

Free PDF Quiz 2026 Microsoft Newest MO-210: Valid Microsoft Excel (Microsoft 365 Apps) Study Guide

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

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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q31-Q36):

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.

□ 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 # 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.

□ 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 GMatrixTemplates 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 GMatrixTemplates 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 # 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.

□

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 5:

Group the Profits, Costs, and Chart worksheets and change the tab color to Pink, Accent 4.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To group multiple worksheets and change their tab colors simultaneously in Microsoft Excel 365, follow these steps:

Step 1: Group the Worksheets

- * Look at the worksheet tabs at the bottom of your Excel window.
- * Click on the first tab, Profits.
- * Hold down the Ctrl key on your keyboard.
- * While holding Ctrl, click on the Coststab and then the Charttab.
- * Note: You will notice all three tabs now have a white background, indicating they are grouped together.

Step 2: Change the Tab Color

- * Right-click on any of the selected (grouped) tabs.
- * Hover your mouse over Tab Color in the pop-up menu.
- * In the color palette that appears, locate the Theme Colors section.
- * Find and select Pink, Accent 4 (this is usually the 8th color in the top row of the Theme Colors section).

□

Step 3: Ungroup the Worksheets

- * To finish, right-click on any of the tabs again.
- * Select Ungroup Sheets from the menu.
- * Alternatively, you can click on any worksheet tab that is not part of the group to ungroup them.

Final Result

The Profits, Costs, and Chart tabs will now all display the same Pink, Accent 4 color at the bottom of your workbook.

Would you like me to help you with the next task or another project?

NEW QUESTION # 34

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 5:

Insert a Footer that displays today's date on the right and then return to Normal view.

Answer:

Explanation:

Here are the complete solutions below.

Explanation:

Project 1: Video Games - Task 5 Solution

Task: Insert a Footer that displays today's date on the right and then return to Normal view.

Step 1: Open the Header & Footer View

* Go to the Insert tab on the Ribbon.

* Look for the Text group (usually near the right side).

* Click on the Header & Footer button.

* Note: This will automatically switch your screen to "Page Layout" view, and you will see the header area at the top of the page.

Visual Reference: (Look for this icon in the Insert tab) [Header & Footer] Step 2: Navigate to the Footer

* You are currently in the Header. You need to go to the Footer.

* On the Header & Footer tab (which appears in the Ribbon when you are in this mode), click the button labeled Go to Footer.

* Alternative: You can simply scroll down to the bottom of the page until you see the footer boxes

"Click to add footer".

Visual Reference: (Button in the Navigation group) [Go to Footer]

Step 3: Select the Right Section

* The footer is divided into three boxes: Left, Center, and Right.

* Click inside the Right box.

Visual Reference: [Left Box] [Center Box] [*Click Here (Right Box)*] Step 4: Insert the Current Date

* With your cursor flashing in the right footer box, look at the Header & Footer tab in the Ribbon.

* In the Header & Footer Elements group, click the Current Date button.

* You will see the code &[Date] appear in the box. This is correct; it will turn into the actual date once you click away.

Visual Reference: (Icon looks like a small calendar) [Current Date] -> Displays as &[Date] Step 5: Return to Normal View

* Click anywhere inside the worksheet cells (outside the footer area) to apply the change.

* Go to the View tab on the Ribbon.

* In the Workbook Views group (far left), click on Normal.

Visual Reference: (View Tab > Workbook Views) [Normal]

Result: You have successfully added the date to the footer. In "Normal" view, you won't see the footer anymore, but it is there and will appear when printed.

□

NEW QUESTION # 35

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 # 36

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