Excel (Microsoft 365 Apps)" course is meticulously designed to elevate your proficiency from foundational knowledge to an intermediate level, enabling you to harness the full power of Excel within the Microsoft 365 environment. You'll dive deep into advanced functionalities, mastering complex formulas, robust data organization techniques, and dynamic data visualization tools. This course specifically focuses on leveraging the latest features available in Microsoft 365 Apps, ensuring you are equipped with the most current and relevant skills to excel in modern business environments. By completing this course, you will significantly enhance your ability to perform sophisticated data analysis, create impactful reports, and automate routine tasks, thereby boosting your productivity and decision-making capabilities. These refined Excel skills are invaluable in any professional setting, transforming raw data into actionable insights and solidifying your role as a data-savvy professional. This certification is a testament to your ability to manage, analyze, and present data effectively, a highly sought-after skill in today's data-driven world, opening doors to more analytical and strategic roles.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft
Exam Code	MO-210

COURSE CURRICULUM

01 Module 1: Advanced Formulas and Functions

- Logical Functions (IF, AND, OR, XOR)
- Lookup Functions (VLOOKUP, HLOOKUP, XLOOKUP, INDEX-MATCH)
- Text Functions (CONCAT, TEXTJOIN, LEFT, RIGHT, MID, FIND, SEARCH)
- Date & Time Functions (DATEDIF, EDATE, EOMONTH, NETWORKDAYS)
- Mathematical & Statistical Functions (SUMIFS, COUNTIFS, AVERAGEIFS, MAXIFS, MINIFS)
- Error Handling (IFERROR, ISERROR)

02 Module 2: Data Organization and Management

- Creating and Managing Tables
- Applying Advanced Conditional Formatting
- Working with Named Ranges
- Data Validation Rules
- Sorting and Filtering Data (Advanced Filters, Slicers)
- Removing Duplicates and Consolidating Data

03 Module 3: Data Visualization and Analysis

- Creating and Customizing Charts (Sparklines, Combination Charts, Waterfall Charts)
- Working with PivotTables and PivotCharts
- Using Slicers and Timelines for Interactive Reports
- What-If Analysis Tools (Goal Seek, Scenario Manager, Data Tables)
- Forecasting Tools

04 Module 4: Collaboration and Automation Basics

- Protecting Worksheets and Workbooks
- Sharing Workbooks and Co-authoring

- Tracking Changes and Comments
- Hyperlinks and Bookmarks
- Introduction to Macros (Recording simple macros)

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Business Analyst (Data Reporting & Interpretation)**
- > **Financial Data Assistant**
- > **Project Coordinator (Advanced Data Tracking & Reporting)**

FREQUENTLY ASKED QUESTIONS

Q: What specific types of data analysis techniques will I master in this MO-210 course that I couldn't perform with basic Excel skills?

In this MO-210 course, you'll move beyond basic calculations to master dynamic data analysis using PivotTables and PivotCharts, interactive reporting with Slicers and Timelines, and strategic planning with What-If Analysis tools like Goal Seek and Scenario Manager. You'll also learn to apply advanced statistical functions (like SUMIFS, AVERAGEIFS) to segment and interpret data more effectively, providing deeper insights than simple aggregations. This elevates your ability to extract actionable intelligence from complex datasets.

Q: How does MO-210 prepare me for roles that require robust financial modeling or data dashboard creation using Excel?

While MO-210 focuses on intermediate skills, it lays a strong foundation for financial modeling and dashboard creation. You will gain proficiency in advanced lookup and logical functions critical for building complex financial models, as well as data visualization techniques using various chart types and PivotTables essential for creating interactive and insightful dashboards. The course equips you with the advanced data manipulation, analysis, and presentation skills needed as a prerequisite for more specialized modeling and reporting roles.

Q: What are the recommended prerequisites for someone considering the MO-210: Microsoft Excel (Microsoft 365 Apps) certification?

To get the most out of the MO-210 course, it's highly recommended that you have foundational Excel skills, including basic formula creation (e.g., SUM, AVERAGE), understanding of cell references, basic formatting, and navigating the Excel interface. While not strictly mandatory, prior hands-on experience with data entry, basic data organization, and a general understanding of spreadsheet concepts will ensure a smoother learning experience and allow you to fully grasp the intermediate to advanced concepts covered in this certification.

ABOUT COMPUTER PRIDE

East Africa's Premier IT Training Center



With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

Location

1st Flr, ICEA Building
Kenyatta Ave, Nairobi

Email

info@computer-pride.co.ke

Phone

+254 705 900 900

www.computer-pride.co.ke