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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.
Farm Feeds:
You are the assistant manager for a farm pet feed store. You are creating an inventory report.
Task 2:
Import NewFeeds.txt located in the GMetrixTemplates folder as a table on a new worksheet.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To completeTask 2: Import NewFeeds.txt as a table on a new worksheet, follow these exact steps in Microsoft Excel 365:
Step 1: Open the Import Tool
* Go to theDatatab on the top Ribbon.
* In theGet & TransformDatagroup, click onFrom Text/CSV.
Step 2: Locate the File
* A file browser window will open. Navigate to theGMetrixTemplatesfolder.
* Select the file namedNewFeeds.txt.
* ClickImport.
Step 3: Configure the Import Preview
* A preview window will appear. Excel should automatically detect the delimiter (usually a tab or comma).
* Ensure theFile OriginandDelimiterlook correct in the preview.
* Instead of clicking "Load," click thearrow next to the Load buttonand selectLoad To....
Step 4: Import as a Table on a New Worksheet
* In theImport Datadialog box that appears, select the radio button forTable.
* Under "Where do you want to put the data?", selectNew worksheet.
* ClickOK.
Final Result
Excel will create a brand new sheet (e.g., "Sheet2") and place the contents of NewFeeds.txt inside a formatted Excel Table.

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:
Motorhome Rentals
Your company rents motorhomes. The motorhomes rent year-around at different prices. You are preparing pricing worksheets to be shared with others.
Task 2:
Add the value New Rates to the Title property of the document.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To add a value to theTitleproperty of an Excel document, you need to access the Backstage view. This metadata is helpful for organizing and searching for files.
Step-by-Step Solution
* Click on theFiletab in the top-left corner of the Excel ribbon.

* Ensure thatInfois selected in the left-hand sidebar.
* On the right side of the screen, you will see a section labeledProperties.
* Locate the field namedTitle. If it says "Add a title," click directly on that text.
* TypeNew Ratesinto the text box.
* Click anywhere else on the screen or pressEnterto save the property.
* Click theBack arrowin the top-left corner to return to your worksheet.
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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.
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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 # 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.
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Farm Feeds:

You are the assistant manager for a farm pet feed store. You are creating an inventory report.

Task 5:

On the Feed Inventory worksheet, apply Style 5 to the chart.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To completeTask 5: Apply Style 5 to the chart on the Feed Inventory worksheet, follow these exact steps:
Step 1: Select the "Feed Inventory" Worksheet
Ensure you are on the correct sheet by clicking theFeed Inventorytab at the bottom of your Excel window.
Step 2: Select the Chart
Click anywhere on theTotal Inventorypie chart to select it. When selected, you will see a border around the chart and new tabs will appear on the Ribbon.
Step 3: Open Chart Design Tools
With the chart selected, look at the top Ribbon and click on theChart Designtab (this tab only appears when a chart is active).
Step 4: Apply Chart Style 5
* In theChart Stylesgroup, you will see a gallery of different looks for your chart.
* Hover your mouse over the styles to see their names, or click theMorearrow (the small downward arrow at the bottom right of the styles gallery) to see all options.
* Locate and click onStyle 5.
Note:Style 5 typically features a specific layout of data labels and a distinct background or border style that matches the "Farm Fresh Feeds" theme.
Final Result
The pie chart will update its appearance to match Style 5, adjusting the placement of the percentage labels and the overall color shading to remain consistent with your report's professional look.

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.

Farm Feeds:
You are the assistant manager for a farm pet feed store. You are creating an inventory report.
Task 3:
On the Feed Inventory worksheet, remove the hyperlink functionality, but leave the text in cell C27.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To completeTask 3: Remove the hyperlink functionality from cell C27 on the Feed Inventory worksheet, follow these specific steps to ensure the text remains while the link is deleted.
Step 1: Select the "Feed Inventory" Worksheet
Ensure you are on the correct sheet by clicking theFeed Inventorytab at the bottom of the window.
Step 2: Navigate to Cell C27
Locate cellC27in the Description column. Based on your project files, this is likely a URL or a linked piece of text at the bottom of the table.
Step 3: Remove the Hyperlink
You want to strip the "clickable" link without deleting the actual words inside the cell.
* Right-clickdirectly on cellC27.
* From the context menu that appears, selectRemove Hyperlink(it is usually located at the very bottom of the list).
Step 4: Verify the Text Remains
The text should change from blue/underlined back to standard black text, but the characters themselves will stay in the cell.

NEW QUESTION # 34
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