

Microsoft MO-210 Cheap Dumps - MO-210 Valid Exam Fee

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

P.S. Free & New MO-210 dumps are available on Google Drive shared by Fast2test: https://drive.google.com/open?id=13Lydi2I4_Vf5AmWelov7a3v6tnOQKrCd

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Microsoft MO-210 Exam Syllabus Topics:

Section	Objectives
Topic 1: Manage Data Cells and Ranges	- Cell Operations • 1. Insert and delete cells • 2. Format cells and ranges - Data Management • 1. Sort and filter data • 2. Use find and replace

Topic 2: Manage Tables and Table Data	- Tables • 1. Create and format tables • 2. Modify table structure
Topic 3: Perform Operations with Formulas and Functions	- Formulas • 1. Insert and edit formulas • 2. Use cell references - Functions • 1. Logical and lookup functions • 2. Use common Excel functions (SUM, AVERAGE, COUNT)
Topic 4: Manage Charts	- Chart Creation • 1. Modify chart elements and layout • 2. Create charts from data
Topic 5: Manage Worksheets and Workbooks	- Workbooks • 1. Create and manage workbooks • 2. Navigate within workbooks - Worksheets • 1. Format worksheets • 2. Manage worksheet views

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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q16-Q21):

NEW QUESTION # 16

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.

Item Type	Description	Lot #	Quantity	Price	Total
Appliance	Blender	HFX001	4	36.69	146.76
Appliance	Coffee Maker	HFX008	2	39.3	78.6
Appliance	Coffee Maker (French Press)	HFX010	3	31.13	93.39
Appliance	Grill (Electric)	HFX004	4	19.41	77.64
Appliance	Grill (Gas)	HFX006	4	13.28	53.12
Appliance	Hair Dryer	HFX007	10	17.02	170.2
Appliance	Microwave	HFX012	9	51.47	463.23
Appliance	Refrigerator	HFX014	7	29.7	207.9
Appliance	Toaster	HFX003	5	23.02	115.1
Electronics	Computer (Desktop)	HFX018	4	39.36	157.44
Electronics	Computer (Laptop)	HFX015	3	18.43	55.29
Electronics	MP3 Player	HFX022	5	35.72	178.6
Electronics	Video Game Console	HFX020	5	29.7	148.5
Furniture	Beanbag Chair	HFX037	2	11.19	22.38
Furniture	Bed (Full)	HFX045	7	12.29	86.03
Furniture	Bed (King)	HFX049	7	45.72	320.04

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 Viewtab on the Ribbon.

* In the Windowgroup, click on New Window.

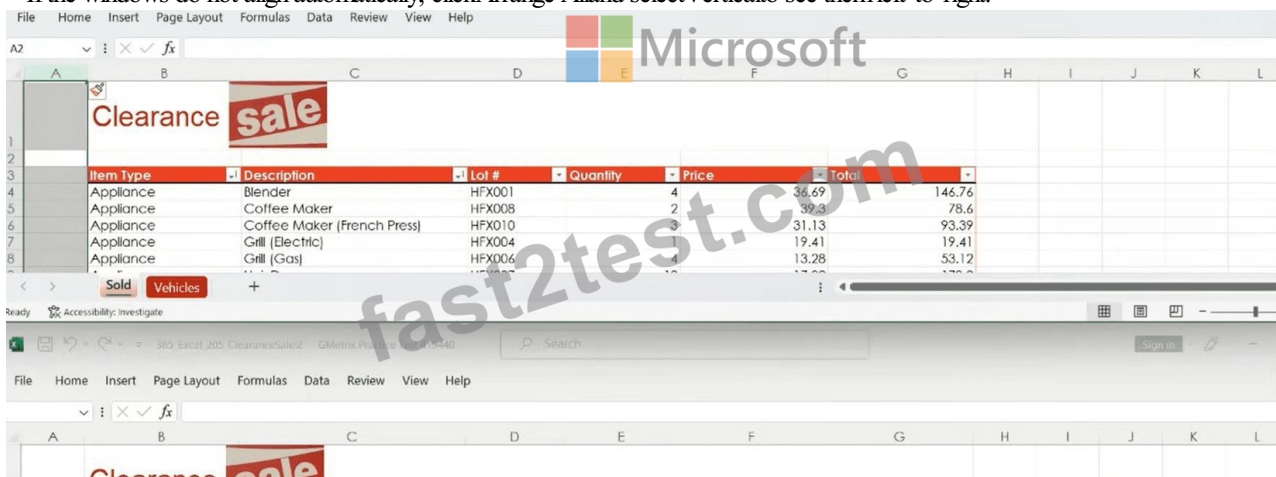
* Note: This creates a second view of your current file. You will notice the file name in the title bar now says "Filename - 2".

