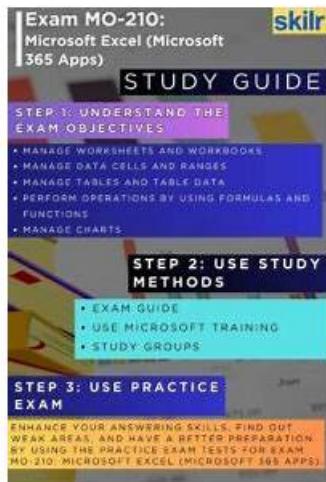# MO-210 Valid Exam Book - 100% Pass Microsoft MO-210 First-grade Latest Guide Files

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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q24-Q29):

NEW QUESTION # 24
Instructions
Exam Environment
Exam Interface and Controls
The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project tasks.
Overview:
Clearance Sale
You are the administrative assistant for a retail company that is going out of business. You've been tasked to prepare a workbook for the clearance sale.
Task5:
On the Vehicles worksheet, in the Code column cell B4, create a formula that returns the two leftmost letters of the vehicle style displayed in cell D4.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To extract specific characters from the start of a text string in Excel, you use the LEFT function.
Step-by-Step Solution
* Navigate to the Worksheet: Click on the Vehicles worksheet tab at the bottom of your Excel window.
* Select Cell B4: Click on cell B4 (under the "Code" column).
* Enter the Formula: Type the following formula exactly as shown: =LEFT(D4, 2)
* Press Enter: Once you press Enter, Excel will look at the "Vehicle Style" in cell D4 and return only the first two letters.
Explanation of the Formula
* LEFT: This is the function used to start counting characters from the beginning (left side) of a cell.
* D4: This tells Excel which cell contains the text you want to extract from (the Vehicle Style).
* 2: This specifies the number of characters you want to retrieve.

NEW QUESTION # 25
Instructions
Exam Environment
Exam Interface and Controls
The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project tasks.
Overview:
Car Warranty
You are the supervisor for a Car Warranty Center. You use Excel to report employee hours and telephone calls.
Task5:
On the Average Call Time worksheet, create a 3-D Clustered Column chart that shows the call times for each Salesperson from Mon through Fri. Insert the Chart Title Average Call Time. Position the new chart below the table.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To complete Task 5, you will create a 3-D Clustered Column chart on the Average Call Time worksheet to visualize the weekly performance of each salesperson.
Step 1: Navigate to the Worksheet
Click on the Average Call Time tab at the bottom of your Excel window to switch views.
Step 2: Select the Data Range

You need to select the names and the call times for all five days (Monday through Friday), but exclude the "Trend" column:
* Click and drag to select cells A3 to F14.
* Note: This includes the header row (Salesperson, Mon, Tue, etc.) and all employee rows down to Michael.
Step 3: Insert the 3-D Clustered Column Chart
* Go to the Insert tab on the Ribbon.
* In the Charts group, click the Insert Column or Bar Chart icon (it looks like small vertical bars).
* Under the 3-D Column section, select the first option: 3-D Clustered Column.
Step 4: Add the Chart Title
* Click once on the default text that says "Chart Title" at the top of the new chart.
* Type Average Call Time and press Enter (or click outside the text box).
Step 5: Position the Chart
* Hover your mouse over a blank area of the chart (the chart area).
* Click and drag the chart so it is positioned below the table.
* Placement Tip: Usually, starting the chart around row 17 or 18 is ideal so it doesn't overlap your data.

