

TOP Valid MO-210 Study Materials - Latest Microsoft Microsoft Excel (Microsoft 365 Apps) - Latest MO-210 Dumps Files

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 (Q18-Q23):

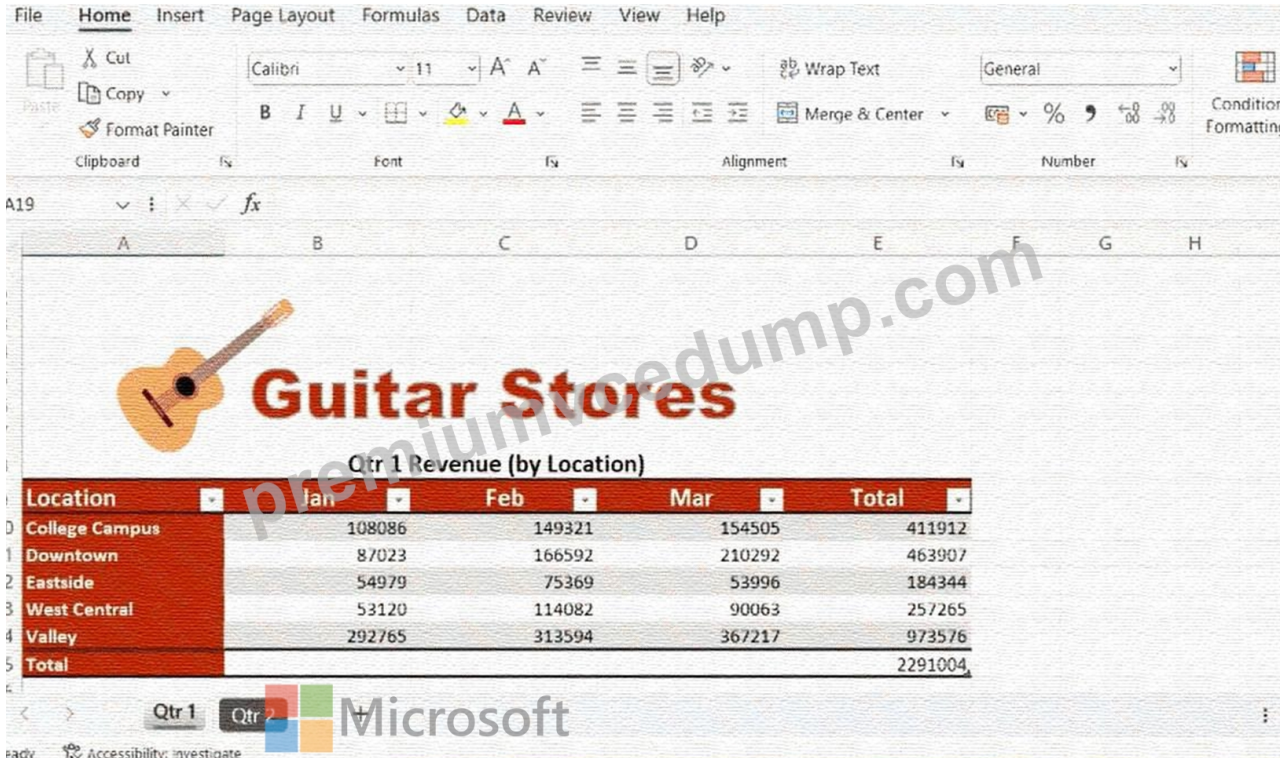
NEW QUESTION # 18

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:

Guitar Stores

You and a partner own several Guitar Stores. You are analyzing your revenue from the past two quarters.

Task 1:

In the Qtr 1 worksheet change the configuration of the Q1 Location Revenue chart so that it displays the months on the x-axis and

the revenue on they-axis.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To swap the data on the axes so that the months appear on the x-axis and the revenue values appear on the y- axis, you will use theSwitch Row/Columnfeature in Excel.

Step 1: Select the Chart

* Go to theQtr 1 worksheet.

* Click once on the border of theQ1 Location Revenuechart to select it. This will reveal theChart Design andFormattabs on the Ribbon.

Step 2: Switch Row/Column Data

* With the chart selected, click on theChart Designtab at the top of the window.

* Locate theDatagroup on the right side of the Ribbon.

* Click theSwitch Row/Columnbutton.

Step 3: Verify the Change

* The X-Axis (Horizontal):Should now display the month labels (Jan, Feb, Mar).