Step 2: Arrange Side-by-Side

* Navigate back to the Viewtab.

* In the same Windowgroup, 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 # 17

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.

The screenshot displays two worksheets from an Excel file named 'Car Warranty Center'. The top worksheet, 'Employee Hours', shows a table with columns for Employee, Station, days of the week (Monday through Friday), Overtime, Name, and Total Hours. The bottom worksheet, 'Average Call Time', shows a table with columns for Salesperson, days of the week (Monday through Friday), and a Trend column. Both worksheets include a red car icon and a 'Microsoft' watermark.

Employee Hours Worksheet:

Employee	Station	Monday	Tuesday	Wednesday	Thursday	Friday	Overtime	Name	Total Hours
emilio	1	8	8	8	7	6	9		38
evan	2	10	10	10	10	10			50
tyler	3	5	3	3	4	4			24
clyde	4	9	8.5	9	8	8			42.5
arturro	5	8	8	8	8	8			40
cid	6	7	9	9	6	10			41
leon	7	8	8	8	8	8			40
james	8	3.5	8	7	7.5	9			35
carl	9	10	9	9	7	2			37
steven	10	1	9	6	8	8			32
michael	11	4	4	3	3	7			26

Average Call Time Worksheet:

Salesperson	Mon	Tue	Wed	Thur	Fri	Trend
Emilio	10:32	08:30	06:42	08:40	03:15	
Evan	03:00	04:13	04:00	03:45	05:04	
Tyler	09:03	08:17	07:29	08:43	06:15	
Clyde	04:22	03:57	05:07	04:16	07:23	
Arturro	02:12	05:36	03:33	06:14	05:12	
Cid	03:15	02:45	03:44	04:01	03:27	
Leon	04:41	11:13	09:22	05:15	06:21	
James	06:22	09:41	04:15	13:49	07:01	
Carl	21:18	04:12	04:35	03:45	05:24	
Steven	08:13	07:40	03:55	06:32	06:35	
Michael	05:12	05:15	05:40	05:03	05:59	

Overview:

Car Warranty

You are the supervisor for a Car Warranty Center. You use Excel to report employee hours and telephone calls.

Task5:

On the Average Call Time worksheet, create a 3-D Clustered Column chart that shows the call times for each Salesperson from Mon through Fri. Insert the Chart Title Average Call Time. Position the new chart below the table.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 5, you will create a 3-D Clustered Column chart on the Average Call Time worksheet to visualize the weekly performance of each salesperson.

Step 1: Navigate to the Worksheet

Click on the Average Call Time tab at the bottom of your Excel window to switch views.

Step 2: Select the Data Range

You need to select the names and the call times for all five days (Monday through Friday), but exclude the "Trend" column:

* Click and drag to select cells A3 to F14.

