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MTHS115 Tutorial Test 2B Signature: _____ 25/02/2026 10 marks 10

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Question 1 [10]

Consider the expression $f(x) = -4x^3 + 2x^2 - x + 9$.

1.1 State the degree of the polynomial. [1]
 Degree = 3 ✓

1.2 State the leading coefficient and constant term. [1]
 Leading coefficient = -4 }
 Constant term = 9 } ✓

1.3 Expand and simplify the following expression: [2]
 $(x-3)(2x^2+x-4)$
 Distribute each term
 $x(2x^2+x-4) - 3(2x^2+x-4)$ }
 $= 2x^3 + x^2 - 4x - 6x^2 - 3x + 12$ }
 $= 2x^3 - 5x^2 - 7x + 12$ ✓

1.4 Factorise completely: [3]
 $4x^2 - 23x - 6$
 Multiply $a \times c$
 $4 \times (-6) = -24$
 Find two numbers that multiply to
 -24 and add to -23
 -24 and 1 }
 Now rewrite the middle term
 $4x^2 - 24x + x - 6$
 Factor by grouping:
 $= 4x(x-6) + 1(x-6)$
 $= (4x+1)(x-6)$ ✓✓

1.5 Simplify fully: [3]
 $(x+1)^2 - (x-2)(x+4)$
 $= (x+1)(x+1) - (x-2)(x+4)$ ✓
 $= x^2 + x + x + 1 - (x^2 - 2x + 4x - 8)$ }
 $= x^2 + 2x + 1 - x^2 - 2x + 8$ }
 $= 9$ ✓

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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q14-Q19):

NEW QUESTION # 14

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 2:

On the Employee Hours worksheet, add a row to the table that automatically calculates total hours worked by all employees.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 2, you need to enable the Total Row feature for the table on the Employee Hours worksheet.

This is the most efficient way to automatically calculate sums in an Excel table.

Step 1: Select the Worksheet

Click on the Employee Hours tab at the bottom of your Excel window to ensure you are on the correct sheet.

Step 2: Activate the Table

Click anywhere inside the data table (for example, click on cell A4 where it says "emilio"). Once you click inside the table, a new tab called Table Design will appear at the very top of your Ribbon.

Step 3: Enable the Total Row

* Go to the Table Design tab on the Ribbon.

* In the Table Style Options group, check the box labeled Total Row.

* Result: A new row labeled "Total" will immediately appear at the bottom of your data (Row 15).

□ Step 4: Configure the Total Hours Calculation

By default, Excel might place a count or sum in the last column. You need to ensure the Total Hours column (Column J) is calculating correctly:

* Click on the cell at the bottom of the Total Hours column (J15).

* A small drop-down arrow will appear next to the cell. Click it.

* Select Sum from the list.

Final Result

Your table will now have a dedicated row at the bottom that automatically updates the total hours whenever you add or change employee data.

NEW QUESTION # 15

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 # 16

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 3:

On the Top 20 Videos worksheet, apply the cell style 60% - Accent 1 to the top 5 video games located in cell range A4:C8. Here are the complete solutions below.

Answer:

Explanation:

Step 1: Select the Data Range

- * Navigate to the Top 20 Videos worksheet.
- * Click on cell A4 (this contains the rank "#1").
- * Hold your left mouse button down and drag diagonally to cell C8 (this contains the year "2018").
- * Release the mouse button. The range from Rank #1 (Minecraft) to Rank #5 (Super Smash Brothers Ultimate) should be highlighted.

Step 2: Open the Cell Styles Gallery

- * Make sure you are on the Home tab of the Ribbon (at the top of the window).
- * Look for the Styles group (usually near the middle-right of the ribbon).
- * Click the Cell Styles button (it may look like a dropdown arrow or a box showing style previews).

Step 3: Apply "60% - Accent 1"

- * In the gallery that opens, look under the "Themed Cell Styles" section.
- * Locate the first column of accents (usually blue or the primary theme color).
- * Find and click on 60% - Accent 1.

Result: The background color of the top 5 rows in your table will change to a lighter shade (likely light blue or orange, depending on the workbook theme), matching the style requirement.

NEW QUESTION # 17

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 1:

On the Sold worksheet, insert a new column before column A.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

Task 1: Insert a new column before column A

To insert a new column at the very beginning of your worksheet, follow these steps:

- * Select Column A: Click directly on the letter 'A' at the top of the first column to select the entire column.
- * Open the Insert Menu: There are two ways to do this:
- * Option A (Right-Click): Right-click anywhere on the selected column and choose Insert from the context menu.
- * Option B (Ribbon): On the Home tab, go to the Cells group, click the arrow next to Insert, and select Insert Sheet Columns.

□ Verification

Once completed, your original "Item Type" column (previously Column A) will shift to Column B, and you will have a brand new, empty Column A at the start of your worksheet.

NEW QUESTION # 18

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 1:

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.

Answer:

Explanation:

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.

