

# 実際のMicrosoft MO-210 | 効率的なMO-210技術問題試験 | 試験の準備方法Microsoft Excel (Microsoft 365 Apps)試験感想

## 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

BONUS!!! MogiExam MO-210ダンプの一部を無料でダウンロード: <https://drive.google.com/open?id=11qnxSEcOmrAZTYDX7HDjy4x1Nwmd4CIg>

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>> MO-210技術問題 <<

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## Microsoft Excel (Microsoft 365 Apps) 認定 MO-210 試験問題 (Q22-Q27):

## 質問 # 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.

Project 1

Overview:

Video Games

You are tracking video game popularity by compiling a workbook to document your findings.

Task 4:

Convert the table on the Recent Releases worksheet to a cell range.

**正解:**

解説:

Here are the complete solutions below.

Explanation:

Step 1: Select the Table

\* Navigate to the Recent Releases worksheet.

\* Click anywhere inside the data table (for example, click on the text "A Little to the Left").

\* Note: You do not need to highlight the whole table; just clicking one cell inside it is enough to activate the hidden menu.

Step 2: Go to the "Table Design" Tab

\* Look at the Ribbon at the very top of the Excel window.

\* Because you clicked inside the table, a new tab called Table Design (or sometimes just Design) will appear on the far right side of the Ribbon.

\* Click on the Table Design tab.

Step 3: Click "Convert to Range"

\* In the Table Design toolbar, look for the Tools group (usually on the left side).

\* Click the button labeled Convert to Range.

Visual Reference:

Step 4: Confirm the Action

\* A confirmation dialog box will pop up asking: "Do you want to convert the table to a normal range?"

\* Click Yes.

Result: The table functionality (like the little filter arrows next to the headers) will disappear, but the cell colors and data will remain exactly where they are. The data is now a standard "Range."

## 質問 # 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:

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.

**正解:**

解説:

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 View tab on the Ribbon.

\* In the Window group, 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 View tab.

\* In the same Window group, 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.

## 質問 # 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:

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.

**正解:**

**解説:**

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)).

## 質問 # 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:

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 worksheet, 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.

**正解:**

### 解説:

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 the Accounting number format. This is a standard requirement for professional financial statements.

#### Step 1: Select the Data Range

\* Ensure you are on the Qtr 1 worksheet.

\* Using your mouse, click and drag to select the range from B10 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 the Home tab on the Ribbon.

\* In the Number group, click the small Dialog Box Launcher (the tiny arrow in the bottom-right corner of the group). Alternatively, you can press **Ctrl + 1** on your keyboard.

#### Step 3: Configure Accounting Format

Once the Format Cells dialog box appears:

\* Select Accounting from the Category list on the left.

\* Set the Decimal places to 2.

\* In the Symbol dropdown menu, ensure \$ English (United States) is selected.

\* Click OK.

#### Key Difference: Accounting vs. Currency

\* Accounting Format: Aligns the \$ symbol to the far left of the cell and the decimal points vertically in a column, making it easier to read large lists of numbers.

\* Currency Format: Places the \$ symbol immediately to the left of the number, which does not allow for uniform vertical alignment of the symbols.

## 質問 # 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.

### Overview:

#### Car Warranty

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

#### Task 1:

On the Average Call Time worksheet, use an Excel feature to copy the sparkline into all the vacant cells of the Trend column.

### 正解:

### 解説:

See the solution in Explanation below.

#### Explanation:

In Excel 365, the most efficient way to do this is using the AutoFill feature or simply dragging the fill handle.

Here is your step-by-step solution:

#### Step 1: Switch to the Correct Worksheet

Ensure you are on the Average Call Time worksheet. Click the red tab at the bottom of the screen to switch from the "Employee Hours" view (shown in your image) to the call time data.

#### Step 2: Identify the Sparkline

Locate the first cell in the Trend column that already contains a Sparkline (likely cell F4 or similar, depending on your layout).

#### Step 3: Use the Fill Handle to Copy

\* Hover your mouse over the bottom-right corner of the cell containing the sparkline.

\* Your cursor will change from a thick white cross to a thin black cross (+).

\* Click and drag the fill handle down to the bottom of the column to fill all the vacant cells in the "Trend" column.

**Pro Tip:** Alternatively, you can simply double-click the thin black cross (fill handle), and Excel will automatically fill the sparklines down to the last row of your data.

#### Alternative Method: Using the Ribbon

If you prefer using the menu interface:

- \* Select the cell with the existing sparkline and all the empty cells below it where you want the sparklines to appear.
- \* Go to the Home tab.
- \* In the Editing group, click the Fill icon (downward arrow).
- \* Select Down.

## 質問 # 27

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