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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q25-Q30):

NEW QUESTION # 25

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 4:

Filter the Profits worksheet to display only flavors with Total Profit that are Above Average.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To filter the Profits worksheet to display only the flavors with a Total Profit that is Above Average, follow these steps:

Step 1: Access the Profits Worksheet

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

Step 2: Apply the Above Average Filter

* Look at the Total Profit header (Cell G3). If you don't see a small drop-down arrow next to it, go to the Data tab and click Filter.

* Click the Filter Drop-down Arrow in the Total Profit header cell.

* Hover your mouse over Number Filters in the menu that appears.

* From the side menu, select Above Average.

□

Step 3: Verify the Results

* Excel will automatically calculate the average of all values in the "Total Profit" column and hide any rows that fall below that number.

* You will notice the row numbers on the left are now blue, indicating a filter is active.

NEW QUESTION # 26

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 # 27

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 # 28

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 2:

Without using the New Sheet button, move the pie chart on the Qtr 2 worksheet to its own chart sheet named Qtr 2 Chart.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To move the pie chart to its own dedicated chart sheet without using the "New Sheet" button, follow these steps:

Step 1: Select the Pie Chart

Click anywhere on the Pie Chart located on the Qtr 2 worksheet. This action will activate the contextual chart tabs on the Ribbon.

Step 2: Open the Move Chart Dialog

Once the chart is selected, look at the top of your Excel window:

Go to the Chart Design tab (this tab only appears when a chart is selected).

On the far right of the Ribbon, in the Location group, click the Move Chart button.

Step 3: Configure the New Chart Sheet

A Move Chart dialog box will appear. To move the chart to its own sheet:

Select the New sheet: radio button.

In the text box next to "New sheet:", delete the default text and type Qtr 2 Chart.

Click OK.

Result

Excel will create a new sheet tab at the bottom of your workbook named Qtr 2 Chart that contains only the pie chart, scaled to fill the entire page.

NEW QUESTION # 29

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.

Task5:

On the Average Call Time worksheet, create a 3-D Clustered Column chart that shows the call times for each Salesperson from Mon through Fri. Insert the Chart Title Average Call Time. Position the new chart below the table.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 5, you will create a 3-D Clustered Column chart on the Average Call Timeworksheet to visualize the weekly performance of each salesperson.

Step 1: Navigate to the Worksheet

Click on the Average Call Timetab at the bottom of your Excel window to switch views.

Step 2: Select the Data Range

You need to select the names and the call times for all five days (Monday through Friday), but exclude the

"Trend" column:

* Click and drag to select cells A3 to F14.

* Note: This includes the header row (Salesperson, Mon, Tue, etc.) and all employee rows down to Michael.

Step 3: Insert the 3-D Clustered Column Chart

* Go to the Insert tab on the Ribbon.

* In the Charts group, click the Insert Column or Bar Chart icon (it looks like small vertical bars).

* Under the 3-D Column section, select the first option: 3-D Clustered Column.

Step 4: Add the Chart Title

* Click once on the default text that says "Chart Title" at the top of the new chart.

* Type Average Call Time and press Enter (or click outside the text box).

Step 5: Position the Chart

* Hover your mouse over a blank area of the chart (the chart area).

* Click and drag the chart so it is positioned below the table.

* Placement Tip: Usually, starting the chart around row 17 or 18 is ideal so it doesn't overlap your data.

NEW QUESTION # 30

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