* The Legend:Should now display the differentLocations(College Campus, Downtown, etc.) as the colored series.

* The Y-Axis (Vertical):Will automatically scale to represent the revenue values.

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.

Capacity	Fleet Name	Mar	Jun	Sept	Dec
2	Sierra	2700	3600	2880	2700
2	Redwood	2780	3720	2980	2790
4	Sequola	3020	4025	3220	3020
4	Fern	3880	5175	4140	3880
6	Vista	4940	6010	5270	4940
6	Seascape	4940	6590	5270	4940
8	Outlook	5180	6000	5530	5180
8	Peaks	8440	10000	9000	8440

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 2:

Add the value New Rates to the Title property of the document.

Answer:

Explanation:

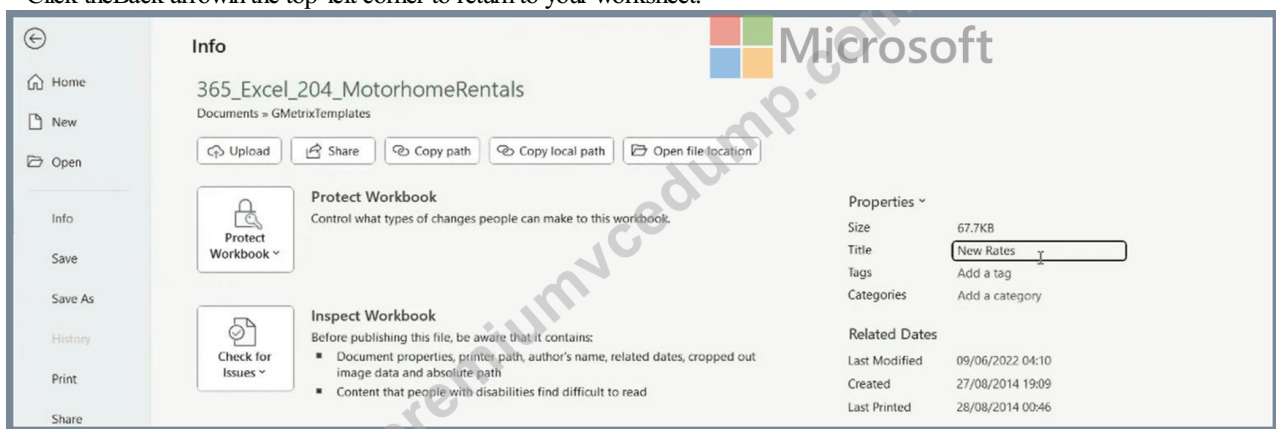
See the solution in Explanation below.

Explanation:

To add a value to the Title property of an Excel document, you need to access the Backstage view. This metadata is helpful for organizing and searching for files.

Step-by-Step Solution

- * Click on the File tab in the top-left corner of the Excel ribbon.
- * Ensure that Info is selected in the left-hand sidebar.
- * On the right side of the screen, you will see a section labeled Properties.
- * Locate the field named Title. If it says "Add a title," click directly on that text.
- * Type New Rates into the text box.
- * Click anywhere else on the screen or press Enter to save the property.
- * Click the Back arrow in the top-left corner to return to your worksheet.



