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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q26-Q31):

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.



	Capacity	Fleet Name	May	June	July	Aug	Sept	Oct	Nov	Dec
3	2	Sierra	2700	3600			2880			2700
4	2	Redwood	2780	3720			2980			2790
5	4	Sequoia	3020	4025			3220			3020
6	4	Fern	3880	5175			4140			3880
7	6	Vista	4940	6010			5270			4940
8	6	Seascape	4940	6590			5270			4940
9	8	Outlook	5180	6000			5530			5180
10	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 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 a Print 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 cell A1 and drag your cursor down to cell F11 to highlight the entire area.

* Navigate to Page Layout: Click on the Page Layout tab in the top Ribbon.

* Set the Print Area:

* Locate the Page Setup group.

* Click on the Print Area button.

* From the drop-down menu, select Set Print Area.

Once this is set, Excel will only print the content within A1:F11, even if there is data elsewhere on the sheet.

File Home Insert **Page Layout** Formulas Data Review View Help

Themes Colors Fonts Effects Margins Orientation Size **Print Area** Breaks Background Print Titles Width: Automatic Height: Automatic Scale: 100%

Print Area
Select an area on the sheet you'd like to print.

Motorhome Rentals

Capacity	Fleet Name	Spring	Mar - May	Summer	June	all Sept - Nov	Winter Dec - Feb
2	Sierra		2700		3600	2880	2700
2	Redwood		2780		3720	2980	2790
4	Sequoia		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

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.



	Capacity	Fleet Name	May	June	July	Aug	Sept	Oct	Nov	Dec
3	2	Sierra	2700	3600			2880			2700
4	2	Redwood	2780	3720			2980			2790
5	4	Sequoia	3020	4025			3220			3020
6	4	Fern	3880	5175			4140			3880
7	6	Vista	4940	6010			5270			4940
8	6	Seascape	4940	6590			5270			4940
9	8	Outlook	5180	6000			5530			5180
10	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 # 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.

□

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 # 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:

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 Time worksheet to visualize the weekly performance of each salesperson.

Step 1: Navigate to the Worksheet

Click on the Average Call Time tab 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 # 31

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