MOS
Study Guide

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EXAM MO-200
Microsoft
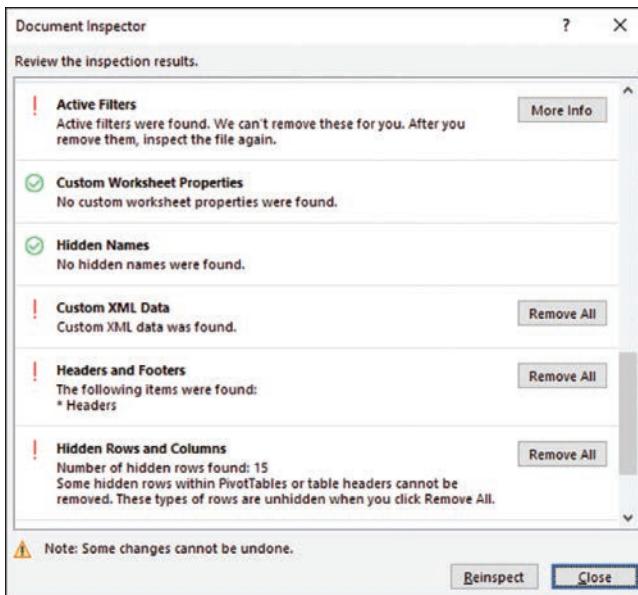## Excel

Microsoft

MOS Study Guide for Microsoft Excel Exam MO-200

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Exam MO-200

Some of the results reported by the Document Inspector

To inspect a workbook for common issues

1. Save the workbook, and then display the **Info** page of the Backstage view.

2. In the **Inspect Workbook** area of the **Info** page, click the **Check for Issues** button, and then click **Inspect Document** to open the Document Inspector dialog box, which lists the items that will be checked.

3. Clear the check boxes for any groups of properties you don't want to check for, and then click **Inspect** to display a report on the presence of the properties you selected.

4. Review the results, and then click the **Remove All** button for any category of information that you want the Document Inspector to remove for you.

   Some types of content, such as hidden names, display a More Info button instead of a Remove All button. The Document Inspector can't remove these content types for you; clicking the More Info button opens a webpage that provides information that will help you locate the content.

   Tip You can choose to retain content identified by the Document Inspector if you know that it is appropriate for distribution.

5. In the **Document Inspector** dialog box, click **Reinspect**, and then click **Inspect** to verify the removal of the properties and other data you selected.

6. When you're satisfied with the results, close the **Document Inspector** dialog box.

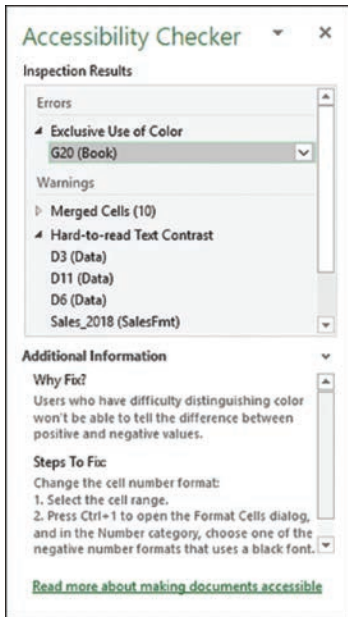## Inspect a workbook for accessibility issues

Accessible content is equally available to people regardless of the device they access it on and any visual or auditory disabilities. The Accessibility Checker is available in Word, Excel, Outlook, OneNote, and PowerPoint to identify content structure and formatting that might be difficult for people with certain kinds of disabilities to read or for assistive devices such as screen readers to access. These issues are divided by decreasing severity into three classifications: Errors, Warnings, and Tips. In Excel workbooks, the Accessibility Checker inspects content to ensure that it meets the criteria shown in the following table. (There are no Tip-level accessibility rules for Excel content.)

Error rules	Warning rules
• All non-text content has alternative text • Tables specify column header information • An applied number format uses something other than text color to indicate negative numbers • Workbook access is not restricted	• Tables have simple structures without split or merged cells • Sheet tabs have meaningful names • Text and background colors have enough contrast

See Also For detailed information about these and other Accessibility Checker rules, go to *https://support.office.com/article/rules-for-the-accessibility-checker-651e08f2-0fc3-4e10-aaca-74b4a67101c1* (or go to *support.office.microsoft.com* and search for "Accessibility Checker rules"). For more information about designing documents for accessibility, display the Accessibility Checker pane, and then at the bottom of the pane, click Read More About Making Documents Accessible.

