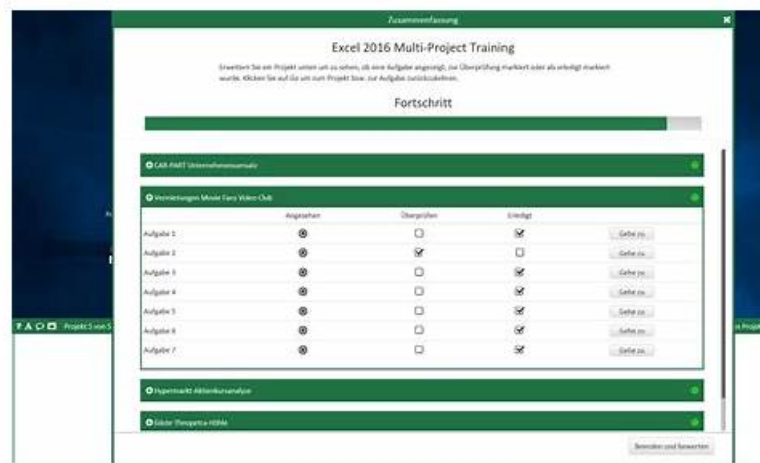# MO-210 Latest Exam Practice - Free PDF Quiz 2026 Microsoft First-grade Reliable MO-210 Test Vce

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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q18-Q23):

NEW QUESTION # 18
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 1 wprksheet, apply a number format to display the numbers in columns B through E to two decimal places with the US Dollar symbol ($) left-aligned and the decimal points aligned.

Answer:

Explanation:

See the solution in Explanation below.
Explanation:
To achieve the look where the dollar symbol is left-aligned and the decimal points are perfectly aligned vertically, you need to apply theAccountingnumber format. This is a standard requirement for professional financial statements.
Step 1: Select the Data Range
* Ensure you are on theQtr 1worksheet.
* Using your mouse, click and drag to select the range fromB10 to E14. This range covers all the monthly revenue data for the various locations.
Step 2: Open the Number Format Options
You can do this quickly using the Ribbon or with more precision via the Format Cells dialog:
* Go to theHometab on the Ribbon.
* In theNumbergroup, click the smallDialog Box Launcher(the tiny arrow in the bottom-right corner of the group). Alternatively, you can pressCtrl + 1on your keyboard.
Step 3: Configure Accounting Format
Once theFormat Cellsdialog box appears:
* SelectAccountingfrom theCategorylist on the left.
* Set theDecimal placesto2.
* In theSymboldropdown menu, ensure$ English (United States)is selected.
* ClickOK.
Key Difference: Accounting vs. Currency
* Accounting Format:Aligns the$ symbol to the far leftof the cell and thedecimal points verticallyin a column, making it easier to read large lists of numbers.
* Currency Format:Places the$ symbol immediately to the leftof the number, which does not allow for uniform vertical alignment of the symbols.

NEW QUESTION # 19
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 # 20
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 3:
On the Top 20 Videos worksheet, apply the cell style 60% - Accent 1 to the top 5 video games located in cell range A4:C8 Here are the complete solutions below.

Answer:

Explanation:
Step 1: Select the Data Range
* Navigate to theTop 20 Videosworksheet.
* Click on cellA4(this contains the rank "#1").
* Hold your left mouse button down and drag diagonally to cellC8(this contains the year "2018").
* Release the mouse button. The range from Rank #1 (Minecraft) to Rank #5 (Super Smash Brothers Ultimate) should be highlighted.
Step 2: Open the Cell Styles Gallery
* Make sure you are on theHometab of the Ribbon (at the top of the window).
* Look for theStylesgroup (usually near the middle-right of the ribbon).
* Click theCell Stylesbutton (it may look like a dropdown arrow or a box showing style previews).
Step 3: Apply "60% - Accent 1"
* In the gallery that opens, look under the "Themed Cell Styles" section.
* Locate the first column of accents (usually blue or the primary theme color).
* Find and click on60% - Accent 1.
Result:The background color of the top 5 rows in your table will change to a lighter shade (likely light blue or orange, depending on the workbook theme), matching the style requirement.

NEW QUESTION # 21
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.
Task 2:
On the Employee Hours worksheet, add a row to the table that automatically calculates total hours worked by all employees.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To completeTask 2, you need to enable theTotal Rowfeature for the table on theEmployee Hoursworksheet.

This is the most efficient way to automatically calculate sums in an Excel table.

Step 1: Select the Worksheet

Click on theEmployee Hourstab at the bottom of your Excel window to ensure you are on the correct sheet.

Step 2: Activate the Table

Click anywhere inside the data table (for example, click on cellA4where it says "emilio"). Once you click inside the table, a new tab calledTable Designwill appear at the very top of your Ribbon.

Step 3: Enable the Total Row

* Go to theTable Designtab on the Ribbon.

* In theTable Style Optionsgroup, check the box labeledTotal Row.

* Result:A new row labeled "Total" will immediately appear at the bottom of your data (Row 15).

Step 4: Configure the Total Hours Calculation

By default, Excel might place a count or sum in the last column. You need to ensure theTotal Hourscolumn (Column J) is calculating correctly:

* Click on the cell at the bottom of theTotal Hourscolumn (J15).

* A smalldrop-down arrowwill appear next to the cell. Click it.

* SelectSumfrom the list.

Final Result

Your table will now have a dedicated row at the bottom that automatically updates the total hours whenever you add or change employee data.

NEW QUESTION # 22

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 completeTask 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 theOrganic Feedtab 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 fromA3toF10.

* 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 theHometab on the Ribbon.

* In theStylesgroup, click theFormat as Tablebutton.

Step 4: Apply the Specific Table Style

* A gallery of styles will appear. Look for theLightsection.

* Find and click onLime, 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 forMy table has headersischecked.

* ClickOK.

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 # 23

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