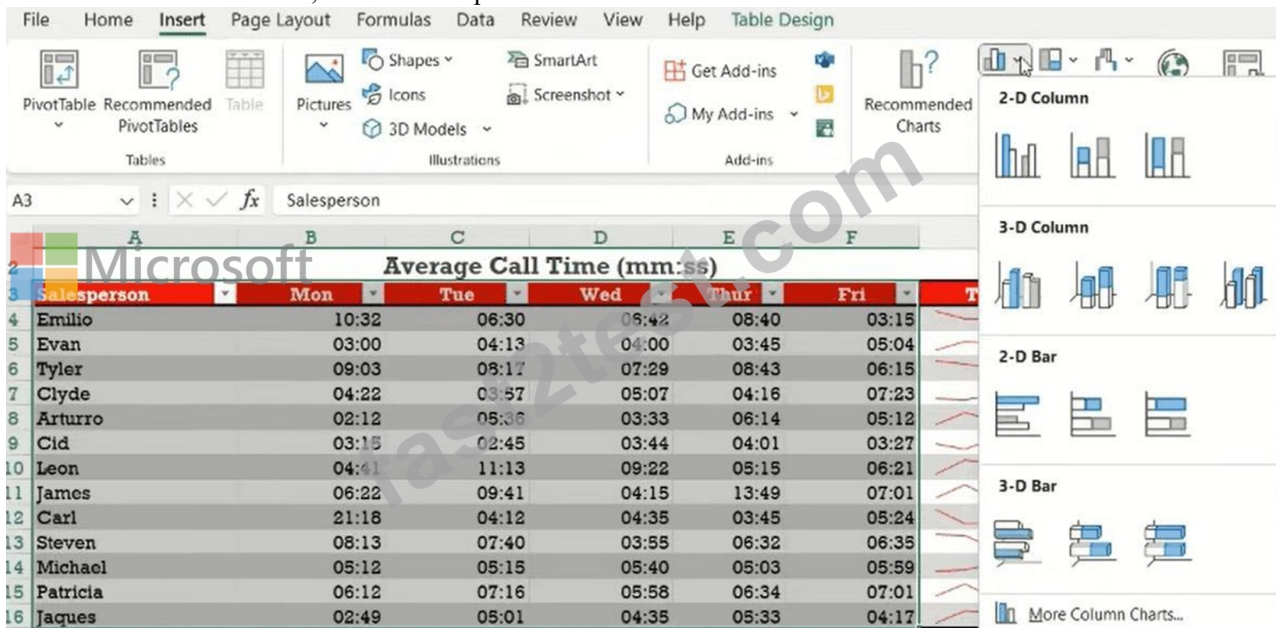
* Note: This includes the header row (Salesperson, Mon, Tue, etc.) and all employee rows down to Michael.

Step 3: Insert the 3-D Clustered Column Chart

* Go to the Insert tab on the Ribbon.

* In the Charts group, click the Insert Column or Bar Chart icon (it looks like small vertical bars).

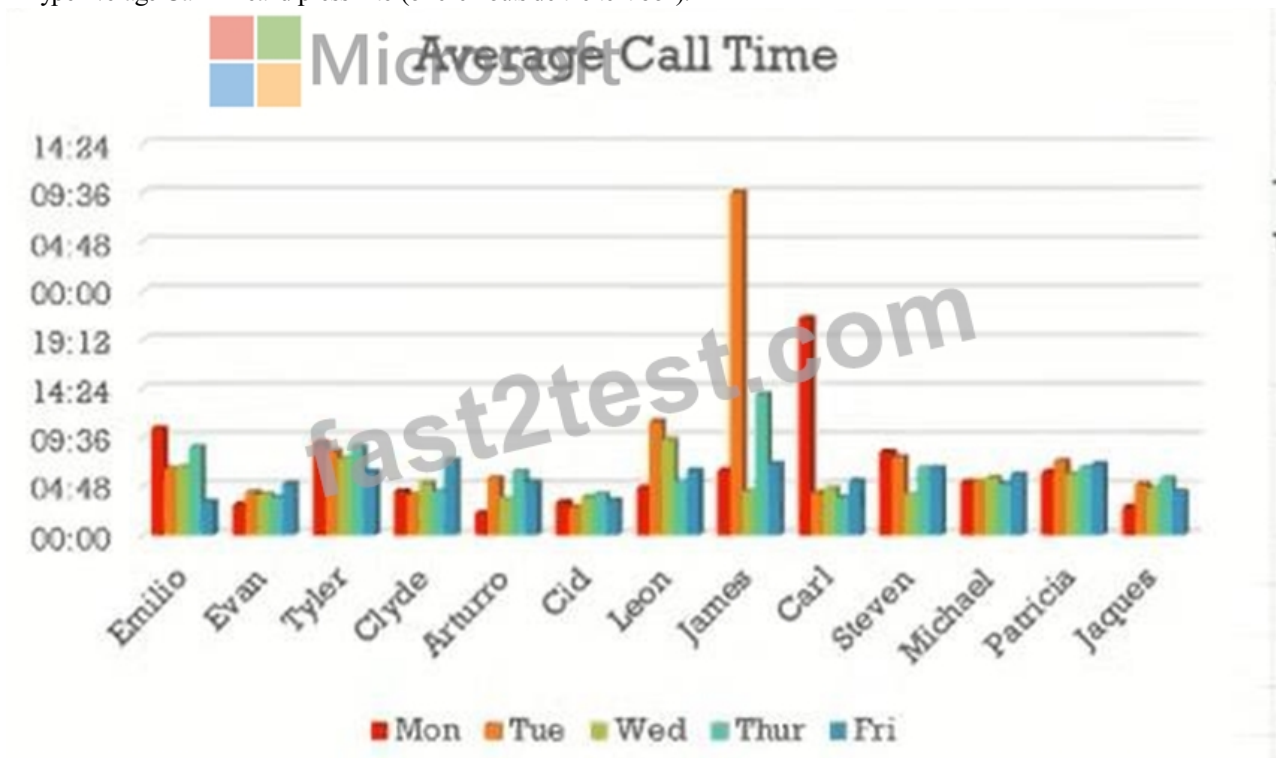
* Under the 3-D Column section, select the first option: 3-D Clustered Column.