Running the Accessibility Checker displays a list of issues in the Accessibility Checker pane. You can select any issue to display information about why it might be a problem and how to fix it.

You can leave the Accessibility Checker pane open while you work—it automatically updates to indicate current issues.

The Accessibility Checker pane provides links to and solutions for the issues it detects

Tip After you run the Accessibility Checker, information about workbook content issues is also shown in the Inspect Workbook area of the Info page of the Backstage view.

To inspect a workbook for accessibility issues

1. On the **Info** page of the Backstage view, click the **Check for Issues** button, and then click **Check Accessibility** to run the Accessibility Checker.

2. In the **Accessibility Checker** pane, review the inspection results and make any changes you want to the workbook.

3. When you are done, do either of the following:

   ● Click the **X** in the upper-right corner of the **Accessibility Checker** pane to close the pane.

   ● Leave the pane open to continue checking for accessibility issues as you work with the workbook.

Inspect a workbook for compatibility issues

The Compatibility Checker identifies formatting and features that aren't supported or won't work as expected in Excel 2010 and earlier versions. Fixing these issues ensures that the appearance and functionality of the workbook will be consistent for all readers.

The Compatibility Checker has two categories of issues:

- **Significant loss of functionality** These issues will cause the workbook to lose data or functionality.

- **Minor loss of fidelity** The workbook might not look or work the same way when you open it in an earlier version of Excel.
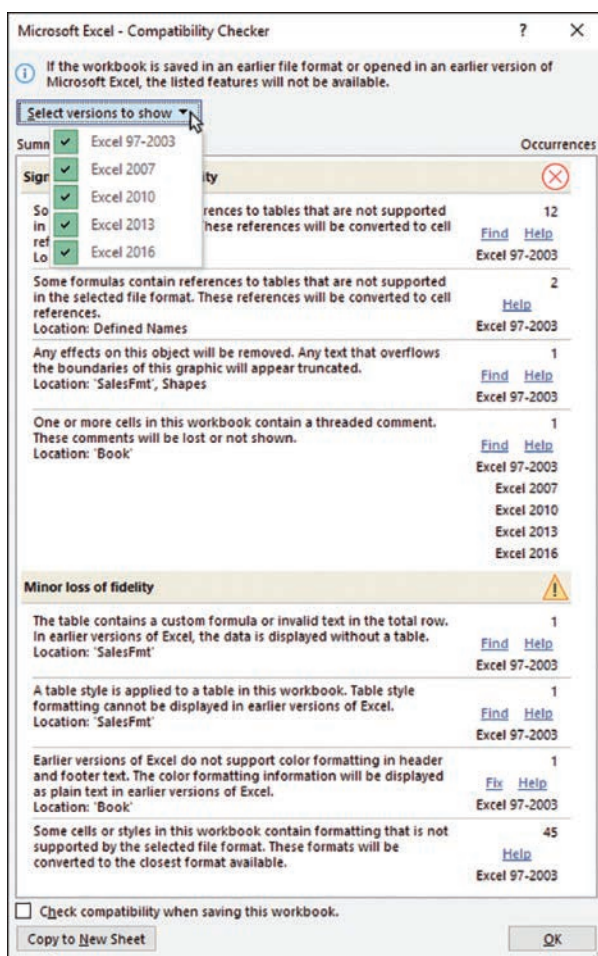
You can specify the versions of Excel with which you want the workbook to be compatible

The following table identifies worksheet content and features that aren't compatible with some earlier versions of Excel (notably Excel 97–2003).

