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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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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q33-Q38):

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:

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 4:

On the Sold worksheet, format the table so that every other row is shaded. Use a technique that automatically updates the formatting if you insert a new row.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To ensure every other row is shaded and that this formatting updates automatically when new rows are added, you should use the Banded Rows feature within the Table Design options.

Since your data is already formatted as a Table (indicated by the filter arrows in the header row), follow these steps:

Step-by-Step Solution

- * Select the Table: Click anywhere inside the data on the Sold worksheet (for example, cell B5). This will make the contextual "Table Design" tab appear in the Ribbon.

- * Go to Table Design: Click on the Table Design tab at the top of the Excel window.

- * Enable Banded Rows: In the Table Style Options group, check the box labeled Banded Rows.

Why this works:

- * Automatic Updating: Because this is a Table feature rather than manual cell shading, if you insert a new row between existing data, Excel will automatically re-calculate the "every other row" pattern to maintain the shading.

- * Consistency: This method ensures that even if you sort or filter the data, the alternating stripes remain consistent visually.

Verification

Look at your table; you should see that rows 4, 6, 8, etc., have a different background color than rows 5, 7, 9.

Try right-clicking a row and selecting Insert to see how the shading shifts automatically to maintain the pattern.

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 4:

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

Answer:

Explanation:

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."

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:

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 5:

On the Rentals worksheet, configure the heading row in the table so that entries wider than the column wrap to multiple lines.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To ensure that the text in your heading row (the table headers) is fully visible without changing the column width, you will use the Wrap Text feature.

Step-by-Step Solution

- * Select the Header Row: In your "Rentals" worksheet, click and drag to select the cell range A2:F2 (the orange heading row containing "Capacity," "Fleet Name," etc.).

- * Navigate to the Home Tab: Ensure you are on the Home tab of the Ribbon.

- * Apply Wrap Text:

- * Look for the Alignment group.

- * Click the Wrap Text button (usually represented by an "ab" icon with a curved arrow).

- * Verify the Result: The text in your headers will now automatically wrap to multiple lines if it exceeds the current width of the column.

NEW QUESTION # 36

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 4:

Save the Rentals worksheet as a CSV (comma delimited) file named Rentals.csv to the Gmetrix Templates folder.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To save a specific worksheet as a CSV file, you need to use the Save As function. This allows you to change the file format from a standard Excel Workbook to a Comma Separated Values file.

Step-by-Step Solution

- * Ensure you are currently on the Rentals worksheet (look for the tab name at the bottom of your screen).
- * Click the File tab in the top-left corner.
- * Select Save As from the left-hand menu.
- * Click Browse to open the File Explorer window.
- * In the File Explorer, navigate to the Gmetrix Templates folder (usually located in your Documents folder).
- * In the File name box, type Rentals.
- * Click the Save as type drop-down menu and select CSV (Comma delimited) (*.csv).
- * Click Save.
- * Note: If Excel displays a warning message stating that some features in your workbook might be lost when saving as CSV, click Yes to continue.

□

NEW QUESTION # 37

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 3:

Configure the Sold worksheet so rows 1 through 3 remain visible as you scroll vertically.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To keep rows 1 through 3 visible while you scroll down the "Sold" worksheet, you will use the Freeze Panes feature.

Step-by-Step Solution

- * Select Row 4: Click on the row number 4 on the far left of the screen to select the entire row.
- * Note: In Excel, "Freeze Panes" freezes everything above the currently selected row.
- * Navigate to the View Tab: Click on the View tab in the top Ribbon menu.
- * Click Freeze Panes: In the Window group, click the Freeze Panes button.
- * Select Freeze Panes: From the drop-down menu, select the first option, Freeze Panes.

Verification

Scroll down the worksheet using your mouse or the scroll bar. You should notice that the "Clearance Sale" header and the "Item Type/Description/etc." header row (rows 1-3) stay locked at the top of the screen while the data in row 4 and below moves.

NEW QUESTION # 38

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