Step 4: Add the Chart Title

* Click once on the default text that says "Chart Title" at the top of the new chart.

* Type Average Call Time and press Enter (or click outside the text box).



Step 5: Position the Chart

* Hover your mouse over a blank area of the chart (the chart area).

* Click and drag the chart so it is positioned below the table.

* Placement Tip: Usually, starting the chart around row 17 or 18 is ideal so it doesn't overlap your data.

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.



	Capacity	Fleet Name	May	June	July	Aug	Sept	Oct	Nov	Dec
3	2	Sierra	2700	3600			2880			2700
4	2	Redwood	2780	3720			2980			2790
5	4	Sequoia	3020	4025			3220			3020
6	4	Fern	3880	5175			4140			3880
7	6	Vista	4940	6010			5270			4940
8	6	Seascape	4940	6590			5270			4940
9	8	Outlook	5180	6000			5530			5180
10	8	Peaks	8440	10000			9000			8440

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 4:

Save the Rentals worksheet as a CSV (comma delimited) file named Rentals.csv to the GmetrixTemplates folder.

Answer:

Explanation:

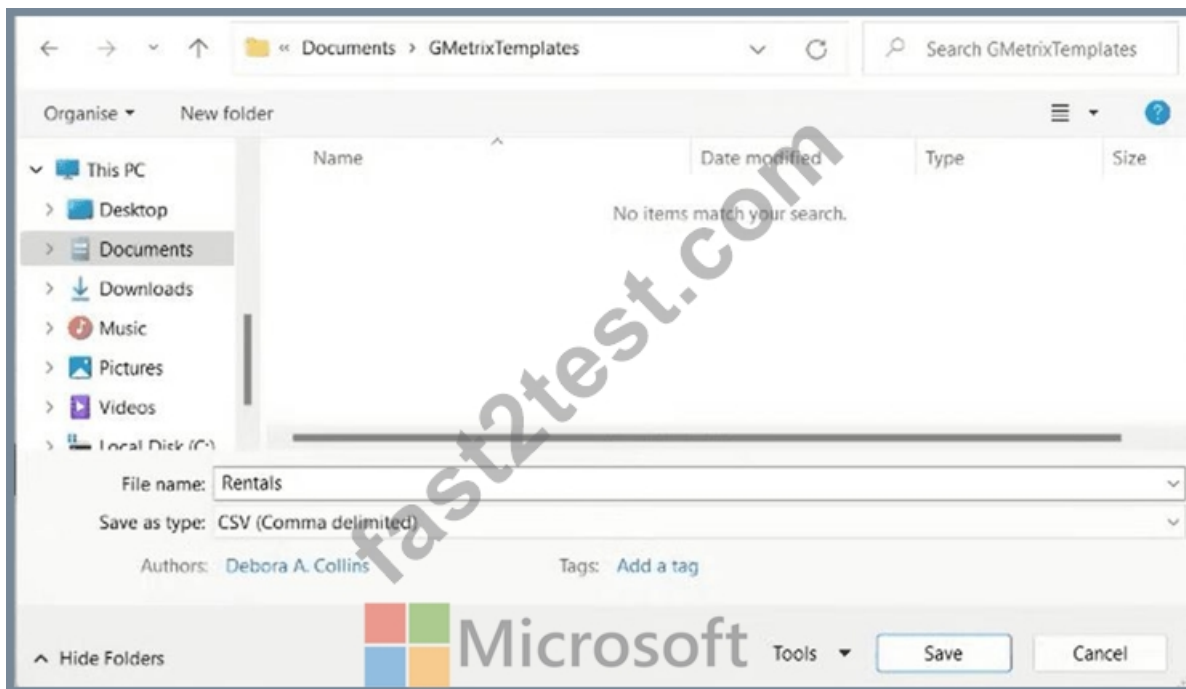
See the solution in Explanation below.

