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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q32-Q37):

NEW QUESTION # 32

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 2:

Open a second window and view the two instances of the workbook side-by-side.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To view two instances of your Excel workbook side-by-side, follow these steps:

Step 1: Open a Second Window

* Go to the View tab on the Ribbon.

* In the Window group, click on New Window.

* Note: This creates a second view of your current file. You will notice the file name in the title bar now says "Filename - 2".

Step 2: Arrange Side-by-Side

* Navigate back to the View tab.

* In the same Window group, click the View Side by Side button.

* If the windows do not align automatically, click Arrange All and select Vertical to see them left-to-right.

□ Verification

You should now see two separate windows of the same "Clearance Sale" workbook on your screen. Any change you make in one window will instantly update in the other, allowing you to view different worksheets (like "Sold" and "Vehicles") at the same time.

NEW QUESTION # 33

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:

Jelly Beans

A shop you manage sells gourmet jelly beans. You are tracking the amount of jelly beans sold each quarter and summarizing the information in a workbook.

Task 1:

Display the Costs worksheet in Page Break Preview. Then insert a page break between row 20 Cracker Jack and row 21 Raspberry Chocolate. Leave the worksheet in Page Break Preview.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete this task in Microsoft Excel 365, follow these steps to adjust your worksheet layout.

Step 1: Switch to Page Break Preview

* Open the Costs worksheet (as shown in your image).

* Go to the View tab on the top Ribbon.

* In the Workbook Views group, click on Page Break Preview.

* Note: Your screen will change to show blue lines indicating where pages currently end.

Step 2: Insert the Manual Page Break

* Locate Row 21 (the row containing "Raspberry Chocolate").

* Click on the row header for Row 21 to select the entire row. This ensures the break is placed above this row, separating it from "Cracker Jack" (Row 20).

* Navigate to the Page Layout tab on the Ribbon.

* Click the Breaks button in the Page Setup group.

* Select Insert Page Break from the dropdown menu.

□ Final Result

You will now see a solid blue line between Row 20 and Row 21. This indicates a manual page break has been set. As per your instructions, leave the worksheet in this view.

NEW QUESTION # 34

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 4:

On the Organic Feed worksheet, format the data range A3:F10 as a table that has headers. Apply the Lime, Table Style Light 14 format.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 4: Format a range as a table with a specific style on the Organic Feed worksheet, follow these steps:

Step 1: Select the "Organic Feed" Worksheet

Navigate to the correct worksheet by clicking the Organic Feed tab at the bottom of the Excel window.

Step 2: Select the Data Range

Highlight the specific range mentioned in the task:

* Click and drag your mouse to select cells from A3 to F10.

* Ensure the selection includes the header row (SKU#, Brand, Description, etc.) and all data rows down to row 10.

Step 3: Format as Table

* Go to the Home tab on the Ribbon.

* In the Styles group, click the Format as Table button.

Step 4: Apply the Specific Table Style

* A gallery of styles will appear. Look for the Light section.

* Find and click on Lime, Table Style Light 14 (this is usually the last style in the second row of the Light section, featuring a lime green header).

Step 5: Confirm Headers

* A small "Format As Table" dialog box will pop up.

* Ensure the checkbox for My table has headers is checked.

* Click OK.

Final Result

The data range will now be converted into a functional table with filter buttons in the header row and the lime green styling applied.

NEW QUESTION # 35

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 4:

On the Sold worksheet, format the table so that every other row is shaded. Use a technique that automatically updates the formatting if you insert a new row.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To ensure every other row is shaded and that this formatting updates automatically when new rows are added, you should use the Banded Rows feature within the Table Design options.

Since your data is already formatted as a Table (indicated by the filter arrows in the header row), follow these steps:

Step-by-Step Solution

* Select the Table: Click anywhere inside the data on the Sold worksheet (for example, cell B5). This will make the contextual "Table Design" tab appear in the Ribbon.

* Go to Table Design: Click on the Table Design tab at the top of the Excel window.

* Enable Banded Rows: In the Table Style Options group, check the box labeled Banded Rows.

Why this works:

* Automatic Updating: Because this is a Table feature rather than manual cell shading, if you insert a new row between existing data, Excel will automatically re-calculate the "every other row" pattern to maintain the shading.

* Consistency: This method ensures that even if you sort or filter the data, the alternating stripes remain consistent visually.

Verification

Look at your table; you should see that rows 4, 6, 8, etc., have a different background color than rows 5, 7, 9.

Try right-clicking a row and selecting **Insert** to see how the shading shifts automatically to maintain the pattern.

NEW QUESTION # 36

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:

Jelly Beans

A shop you manage sells gourmet jelly beans. You are tracking the amount of jelly beans sold each quarter and summarizing the information in a workbook.

Task 5:

Group the Profits, Costs, and Chart worksheets and change the tab color to Pink, Accent 4.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To group multiple worksheets and change their tab colors simultaneously in Microsoft Excel 365, follow these steps:

Step 1: Group the Worksheets

* Look at the worksheet tabs at the bottom of your Excel window.

* Click on the first tab, Profits.

* Hold down the **Ctrl** key on your keyboard.

* While holding **Ctrl**, click on the **Costs** tab and then the **Chart** tab.

* Note: You will notice all three tabs now have a white background, indicating they are grouped together.

Step 2: Change the Tab Color

* Right-click on any of the selected (grouped) tabs.

* Hover your mouse over **Tab Color** in the pop-up menu.

* In the color palette that appears, locate the **Theme Colors** section.

* Find and select **Pink, Accent 4** (this is usually the 8th color in the top row of the **Theme Colors** section).

□

Step 3: Ungroup the Worksheets

* To finish, right-click on any of the tabs again.

* Select **Ungroup Sheets** from the menu.

* Alternatively, you can click on any worksheet tab that is not part of the group to ungroup them.

Final Result

The **Profits**, **Costs**, and **Chart** tabs will now all display the same **Pink, Accent 4** color at the bottom of your workbook.

Would you like me to help you with the next task or another project?

NEW QUESTION # 37

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