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Exam MO-210: Microsoft Excel (Microsoft 365 Apps) – Skills Measured

Manage worksheets and workbooks (25–30%)

Import data into workbooks

- import data from text files
- import data from online sources

Navigate within workbooks

- search for data within a workbook
- navigate to named cells, ranges, or workbook elements
- insert and remove hyperlinks

Format worksheets and workbooks

- modify page setup
- adjust row height and column width
- customize headers and footers
- customize options and views
- manage the Quick Access toolbar
- display and modify worksheets in different views
- freeze worksheet rows and columns
- change window views
- modify built-in workbook properties
- Display formulas

Prepare workbooks for collaboration and distribution

- set a print area
- save and export workbooks in alternative file formats
- configure print settings
- inspect workbooks and correct issues
- manage comments and notes

Manage data cells and ranges (25–30%)

Manipulate data in worksheets

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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q16-Q21):

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.

□ 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.

Task5:

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 # 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:

Car Warranty

You are the supervisor for a Car Warranty Center. You use Excel to report employee hours and telephone calls.

Task 1:

On the Average Call Time worksheet, use an Excel feature to copy the sparkline into all the vacant cells of the Trend column.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

In Excel 365, the most efficient way to do this is using the AutoFill feature or simply dragging the fill handle.

Here is your step-by-step solution:

Step 1: Switch to the Correct Worksheet

Ensure you are on the Average Call Time worksheet. Click the red tab at the bottom of the screen to switch from the "Employee Hours" view (shown in your image) to the call time data.

Step 2: Identify the Sparkline

Locate the first cell in the Trend column that already contains a Sparkline (likely cell F4 or similar, depending on your layout).

Step 3: Use the Fill Handle to Copy

* Hover your mouse over the bottom-right corner of the cell containing the sparkline.

* Your cursor will change from a thick white cross to a thin black cross (+).

* Click and drag the fill handle down to the bottom of the column to fill all the vacant cells in the "Trend" column.

Pro Tip: Alternatively, you can simply double-click the thin black cross (fill handle), and Excel will automatically fill the sparklines down to the last row of your data.

Alternative Method: Using the Ribbon

If you prefer using the menu interface:

* Select the cell with the existing sparkline and all the empty cells below it where you want the sparklines to appear.

* Go to the Home tab.

* In the Editing group, click the Fill icon (downward arrow).

* Select Down.

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 3:

On the Chart worksheet, include the Total Profit data on the Flavor Expenses, Income and Profit chart.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To include the Total Profit data in your existing chart on the Chart worksheet, follow these steps:

Step 1: Navigate to the Chart

* Click on the Chart worksheet tab at the bottom of the Excel window.

* Click once on the Flavor Expenses, Income and Profit chart to select it. When selected, you will see the Chart

Design and Format tabs appear on the Ribbon.

Step 2: Open the Select Data Source Window

* Go to the Chart Design tab.

* In the Data group, click on the Select Data button. This will open the Select Data Source dialog box.

□

Step 3: Add the Total Profit Series

* In the Legend Entries (Series) section on the left side of the dialog box, click the Add button.

* An Edit Series window will appear:

* Series name: Click on the Profits worksheet tab and select cell G3 (which contains the header "Total Profit").

* Series values: Clear any existing text in the box, then highlight the range G4:G23 on the Profits worksheet (containing the actual profit numbers).

* Click OK on the Edit Series window.

* Click OK again on the Select Data Source dialog box to apply the changes.

□

Final Result

The chart will now display a third set of bars (likely orange, as seen in your preview) representing the Total Profit for each flavor alongside the existing Expense and Income data.

NEW QUESTION # 19

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 5:

On the Feed Inventory worksheet, apply Style 5 to the chart.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 5: Apply Style 5 to the chart on the Feed Inventory worksheet, follow these exact steps:

Step 1: Select the "Feed Inventory" Worksheet

Ensure you are on the correct sheet by clicking the Feed Inventory tab at the bottom of your Excel window.

Step 2: Select the Chart

Click anywhere on the Total Inventory pie chart to select it. When selected, you will see a border around the chart and new tabs will appear on the Ribbon.

Step 3: Open Chart Design Tools

With the chart selected, look at the top Ribbon and click on the Chart Design tab (this tab only appears when a chart is active).

Step 4: Apply Chart Style 5

* In the Chart Styles group, you will see a gallery of different looks for your chart.

* Hover your mouse over the styles to see their names, or click the More arrow (the small downward arrow at the bottom right of the styles gallery) to see all options.

* Locate and click on Style 5.

Note: Style 5 typically features a specific layout of data labels and a distinct background or border style that matches the "Farm Fresh Feeds" theme.

Final Result

The pie chart will update its appearance to match Style 5, adjusting the placement of the percentage labels and the overall color shading to remain consistent with your report's professional look.

NEW QUESTION # 20

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 # 21

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