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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.

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 # 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 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 # 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:
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 3:
Set cells A1:F11 so they will be the only cells that print.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To ensure that only a specific range of cells is printed, you need to define aPrint Area. This prevents Excel from printing empty pages or extra data outside of your selection.
Step-by-Step Solution
* Select the range:Use your mouse to click on cellA1and drag your cursor down to cellF11to highlight the entire area.
* Navigate to Page Layout:Click on thePage Layouttab in the top Ribbon.
* Set the Print Area:
* Locate thePage Setupgroup.
* Click on thePrint Areabutton.
* From the drop-down menu, selectSet Print Area.
Once this is set, Excel will only print the content within A1:F11, even if there is data elsewhere on the sheet.

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.
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 theOpencommand to your Quick Access Toolbar in Excel 365:
Step-by-Step Solution
* Look at the very top-left corner of your Excel window (above theFileandHometabs). This area is the Quick Access Toolbar.
* Click the smalldownward-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 onOpenin the list.
* A checkmark will appear next to "Open," and theOpen icon(a yellow folder) will now permanently appear in your Quick Access Toolbar for easy access.

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:
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 aworkbook.
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 theCtrlkey on your keyboard.
* While holdingCtrl, click on theCoststab and then theCharttab.
* Note: You will notice all three tabs now have a white background, indicating they are grouped together.
Step 2: Change the Tab Color
* Right-clickon any of the selected (grouped) tabs.
* Hover your mouse overTab Colorin the pop-up menu.
* In the color palette that appears, locate theTheme Colorssection.
* Find and selectPink, 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-clickon any of the tabs again.
* SelectUngroup Sheetsfrom the menu.
* Alternatively, you can click on any worksheet tab that is not part of the group to ungroup them.
Final Result
TheProfits,Costs, andCharttabs will now all display the samePink, Accent 4color at the bottom of your workbook.
Would you like me to help you with the next task or another project?

NEW QUESTION # 28

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When we choose the employment work, you will meet a bottleneck, how to let a company to choose you to be a part of him? We would say ability, so how does that show up? There seems to be only one quantifiable standard to help us get a more competitive job, which is to get the test MO-210certification and obtain a qualification. If you want to have a good employment platform, then take office at the same time there is a great place to find that we have to pay attention to the importance of qualification examination.

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The data itself is usually stored in variables, but data types Certification MO-210 Exam are also used in object instances and function definitions used for assigning the type of data you're working with.

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