NEW QUESTION # 20

Instructions

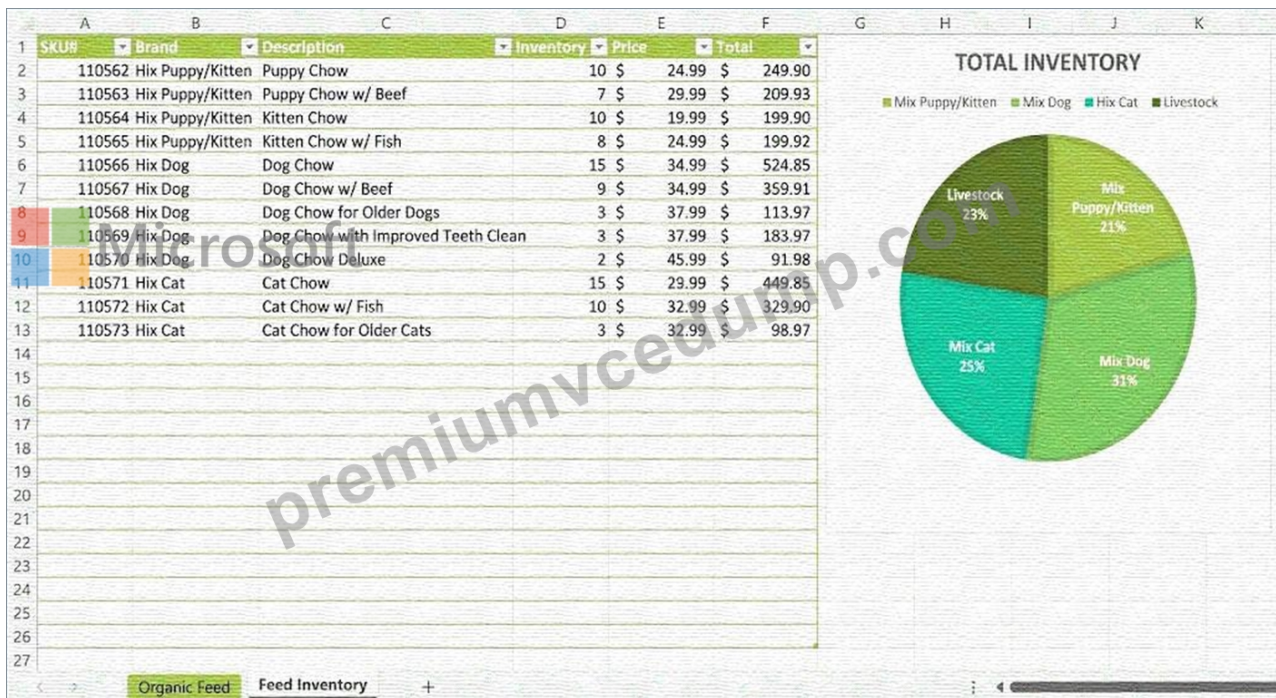
Exam Environment

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.

The screenshot shows a spreadsheet titled 'Farm Fresh Feeds'. The spreadsheet has a header row with columns: SKU#, Brand, Description, Inventory, Price, and Total. The data rows list various organic gourmet pet foods with their respective inventory counts and prices.

SKU#	Brand	Description	Inventory	Price	Total
100814	Norbert's Niblets	Organic Gourmet Puppy Food	3	\$ 35.99	\$ 107.97
100814	Norbert's Niblets	Organic Gourmet Kitten Food	3	\$ 35.99	\$ 107.97
100814	Norbert's Niblets	Organic Gourmet Dog Food	7	\$ 39.99	\$ 279.93
100814	Norbert's Niblets	Organic Gourmet Cat Food	4	\$ 39.99	\$ 159.96
100814	Norbert's Niblets	Organic Gourmet Horse Food	8	\$ 54.99	\$ 439.92
100814	Norbert's Niblets	Organic Gourmet Pig Food	8	\$ 52.99	\$ 423.92
100814	Norbert's Niblets	Organic Gourmet Cow Food	8	\$ 59.99	\$ 679.92



Farm Feeds:

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

Task 4:

On the Organic Feed worksheet, format the data range A3:F10 as a table that has headers. Apply the Lime, Table Style Light 14 format.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 4: Format a range as a table with a specific style on the Organic Feed worksheet, follow these steps:

Step 1: Select the "Organic Feed" Worksheet

Navigate to the correct worksheet by clicking the Organic Feed tab at the bottom of the Excel window.

Step 2: Select the Data Range

Highlight the specific range mentioned in the task:

* Click and drag your mouse to select cells from A3 to F10.

* Ensure the selection includes the header row (SKU#, Brand, Description, etc.) and all data rows down to row 10.

Step 3: Format as Table

* Go to the Home tab on the Ribbon.

* In the Styles group, click the Format as Table button.

Step 4: Apply the Specific Table Style

* A gallery of styles will appear. Look for the Light section.

* Find and click on Lime, Table Style Light 14 (this is usually the last style in the second row of the Light section, featuring a lime green header).

Step 5: Confirm Headers

* A small "Format As Table" dialog box will pop up.

* Ensure the checkbox for My table has headers is checked.

* Click OK.

Final Result

The data range will now be converted into a functional table with filter buttons in the header row and the lime green styling applied.

NEW QUESTION # 21

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.