Minor loss of fidelity	Significant loss of functionality
• Table style formatting • Color formatting in header and footer text • Even page or first page headers and footers • Unsupported cell formatting and style options (such as special effects and shadows) • More than 4,000 unique cell formatting combinations • More than 512 unique font formats	• Threaded comments (new in Excel 2019) • Sparklines and newer chart types such as treemaps • More than 256 columns or 65,536 rows of data, or data scenarios that reference cells outside these limits • Non-Gregorian calendar formats, such as Thai Buddhist, Arabic Hirji, or custom international formats • More than 64,000 cell blocks of data • Other features not supported prior to Excel 97–2003

To inspect a workbook for compatibility issues

1. On the **Info** page of the Backstage view, click the **Check for Issues** button, and then click **Check Compatibility**. The window immediately displays any formatting or features in the workbook that aren't compatible with Excel 97–2003, Excel 2007, Excel 2010, or Excel 2013.

2. To refine the list, click **Select versions to show** and then click Excel 97–2003, Excel 2007, Excel 2010, or Excel 2013 to select or clear the version from the compatibility requirements. Selected versions are indicated by check marks preceding the version.

To correct compatibility issues

1. Review the issue description and note the number of instances of the issue within the workbook. Some issues include a Help link to additional information.

2. Locate the named element by searching or scanning the worksheets, and then remove or modify it to meet the compatibility requirements.

3. When you finish, click **OK** to close the Compatibility Checker.

**To maintain backward compatibility with a previous version of Excel**

1. When saving the document, choose the previous file format in the **Save as type** list.

2. In the **Microsoft Excel - Compatibility Checker** window, click **Continue** to convert the unsupported features.

Print workbook content

An Excel workbook can contain many separate worksheets of data. You can print part or all of an individual worksheet, a selected worksheet, or all the worksheets that contain content at one time.

Print all or part of a workbook

By default, Excel prints only the currently active worksheet or worksheet group. You can choose specific print scopes from the Print page of the Backstage view.
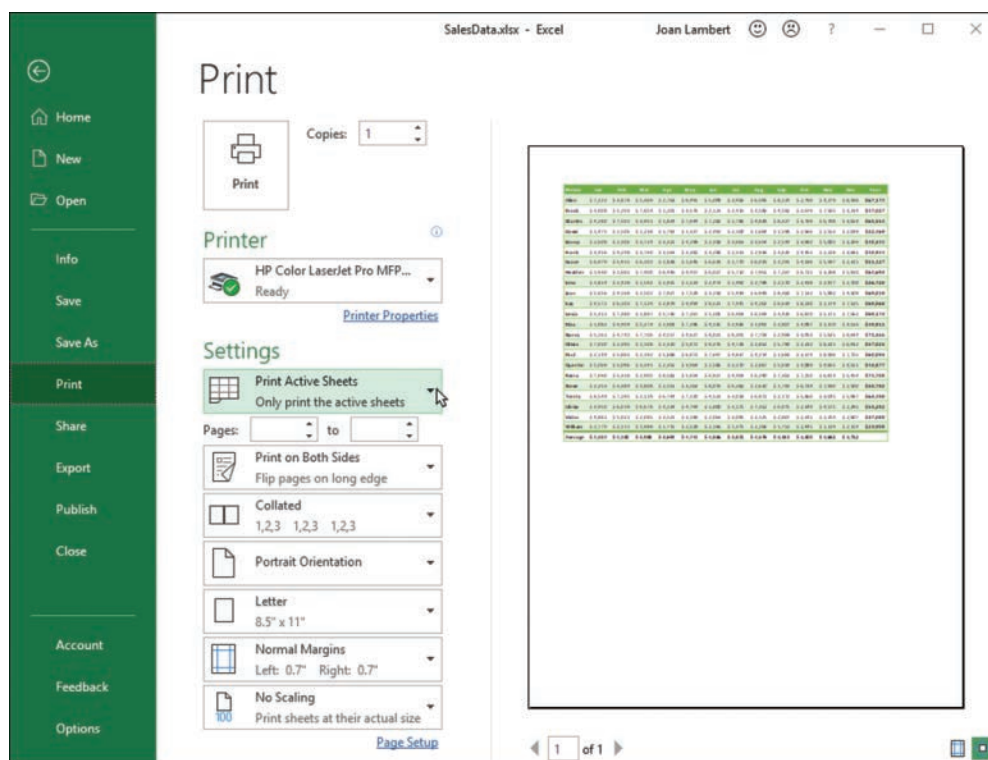
Available print settings depend on the selected printer