

# MO-210 New Questions & Practice MO-210 Mock

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## **Microsoft Excel Exam MO-210 (Microsoft 365) test questions and answers**

**How do you insert multiple rows/columns at once? - answer  
Highlight where you want new rows/columns to be.**

**Home tab --> Insert --> Row/Column**

**What is =RANDBETWEEN( )?**

**How do you format the function? - answer random number  
generator between two numbers (X, Y)**

**=RANDBETWEEN(x,y)**

**What is =SEQUENCE( )?**

**How do you format the function? - answer produces a sequence of  
numbers in a row x column format**

**=SEQUENCE (# of rows, # of columns, start #, increment)**

**How do you reference a named range from another worksheet? -  
answer =[sheetname]![name of defined range]**

**What is =ROWS( )? - answer returns the number of rows of a  
reference**

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**>> MO-210 New Questions <<**

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## **Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q23-Q28):**

## NEW QUESTION # 23

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 the Title property 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 the File tab in the top-left corner of the Excel ribbon.
- \* Ensure that Info is selected in the left-hand sidebar.
- \* On the right side of the screen, you will see a section labeled Properties.
- \* Locate the field named Title. If it says "Add a title," click directly on that text.
- \* Type New Rates into the text box.
- \* Click anywhere else on the screen or press Enter to save the property.
- \* Click the Back arrow in the top-left corner to return to your worksheet.

□

## NEW QUESTION # 24

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 a workbook.

Task 3:

On the Chart worksheet, include the Total Profit data on the Flavor Expenses, Income and Profit chart.

### Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To include the Total Profit data in your existing chart on the Chart worksheet, follow these steps:

Step 1: Navigate to the Chart

- \* Click on the Chart worksheet tab at the bottom of the Excel window.
- \* Click once on the Flavor Expenses, Income and Profit chart to select it. When selected, you will see the Chart Design and Format tabs appear on the Ribbon.

Step 2: Open the Select Data Source Window

\* Go to the Chart Design tab.

\* In the Data group, click on the Select Database button. This will open the Select Data Source dialog box.

□ Step 3: Add the Total Profit Series

\* In the Legend Entries (Series) section on the left side of the dialog box, click the Add button.

\* An Edit Series window will appear:

\* Series name: Click on the Profits worksheet tab and select cell G3 (which contains the header

"Total Profit").

\* Series values: Clear any existing text in the box, then highlight the range G4:G23 on the Profits worksheet (containing the actual profit numbers).

\* Click OK on the Edit Series window.

\* Click OK again on the Select Data Source dialog box to apply the changes.

Final Result

The chart will now display a third set of bars (likely orange, as seen in your preview) representing the Total Profit for each flavor alongside the existing Expense and Income data.

## NEW QUESTION # 25

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 a workbook.

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 the Profits worksheet to display only the flavors with a Total Profit that is Above Average, follow these steps:

Step 1: Access the Profits Worksheet

\* Click on the Profits worksheet tab at the bottom of the Excel window.

Step 2: Apply the Above Average Filter

\* Look at the Total Profit header (Cell G3). If you don't see a small drop-down arrow next to it, go to the Data tab and click Filter.

\* Click the Filter Drop-down Arrow in the Total Profit header cell.

\* Hover your mouse over Number Filters in the menu that appears.

\* From the side menu, select Above 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 # 26

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 complete Task 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 the Data tab on the top Ribbon.
- \* In the Get & Transform Data group, click on From Text/CSV.

#### Step 2: Locate the File

- \* A file browser window will open. Navigate to the GMetrix Templates folder.

- \* Select the file named NewFeeds.txt.

- \* Click Import.

#### Step 3: Configure the Import Preview

- \* A preview window will appear. Excel should automatically detect the delimiter (usually a tab or comma).

- \* Ensure the File Origin and Delimiter look correct in the preview.

- \* Instead of clicking "Load," click the arrow next to the Load button and select Load To....

#### Step 4: Import as a Table on a New Worksheet

- \* In the Import Data dialog box that appears, select the radio button for Table.

- \* Under "Where do you want to put the data?", select New worksheet.

- \* Click OK.

#### 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 # 27

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.

#### Answer:

Explanation:

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)).

## NEW QUESTION # 28

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