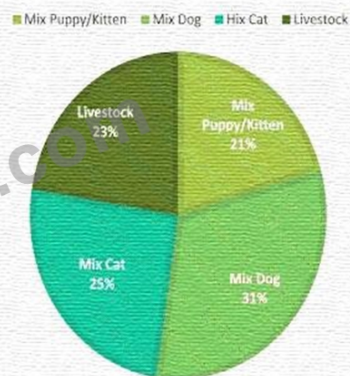


Farm Fresh Feeds

SKU#	Brand	Description	Inventory	Price	Total
100814	Norbert's Niblets	Organic Gourmet Puppy Food	3	\$ 35.99	\$ 107.97
100814	Norbert's Niblets	Organic Gourmet Kitten Food	3	\$ 35.99	\$ 107.97
100814	Norbert's Niblets	Organic Gourmet Dog Food	7	\$ 39.99	\$ 279.93
100814	Norbert's Niblets	Organic Gourmet Cat Food	4	\$ 39.99	\$ 159.96
100814	Norbert's Niblets	Organic Gourmet Horse Food	8	\$ 54.99	\$ 439.92
100814	Norbert's Niblets	Organic Gourmet Pig Food	8	\$ 52.99	\$ 423.92
100814	Norbert's Niblets	Organic Gourmet Cow Food	8	\$ 59.99	\$ 679.92

SKU#	Brand	Description	Inventory	Price	Total
110562	Hix Puppy/Kitten	Puppy Chow	10	\$ 24.99	\$ 249.90
110563	Hix Puppy/Kitten	Puppy Chow w/ Beef	7	\$ 29.99	\$ 209.93
110564	Hix Puppy/Kitten	Kitten Chow	10	\$ 19.99	\$ 199.90
110565	Hix Puppy/Kitten	Kitten Chow w/ Fish	8	\$ 24.99	\$ 199.92
110566	Hix Dog	Dog Chow	15	\$ 34.99	\$ 524.85
110567	Hix Dog	Dog Chow w/ Beef	9	\$ 34.99	\$ 359.91
110568	Hix Dog	Dog Chow for Older Dogs	3	\$ 37.99	\$ 113.97
110569	Hix Dog	Dog Chow with Improved Teeth Clean	3	\$ 37.99	\$ 183.97
110570	Hix Dog	Dog Chow Deluxe	2	\$ 45.99	\$ 91.98
110571	Hix Cat	Cat Chow	15	\$ 29.99	\$ 449.85
110572	Hix Cat	Cat Chow w/ Fish	10	\$ 32.99	\$ 329.90
110573	Hix Cat	Cat Chow for Older Cats	3	\$ 32.99	\$ 98.97

TOTAL INVENTORY



Farm Feeds:

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

Task 2:

Import NewFeeds.txt located in the GMatrixTemplates folder as a table on a new worksheet.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 2: Import NewFeeds.txt as a table on a new worksheet, follow these exact steps in Microsoft Excel 365:

Step 1: Open the Import Tool

* Go to the Datab tab on the top Ribbon.

* In the Get & Transform Datagroup, click on From Text/CSV.

Step 2: Locate the File

* A file browser window will open. Navigate to the GMatrixTemplates folder.

* Select the file named NewFeeds.txt.

* Click Import.

Step 3: Configure the Import Preview

* A preview window will appear. Excel should automatically detect the delimiter (usually a tab or comma).

* Ensure the File Origin and Delimiter look correct in the preview.

* Instead of clicking "Load," click the arrow next to the Load button and select Load To....

Step 4: Import as a Table on a New Worksheet

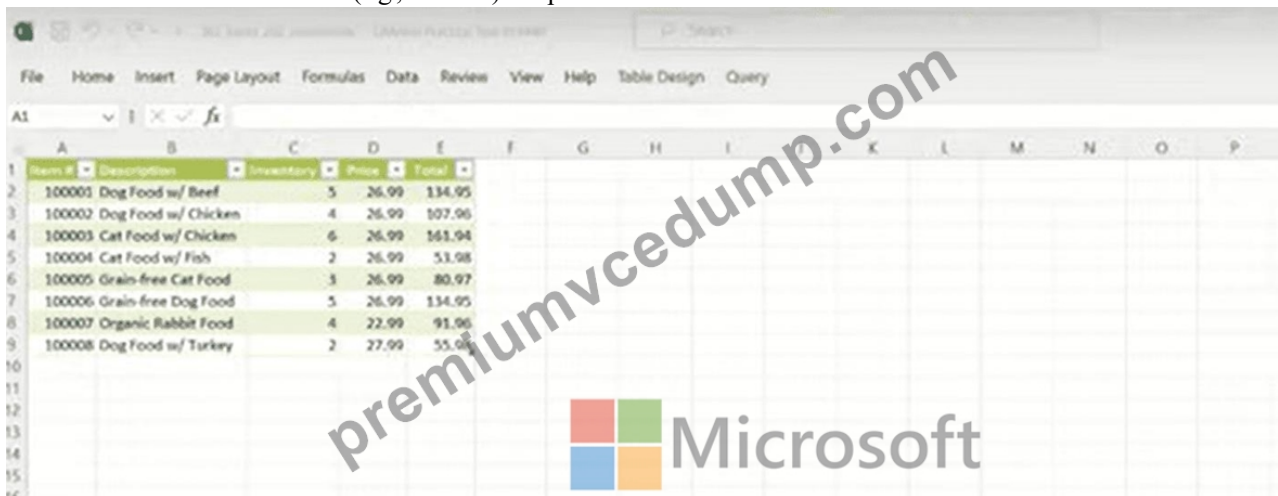
* In the Import Data dialog box that appears, select the radio button for Table.

