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Exam MO-210: Microsoft Excel (Microsoft 365 Apps) – Skills Measured

Manage worksheets and workbooks (25–30%)

Import data into workbooks

- import data from text files
- import data from online sources

Navigate within workbooks

- search for data within a workbook
- navigate to named cells, ranges, or workbook elements
- insert and remove hyperlinks

Format worksheets and workbooks

- modify page setup
- adjust row height and column width
- customize headers and footers
- customize options and views
- manage the Quick Access toolbar
- display and modify worksheets in different views
- freeze worksheet rows and columns
- change window views
- modify built-in workbook properties
- Display formulas

Prepare workbooks for collaboration and distribution

- set a print area
- save and export workbooks in alternative file formats
- configure print settings
- inspect workbooks and correct issues
- manage comments and notes

Manage data cells and ranges (25–30%)

Manipulate data in worksheets

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>> MO-210 PDF題庫 <<

最新Microsoft MO-210考題，MO-210測試題庫

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最新的 Microsoft Office Specialist: Microsoft Word Expert MO-210 免費考

試真題 (Q32-Q37):

問題 #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:

Guitar Stores

You and a partner own several Guitar Stores. You are analyzing your revenue from the past two quarters.

Task 1:

In the Qtr 1 worksheet change the configuration of the Q1 Location Revenue chart so that it displays the months on the x-axis and the revenue on they-axis.

答案:

解題說明:

See the solution in Explanation below.

Explanation:

To swap the data on the axes so that the months appear on the x-axis and the revenue values appear on the y- axis, you will use theSwitch Row/Columnfeature in Excel.

Step 1: Select the Chart

- * Go to theQtr 1 worksheet.

- * Click once on the border of theQ1 Location Revenuechart to select it. This will reveal theChart Design andFormattabs on the Ribbon.

Step 2: Switch Row/Column Data

- * With the chart selected, click on theChart Designtab at the top of the window.

- * Locate theDatagroup on the right side of the Ribbon.

- * Click theSwitch Row/Columnbutton.

Step 3: Verify the Change

- * The X-Axis (Horizontal):Should now display the month labels (Jan, Feb, Mar).

- * The Legend:Should now display the differentLocations(College Campus, Downtown, etc.) as the colored series.

- * The Y-Axis (Vertical):Will automatically scale to represent the revenue values.

問題 #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:

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.

答案:

解題說明:

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 the **Insert** tab on the Ribbon.
- * In the **Sparklines** group, click on **Column**.
- * A dialog box will appear. For **Data Range**, select the cells representing **Apr** through **Jun** for the first row (likely **B10:D10**).
- * Ensure the **Location Range** is set to **\$F\$10**.
- * Click **OK**.

Step 3: Apply the Specific Sparkline Style

With cell **F10** still selected, a new **Sparkline** tab will appear at the top of your Ribbon.

- * Click on the **Sparkline** tab.
- * Click the **More** arrow (the small downward arrow at the bottom right) of the **Styles** gallery 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 cell **F10**.
- * Hover your mouse over the **Fill Handle** (the small green square in the bottom-right corner of the cell).
- * Click and drag the handle down to cell **F14**.
- * Excel will automatically generate sparklines for the other locations (**Downtown, Eastside, etc.**) using the same style and corresponding data rows.

問題 #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.

Overview:

Guitar Stores

You and a partner own several Guitar Stores. You are analyzing your revenue from the past two quarters.

Task 5:

Display the formulas that are in the cells of the **Qtr 2** worksheet.

答案:

解題說明:

See the solution in **Explanation** below.

Explanation:

To display the formulas within the cells of the **Qtr 2** worksheet instead of the resulting values, you can use the **Show Formulas** command.

Step 1: Navigate to the Qtr 2 Worksheet

Open your Excel workbook.

Click on the **Qtr 2** sheet tab at the bottom of the screen.

Step 2: Enable "Show Formulas" via the Ribbon

Go to the **Formulas** tab on the Ribbon at the top of the Excel window.

Locate the **Formula Auditing** group.

Click the **Show Formulas** button.

Alternative Method: Keyboard Shortcut

You can quickly toggle this view on and off by pressing:

Ctrl + ` (the accent mark or backtick key, usually located to the left of the **"1"** key).

What to Expect

Once activated, Excel will:

Expand column widths to accommodate the formula text.

Hide the calculated results and show the actual syntax (e.g., instead of seeing **\$411,912**, you will see **=SUM (B10:D10)**).

問題 #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.

Project 1

Overview:

Video Games

You are tracking video game popularity by compiling a workbook to document your findings.

Task 4:

Convert the table on the Recent Releases worksheet to a cell range.

答案:

解題說明:

Here are the complete solutions below.

Explanation:

Step 1: Select the Table

- * Navigate to the Recent Releases worksheet.

- * Click anywhere inside the data table (for example, click on the text "A Little to the Left").

- * Note: You do not need to highlight the whole table; just clicking one cell inside it is enough to activate the hidden menu.

Step 2: Go to the "Table Design" Tab

- * Look at the Ribbon at the very top of the Excel window.

- * Because you clicked inside the table, a new tab called Table Design (or sometimes just Design) will appear on the far right side of the Ribbon.

- * Click on the Table Design tab.

Step 3: Click "Convert to Range"

- * In the Table Design toolbar, look for the Tools group (usually on the left side).

- * Click the button labeled Convert to Range.

Visual Reference:

Step 4: Confirm the Action

- * A confirmation dialog box will pop up asking: "Do you want to convert the table to a normal range?"

- * Click Yes.

Result: The table functionality (like the little filter arrows next to the headers) will disappear, but the cell colors and data will remain exactly where they are. The data is now a standard "Range."

問題 #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:

Guitar Stores

You and a partner own several Guitar Stores. You are analyzing your revenue from the past two quarters.

Task 2:

Without using the New Sheet button, move the pie chart on the Qtr 2 worksheet to its own chart sheet named Qtr 2 Chart.

答案:

解題說明:

See the solution in Explanation below.

Explanation:

To move the pie chart to its own dedicated chart sheet without using the "New Sheet" button, follow these steps:

Step 1: Select the Pie Chart

Click anywhere on the Pie Chart located on the Qtr 2 worksheet. This action will activate the contextual chart tabs on the Ribbon.

Step 2: Open the Move Chart Dialog

Once the chart is selected, look at the top of your Excel window:

Go to the Chart Design tab (this tab only appears when a chart is selected).

On the far right of the Ribbon, in the Location group, click the Move Chart button.

Step 3: Configure the New Chart Sheet

A Move Chart dialog box will appear. To move the chart to its own sheet:

Select the New sheet: radio button.

Click OK.

Excel will create a new sheet tab at the bottom of your workbook named Qtr 2 Chart that contains only the pie chart, scaled to fill the entire page.

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