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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q30-Q35):

NEW QUESTION # 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.

▣ 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.

Answer:

Explanation:

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

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:

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 Cost tab and then the Chart tab.

* 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 # 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.

Answer:

Explanation:

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 dropdown 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.

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.

Project 1

Overview:

Video Games

You are tracking video game popularity by compiling a workbook to document your findings.

Task 2:

On the Top 20 Videos worksheet, change the width of column C to 2.

Answer:

Explanation:

Here are the complete solutions below.

Explanation:

Step-by-Step Instructions

- * Navigate to the Correct Worksheet:
- * Click on the tab labeled Top 20 Videos at the bottom of the Excel window to ensure you are on the correct sheet.
- * Select Column C:
- * Click on the letter C in the column header to select the entire column.
- * Open Column Width Settings:
- * Method A (Ribbon): Go to the Home tab. In the Cells group (towards the right), click Format. Select Column Width... from the dropdown menu.
- * Method B (Right-click): Right-click directly on the column header "C". A context menu will appear. Click Column Width...

- * Enter the Width:
- * A small dialog box labeled "Column Width" will appear.
- * Type 2 in the box.
- * Click OK.

Visual Verification

Before: Column C (containing the "Year" data) is likely wider, fitting the four-digit years comfortably.

After: Column C will become very narrow. The "Year" header and the dates (like 2011, 1984) might display as hashes (#####) because the column is now too narrow to display the numbers, or the text will simply be cut off. This is expected behavior for the exam task; do not widen it back out unless instructed to do so.

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.

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 # 35

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Beyond knowing the answer, and actually understanding the MO-210 test questions puts you one step ahead of the test. Completely understanding a concept and reasoning behind how something works, makes your task second nature. Your MO-210 test questions will melt in your hands if you know the logic behind the concepts. Any legitimate MO-210 Test Questions should enforce this style of learning - but you will be hard pressed to find more than a MO-210 test questions anywhere other than DumpsValid.

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