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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q27-Q32):

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 2:
Use a builtin Excel feature to copy all of the formatting of cell range A2:G2 located on the Profits worksheet and apply that formatting to cell A2 on theCosts worksheet.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To transfer the formatting from theProfitsworksheet to theCostsworksheet while maintaining consistency, follow these steps:
Step 1: Copy the Source Formatting
* Click on theProfitsworksheet tab at the bottom of your Excel window.
* Select the cell rangeA2:G2.
* On theHometab, in theClipboardgroup, click theFormat Painterbutton (it looks like a paintbrush).
* Tip: Your cursor will now have a small paintbrush icon next to it, indicating the formatting is
"loaded" and ready to be pasted.
Step 2: Apply Formatting to the Destination
* Click on theCostsworksheet tab (the one shown in your provided image).
* Click directly onCell A2(the cell containing "Production Costs (per pound)").
* Excel will automatically apply the formatting across the range starting fromA2 to match the original source.
Final Result
The cell range in theCostsworksheet should now match the style (font, background color, and borders) of the Profitsworksheet. The grey shading currently visible in your image in rangeB2:G2will be replaced by the style from the first sheet.

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:
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 3:
Set cells A1:F11 so they will be the only cells that print.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To ensure that only a specific range of cells is printed, you need to define aPrint Area. This prevents Excel from printing empty pages or extra data outside of your selection.
Step-by-Step Solution
* Select the range:Use your mouse to click on cellA1and drag your cursor down to cellF11to highlight the entire area.
* Navigate to Page Layout:Click on thePage Layouttab in the top Ribbon.
* Set the Print Area:
* Locate thePage Setupgroup.
* Click on thePrint Areabutton.
* From the drop-down menu, selectSet Print Area.
Once this is set, Excel will only print the content within A1:F11, even if there is data elsewhere on the sheet.
□

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:
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 aworkbook.

Task1:
Display the Costs worksheet in Page Break Preview .. Then insert a page break between row 20 Cracker Jack and row 21 Raspberry Chocolate. Leavethe worksheet in Page Break Preview.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To complete this task in Microsoft Excel 365, follow these steps to adjust your worksheet layout.
Step 1: Switch to Page Break Preview
* Open theCostsworksheet (as shown in your image).
* Go to theViewtab on the top Ribbon.
* In theWorkbook Viewsgroup, click onPage Break Preview.
* Note: Your screen will change to show blue lines indicating where pages currently end.
Step 2: Insert the Manual Page Break
* LocateRow 21(the row containing "Raspberry Chocolate").
* Click on therow header for Row 21to select the entire row. This ensures the break is placedabovethis row, separating it from "Cracker Jack" (Row 20).
* Navigate to thePage Layouttab on the Ribbon.
* Click theBreaksbutton in the Page Setup group.
* SelectInsert Page Breakfrom the dropdown menu.

Final Result
You will now see asolid blue linebetween Row 20 and Row 21. This indicates a manual page break has been set. As per your instructions, leave the worksheet in this view.

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 2:
Import NewFeeds.txt located in the GMetrixTemplates folder as a table on a new worksheet.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To completeTask 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 theDatatab on the top Ribbon.
* In theGet & Transform Datagroup, click onFrom Text/CSV.
Step 2: Locate the File
* A file browser window will open. Navigate to theGMetrixTemplatesfolder.
* Select the file namedNewFeeds.txt.
* ClickImport.
Step 3: Configure the Import Preview
* A preview window will appear. Excel should automatically detect the delimiter (usually a tab or comma).
* Ensure theFile OriginandDelimiterlook correct in the preview.
* Instead of clicking "Load," click thearrow next to the Load buttonand selectLoad To....
Step 4: Import as a Table on a New Worksheet
* In theImport Datadialog box that appears, select the radio button forTable.
* Under "Where do you want to put the data?", selectNew worksheet.
* ClickOK.
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 # 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:
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 # 32
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