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

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## About this Course:

- This course 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. Candidates are expected to demonstrate the correct application of the principal features of Excel and complete tasks independently.

# Course Goals:

- Manage worksheets and workbooks
- Manage data cells and ranges
- Manage tables and table data
- Perform operations by using formulas and functions
- Manage charts

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# Course Format:

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|---|---|
| Присъствен (Classroom) Курс в Учебната ни зала или В Офис на Клиент | Онлайн (Online/Virtual) Курс във виртуална зала с инструктор |

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# Course Language Option

| Български (Bulgarian) | Английски (English) |
|---|---|

You can choose the language in which the training will be conducted — Bulgarian or English. All our instructors are fluent in English.

# Student Guides:
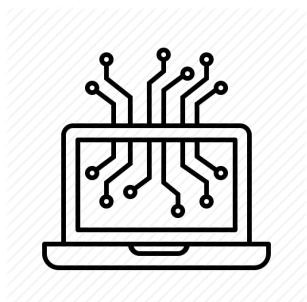


The training materials are available in electronic format. They can be used online / offline on any device. Lifetime access.

# **Lab Environment**:

**Each student has their own lab environment where the exercises are conducted, part of the course. You do not need to install software on a computer or special hardware requirements.**
**Participants in a face-to-face format in our Training Center have an individual computer during the training.**
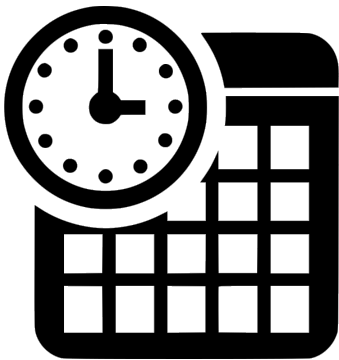
# At Course Completion:

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|---|---|
| **Lifetime Access - Video Archive 24/7** | **Certificate of Course Completion** |

**Lifetime access to a video archive with recording of each individual lecture.**
**Official internationally recognized certificate for completed training course.**

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# Course Duration:

- 2working days (09:00 — 17:00) or 16 hoursSaturday and Sunday 10:00 — 14:00, 14:00 — 18:00, 18:00 — 22:00
  Monday and Wednesday 19:00 — 23:00
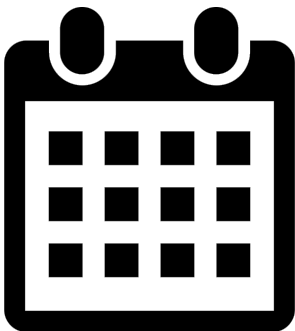  Tuesday and Thursday 19:00 — 23:00

# Payments:

An application for an invoice is accepted at the time of enrollment in the respective course.

An invoice is issued within 7 days of confirming the payment.

# Next Class:

May 6
6 May 2024 @ 09:00 - 9 May 2024 @ 17:00 EEST ↻

## AZ-800T00: Administering Windows Server Hybrid Core Infrastructure

May 27
27 May 2024 @ 09:00 - 30 May 2024 @ 17:00 EEST ↻

## [AZ-801T00: Configuring Windows Server Hybrid Advanced Services](#)

Jun 3

3 June 2024 @ 09:00 - 6 June 2024 @ 17:00 EEST   ↻

## [AZ-800T00: Administering Windows Server Hybrid Core Infrastructure](#)

Jun 24

24 June 2024 @ 09:00 - 27 June 2024 @ 17:00 EEST   ↻

## [AZ-801T00: Configuring Windows Server Hybrid Advanced Services](#)

Jul 1

1 July 2024 @ 09:00 - 4 July 2024 @ 17:00 EEST   ↻

## [AZ-800T00: Administering Windows Server Hybrid Core Infrastructure](#)

[View Calendar](#)

For more information, use the contact format. We will contact you to confirm the data.

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

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