* Under "Where do you want to put the data?", select New worksheet.

* Click OK.

Final Result

Excel will create a brand new sheet (e.g., "Sheet2") and place the contents of NewFeeds.txt inside a formatted Excel Table.



NEW QUESTION # 22

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 GmetrixTemplates folder.

Answer:

Explanation:

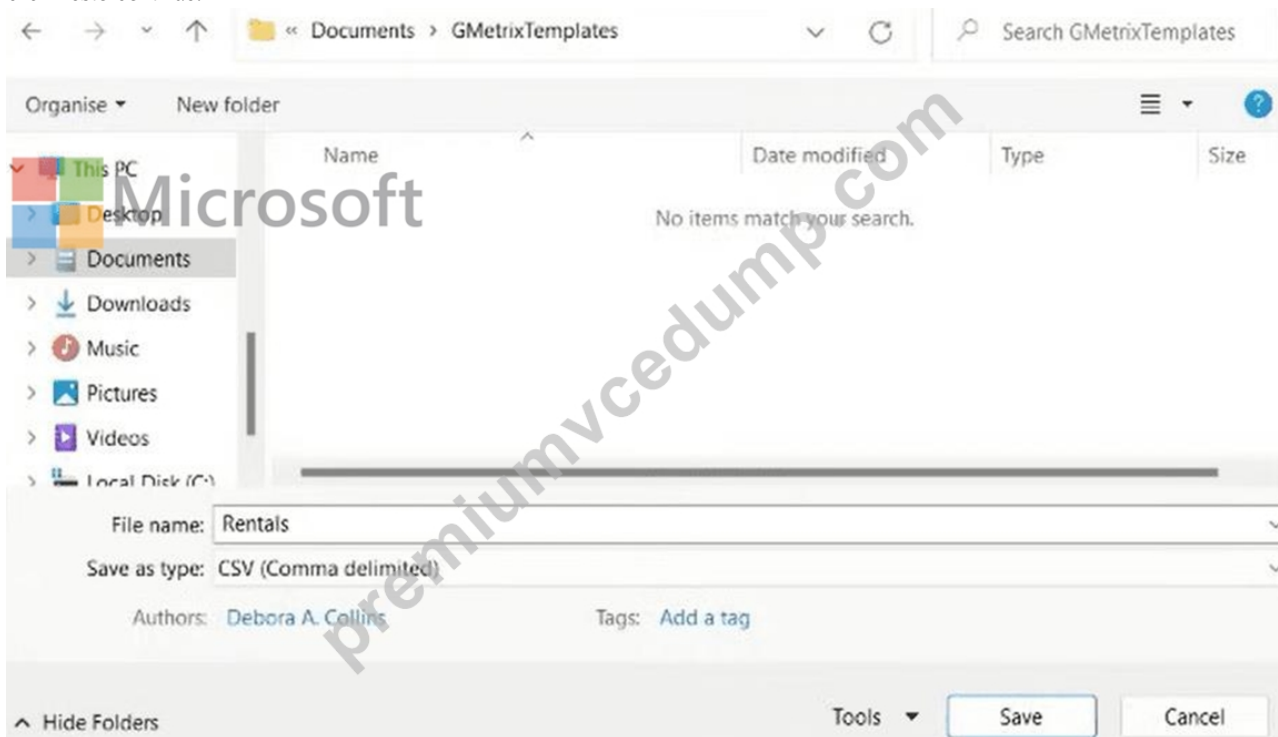
See the solution in Explanation below.

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 GmetrixTemplates 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 # 23

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