Explanation:

To save a specific worksheet as a CSV file, you need to use the Save As function. This allows you to change the file format from a standard Excel Workbook to a Comma Separated Values file.

Step-by-Step Solution

- * Ensure you are currently on the Rentals worksheet (look for the tab name at the bottom of your screen).
- * Click the File tab in the top-left corner.
- * Select Save As from the left-hand menu.
- * Click Browse to open the File Explorer window.
- * In the File Explorer, navigate to the GmetrixTemplates folder (usually located in your Documents folder).
- * In the File name box, type Rentals.
- * Click the Save as type drop-down menu and select CSV (Comma delimited) (*.csv).
- * Click Save.
- * Note: If Excel displays a warning message stating that some features in your workbook might be lost when saving as CSV, click Yes to continue.



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.

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Flavors	Cost	Markup	Price	Margin
Chocolate Fudge	2.32	1.80	6.50	4.18
Nutty Nuts	3.25	0.96	6.37	3.12
Vanilla Bean	2.59	1.28	5.84	3.28
Pancake Syrup	2.59	1.25	5.83	3.24
Caramel	2.05	1.80	5.74	3.69
Cinnamon Donut	2.34	1.65	5.68	3.54
Mocha Coffee	1.98	1.80	5.55	3.57
Black Bean	2.28	1.34	5.54	3.06
Pistachio	2.36	1.20	5.20	2.84
Blueberry Chocolate	1.78	1.80	4.99	3.25
Red Hot Chili	1.77	1.80	4.98	3.59
Strawberry	1.76	1.80	4.93	3.17
Orange Cream	1.79	1.50	4.48	2.69
Mint	1.54	1.80	4.31	2.78
Peanut	1.46	1.80	4.09	2.83
Cheesecake	1.35	1.80	3.78	2.43
Carob Inti	1.20	1.80	3.70	2.20

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.

Task1:

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).

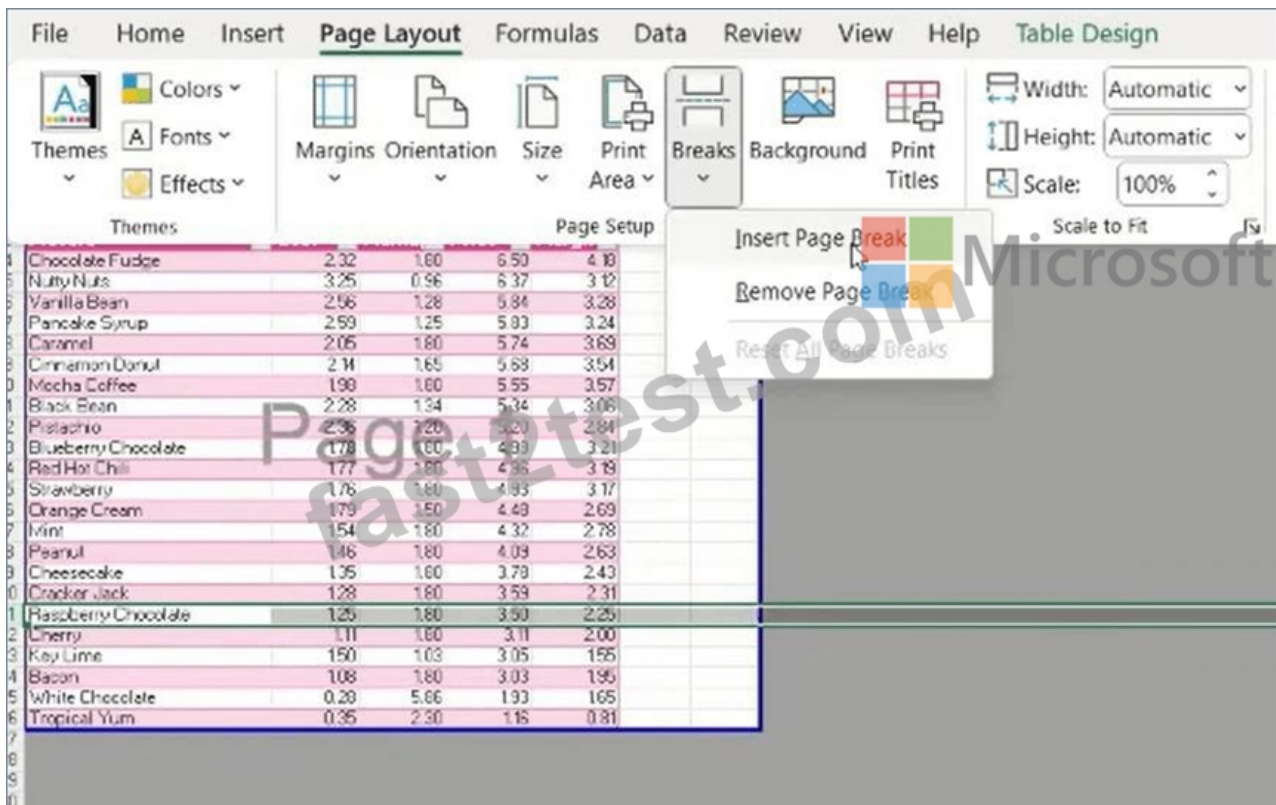
* Navigate to the Page Layout tab on the Ribbon.