NEW QUESTION # 26
Instructions
Exam Environment
Exam Interface and Controls
The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project tasks.
Overview:
Clearance Sale
You are the administrative assistant for a retail company that is going out of business. You've been tasked to prepare a workbook for the clearance sale.
Task 3:
Configure the Sold worksheet so rows 1 through 3 remain visible as you scroll vertically.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To keep rows 1 through 3 visible while you scroll down the "Sold" worksheet, you will use the Freeze Panes feature.
Step-by-Step Solution
* Select Row 4: Click on the row number 4 on the far left of the screen to select the entire row.
* Note: In Excel, "Freeze Panes" freezes everything above the currently selected row.
* Navigate to the View Tab: Click on the View tab in the top Ribbon menu.
* Click Freeze Panes: In the Window group, click the Freeze Panes button.
* Select Freeze Panes: From the drop-down menu, select the first option, Freeze Panes.
Verification
Scroll down the worksheet using your mouse or the scroll bar. You should notice that the "Clearance Sale" header and the "Item Type/Description/etc." header row (rows 1-3) stay locked at the top of the screen while the data in row 4 and below moves.

NEW QUESTION # 27
Instructions
Exam Environment
Exam Interface and Controls
The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project tasks.
Farm Feeds:
You are the assistant manager for a farm pet feed store. You are creating an inventory report.
Task 1:
Remove the conditional formatting from the table on on the Feed Inventory worksheet.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To completeTask 1: Remove the conditional formatting from the table on the Feed Inventory worksheet
, follow these steps:
Step 1: Select the Target Worksheet
First, ensure you are on the correct worksheet as specified in the instructions.
* Click on theFeed Inventorytab at the bottom of your Excel workbook.
Step 2: Select the Table or Data Range
You can remove formatting from the entire sheet, but to be precise with the "table," follow these sub-steps:
* Click anywhere inside the table (the area containing the SKU#, Brand, Description, etc.).
* PressCtrl + Ato select the entire table range.
Step 3: Access the Conditional Formatting Menu
* Go to theHometab on the top Ribbon.
* In theStylesgroup, click on theConditional Formattingbutton.
Step 4: Clear the Rules
* Hover your mouse overClear Rulesnear the bottom of the drop-down menu.
* A side menu will appear. SelectClear Rules from Selected Cells(if you have the table selected) or Clear Rules from Entire Sheetto
ensure all formatting is removed.
Final Result
Once clicked, any data bars, color scales, or highlight rules (like the light green shading seen in your screenshot) that were applied
via Conditional Formatting will be removed, leaving the standard table styling

NEW QUESTION # 28
Instructions
Exam Environment
Exam Interface and Controls
The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project
tasks.
□
Overview:
Guitar Stores
You and a partner own several Guitar Stores. You are analyzing your revenue from the past two quarters.
Task 1:
On the Qtr 2 worksheet, in cell F10, insert a column sparkline showing the sales trend from Apr through Jun.
Apply Gold, Sparkline Style Accent 2,Darker 25% to the sparkline. Copy the sparkline to the remaining cells in the column,
F11:F14.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
here is the step-by-step solution for Task 1:
Step 1: Navigate to the Correct Worksheet
Click on theQtr 2worksheet tab at the bottom of the Excel window to ensure you are working on the correct data set.
Step 2: Insert the Column Sparkline
* Click on cellF10(this is where the first sparkline will reside).
* Go to theInserttab on the Ribbon.
* In theSparklinesgroup, click onColumn.
* A dialog box will appear. ForData Range, select the cells representingApr through Junfor the first row (likelyB10:D10).
* Ensure theLocation Rangeis set to$F$10.
* ClickOK.
Step 3: Apply the Specific Sparkline Style
With cellF10still selected, a newSparklinetab will appear at the top of your Ribbon.
* Click on theSparklinetab.
* Click theMorearrow (the small downward arrow at the bottom right) of theStylesgallery to see all options.
* Hover over the styles to find the specific name:Gold, Sparkline Style Accent 2, Darker 25%.
* Click to apply it.
□
Step 4: Copy the Sparkline to Remaining Cells

* Select cellF10.
* Hover your mouse over theFill Handle(the small green square in the bottom-right corner of the cell).
* Click and drag the handle down to cellF14.
* Excel will automatically generate sparklines for the other locations (Downtown, Eastside, etc.) using the same style and corresponding data rows.

NEW QUESTION # 29
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