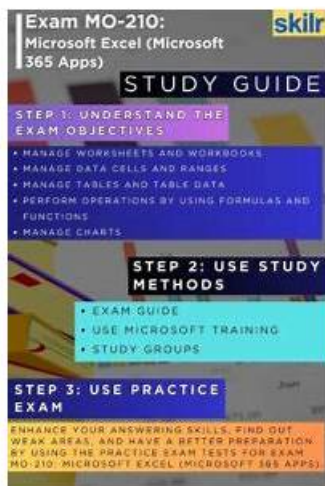


Microsoft MO-210考試資訊 - MO-210考古題



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問題 #29

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.

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.

答案:

解題說明:

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.

□

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.

問題 #30

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 2:

Use a built-in Excel feature to copy all of the formatting of cell range A2:G2 located on the Profits worksheet and apply that formatting to cell A2 on the Costs worksheet.

答案:

解題說明:

See the solution in Explanation below.

Explanation:

To transfer the formatting from the Profits worksheet to the Costs worksheet while maintaining consistency, follow these steps:

Step 1: Copy the Source Formatting

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

- * Select the cell range A2:G2.

- * On the Home tab, in the Clipboard group, click the Format Painter button (it looks like a paintbrush).

- * Tip: Your cursor will now have a small paintbrush icon next to it, indicating the formatting is "loaded" and ready to be pasted.

Step 2: Apply Formatting to the Destination

- * Click on the Costs worksheet tab (the one shown in your provided image).

- * Click directly on Cell A2 (the cell containing "Production Costs (per pound)").

- * Excel will automatically apply the formatting across the range starting from A2 to match the original source.

Final Result

The cell range in the Costs worksheet should now match the style (font, background color, and borders) of the Profits worksheet. The grey shading currently visible in your image in range B2:G2 will be replaced by the style from the first sheet.

問題 #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:

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.

答案:

解題說明:

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.

問題 #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.

□

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.

答案：

解題說明：

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.

問題 #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.

□ Farm Feeds:

You are the assistant manager for a farm pet feed store. You are creating an inventory report.

Task 1:

Remove the conditional formatting from the table on the Feed Inventory worksheet.

答案：

解題說明：

See the solution in Explanation below.

Explanation:

To complete Task 1: Remove the conditional formatting from the table on the Feed Inventory worksheet, follow these steps:

Step 1: Select the Target Worksheet

First, ensure you are on the correct worksheet as specified in the instructions.

- * Click on the Feed Inventory tab at the bottom of your Excel workbook.

Step 2: Select the Table or Data Range

You can remove formatting from the entire sheet, but to be precise with the "table," follow these sub-steps:

- * Click anywhere inside the table (the area containing the SKU#, Brand, Description, etc.).
- * Press Ctrl + A to select the entire table range.

Step 3: Access the Conditional Formatting Menu

- * Go to the Home tab on the top Ribbon.

- * In the Styles group, click on the Conditional Formatting button.

Step 4: Clear the Rules

- * Hover your mouse over Clear Rules near the bottom of the drop-down menu.

- * A side menu will appear. Select Clear Rules from Selected Cells (if you have the table selected) or Clear Rules from Entire Sheet to ensure all formatting is removed.

Final Result

Once clicked, any data bars, color scales, or highlight rules (like the light green shading seen in your screenshot) that were applied via Conditional Formatting will be removed, leaving the standard table styling

問題 #34

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