* Click the Breaks button in the Page Setup group.

* Select Insert Page Break from the dropdown menu.



Flavors	Cost	Markup	Price	Margin
Chocolate Fudge	2.32	1.80	6.50	4.18
Nutty Nuts	3.25	0.96	6.37	3.12
Vanilla Bean	2.96	1.28	5.84	3.28
Pancake Syrup	2.59	1.25	5.83	3.24
Caramel	2.06	1.80	5.74	3.69
Cinnamon Donut	2.14	1.65	5.69	3.54
Mocha Coffee	1.98	1.60	5.55	3.57
Black Bean	2.28	1.34	5.34	3.06
Pistachio	2.36	1.20	5.20	2.84
Blueberry Chocolate	1.78	1.00	4.93	3.21
Red Hot Chili	1.77	1.80	4.95	3.19
Strawberry	1.76	1.80	4.93	3.17
Orange Cream	1.79	1.50	4.49	2.69
Mint	1.54	1.80	4.32	2.78
Peanut	1.46	1.80	4.09	2.63
Cheesecake	1.35	1.80	3.79	2.43
Cracker Jack	1.28	1.80	3.59	2.31
Raspberry Chocolate	1.25	1.80	3.50	2.25
Cherry	1.11	1.80	3.11	2.00
Key Lime	1.50	1.03	3.05	1.55
Bacon	1.08	1.80	3.03	1.95
White Chocolate	0.28	5.66	1.93	1.65
Truffle Mocha	0.96	5.20	1.45	0.94



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 # 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.

The screenshot shows a Microsoft Excel spreadsheet titled 'Motorhome Rentals'. The spreadsheet contains a table with the following data:

	Capacity	Fleet Name	May	June	July	Aug	Sept	Oct	Nov	Dec
3	2	Sierra	2700	3600	2880	2700				
4	2	Redwood	2780	3720	2980	2790				
5	4	Sequoia	3020	4025	3220	3020				
6	4	Fern	3880	5175	4140	3880				
7	6	Vista	4940	6010	5270	4940				
8	6	Seascape	4940	6590	5270	4940				
9	8	Outlook	5180	6000	5530	5180				
10	8	Peaks	8440	10000	9000	8440				

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 1:

Add Open to the Quick Access Toolbar.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

Here are the step-by-step instructions to add the Open command to your Quick Access Toolbar in Excel 365:

Step-by-Step Solution

* Look at the very top-left corner of your Excel window (above the File and Home tabs). This area is the Quick Access Toolbar.

* Click the **small downward-pointing arrow (Customize Quick Access Toolbar)** located at the right end of the toolbar. 3. A drop-down menu will appear with a list of common commands.

* Find and click on **Open** in the list.

* A checkmark will appear next to "Open," and the Open icon (a yellow folder) will now permanently appear in your Quick Access Toolbar for easy access.

NEW QUESTION # 21

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