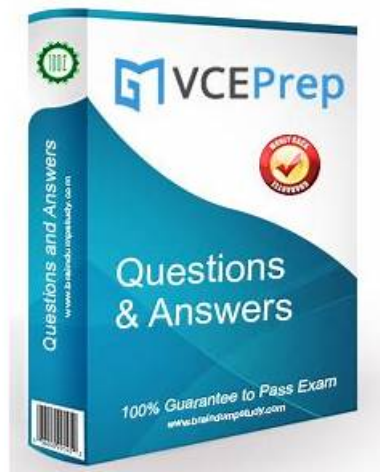


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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q30-Q35):

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.

□

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 # 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:

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 5:

On the Vehicles worksheet, in the Code column cell B4, create a formula that returns the two leftmost letters of the vehicle style displayed in cell D4.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To extract specific characters from the start of a text string in Excel, you use the LEFT function.

Step-by-Step Solution

- * Navigate to the Worksheet: Click on the Vehicles worksheet tab at the bottom of your Excel window.
 - * Select Cell B4: Click on cell B4 (under the "Code" column).
 - * Enter the Formula: Type the following formula exactly as shown: =LEFT(D4, 2)
 - * Press Enter: Once you press Enter, Excel will look at the "Vehicle Style" in cell D4 and return only the first two letters.
- Explanation of the Formula
- * LEFT: This is the function used to start counting characters from the beginning (left side) of a cell.
 - * D4: This tells Excel which cell contains the text you want to extract from (the Vehicle Style).
 - * 2: This specifies the number of characters you want to retrieve.

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.

□

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 # 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:

Guitar Stores

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

Task 1:

On the Qtr 2 worksheet, in cell F10, insert a column sparkline showing the sales trend from Apr through Jun.

Apply Gold, Sparkline Style Accent 2, Darker 25% to the sparkline. Copy the sparkline to the remaining cells in the column, F11:F14.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

here is the step-by-step solution for Task 1:

Step 1: Navigate to the Correct Worksheet

Click on the Qtr 2 worksheet tab at the bottom of the Excel window to ensure you are working on the correct data set.

Step 2: Insert the Column Sparkline

- * Click on cell F10 (this is where the first sparkline will reside).

- * Go to the Insert tab on the Ribbon.

- * In the Sparklines group, click on Column.

- * A dialog box will appear. For Data Range, select the cells representing Apr through Jun for the first row (likely B10:D10).

- * Ensure the Location Range is set to \$F\$10.

- * Click OK.

Step 3: Apply the Specific Sparkline Style

With cell F10 still selected, a new Sparkline tab will appear at the top of your Ribbon.

- * Click on the Sparkline tab.

- * Click the More arrow (the small downward arrow at the bottom right) of the Styles gallery to see all options.

- * Hover over the styles to find the specific name: Gold, Sparkline Style Accent 2, Darker 25%.

- * Click to apply it.

Step 4: Copy the Sparkline to Remaining Cells

- * Select cell F10.

- * Hover your mouse over the Fill Handle (the small green square in the bottom-right corner of the cell).

- * Click and drag the handle down to cell F14.

- * Excel will automatically generate sparklines for the other locations (Downtown, Eastside, etc.) using the same style and corresponding data rows.

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:

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 the y-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 the Switch Row/Column feature in Excel.

Step 1: Select the Chart

- * Go to the Qtr 1 worksheet.

- * Click once on the border of the Q1 Location Revenue chart to select it. This will reveal the Chart Design and Format tabs on the Ribbon.

Step 2: Switch Row/Column Data

- * With the chart selected, click on the Chart Design tab at the top of the window.

- * Locate the Data group on the right side of the Ribbon.

- * Click the Switch Row/Column button.

Step 3: Verify the Change

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

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

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

NEW QUESTION # 35

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