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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q29-Q34):

NEW QUESTION # 29
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 # 30
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 aworkbook.
Task 4:
Filter the Profits worksheet to display only flavors with Total Profit that are Above Average.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To filter theProfitsworksheet to display only the flavors with aTotal Profitthat isAbove Average, follow these steps:
Step 1: Access the Profits Worksheet
* Click on theProfitsworksheet tab at the bottom of the Excel window.
Step 2: Apply the Above Average Filter
* Look at theTotal Profitheader (CellG3). If you don't see a small drop-down arrow next to it, go to the Datatab and clickFilter.
* Click theFilter Drop-down Arrowin theTotal Profitheader cell.
* Hover your mouse overNumber Filtersin the menu that appears.
* From the side menu, selectAbove Average.
Step 3: Verify the Results
* Excel will automatically calculate the average of all values in the "Total Profit" column and hide any rows that fall below that number.
* You will notice the row numbers on the left are now blue, indicating a filter is active.

NEW QUESTION # 31
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.

Answer:

Explanation:
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.
In the text box next to "New sheet:", delete the default text and type Qtr 2 Chart.
Click OK.
Result
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.

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 theViewtab on the Ribbon.
* In theWindowgroup, click onNew 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 theViewtab.
* In the sameWindowgroup, click theView Side by Sidebutton.

* 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.
☐
Project 1
Overview:
Video Games
You are tracking video game popularity by compiling a workbook to document your findings.
Task 1:
On the Recent Releases worksheet, select all of the video game titles in the cell range named No Platform and delete their rows. Retain all other cells on the worksheet.

Answer:

Explanation:
Here are the complete solutions below.
Explanation:
Step-by-Step Instructions (Text Only)
Step 1: Activate the correct worksheet
* Open the Excel workbook provided for the project.
* At the bottom of the workbook, click the Recent Releases worksheet tab to make it active.
Step 2: Select the named range "No Platform"
* Click anywhere inside the worksheet.
* Go to the Formulas tab on the Excel ribbon.
* In the Defined Names group, click Name Manager.
* In the Name Manager dialog box:
* Locate the named range called No Platform.
* Click No Platform to select it.
* Click Close.
* Excel will automatically highlight all cells included in the No Platform named range.
(Alternative method if allowed)
* Click the Name Box (left of the formula bar), type No Platform, and press Enter.
Step 3: Select entire rows for the named range
* With the No Platform cells selected:
* Move the cursor to the row numbers on the left side of the worksheet.
* Click the row number of one selected cell.
* Hold down the Ctrl key.
* Click each additional row number that corresponds to the selected No Platform cells until all required rows are selected.
Step 4: Delete the selected rows
* Go to the Home tab on the ribbon.
* In the Cells group, click the Delete drop-down arrow.
* Select Delete Sheet Rows.
Step 5: Verify the result
* Confirm that:
* All video game titles that had no platform information are removed.
* All remaining rows and worksheet content are intact.
* Ensure no extra cells, columns, or headers were deleted.
Final Result
* All rows associated with the No Platform named range are deleted.
* All other data on the Recent Releases worksheet remains unchanged.
* Task 1 is completed correctly according to Excel 365 simulation requirements.
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NEW QUESTION # 34

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