

Exam MO-220 - Microsoft Office Specialist: Excel for Accounting Associate

Prepare Accounting Data for Analysis (20-25%)

Import and export accounting data in Excel

- Import data from various sources
- Save and export workbooks in various file formats

Clean accounting data in Excel

- Remove duplicate data to ensure accuracy
- Delete or hide rows, columns, and cells to simplify data
- Format cells for consistency

Verify accounting data integrity in Excel

- Apply Data Validation rules to restrict input
- Identify data outside defined standards or expected values

Transform accounting data in Excel

- Split a single data column into multiple columns
- Use text functions to extract or combine values
- Use date functions to transform transaction dates
- Use Fill features to extend series and patterns

Prepare a Trial Balance (15-20%)

Organize accounting transactions in Excel

- Sort transactions
- Filter transactions

Organize financial data using Excel formulas

- Use math and statistical functions
- Use logical functions
- Use lookup functions

Prepare and Analyze Financial Statements (35-40%)

Prepare financial statements in Excel

- Use formulas to aggregate data

- Format data for presentation

Analyze financial statements in Excel

- Calculate profitability ratios
- Calculate liquidity ratios
- Calculate solvency ratios

Correct financial statement errors in Excel

- Use Conditional Formatting to identify data anomalies
- Use Formula Auditing features to verify and correct calculations

Present financial information visually in Excel

- Create PivotTables to summarize financial data
- Create dashboards and charts
- Evaluate and improve accessibility and usability

Perform Routine Accounting Activities (20-25%)

Prepare amortization schedules in Excel

- Calculate fixed monthly payments
- Create amortization schedules

Prepare bank reconciliations in Excel

- Use functions to identify outstanding checks and deposits in transit
- Use Conditional Formatting to identify reconciling items
- Calculate adjusted cash balances

Manage accounts receivable and accounts payable in Excel

- Use functions to organize sales and purchase data
- Create accounts receivable or accounts payable aging reports
- Use functions to calculate bad debt expense

Perform payroll activities in Excel

- Calculate gross and net pay for multiple employees
- Calculate employer payroll tax liabilities
- Use functions to assess irregularities

Create depreciation schedules in Excel

- Calculate periodic depreciation
- Project future depreciation