

MO-210 Exam Cram Questions | MO-210 Valid Test Tutorial

Microsoft Excel Exam MO-210 (Microsoft 365) test questions and answers

How do you insert multiple rows/columns at once? - answer
Highlight where you want new rows/columns to be.

Home tab --> Insert --> Row/Column

What is =RANDBETWEEN()?

How do you format the function? - answer random number
generator between two numbers (X, Y)

=RANDBETWEEN(x,y)

What is =SEQUENCE()?

How do you format the function? - answer produces a sequence of
numbers in a row x column format

=SEQUENCE (# of rows, # of columns, start #, increment)

How do you reference a named range from another worksheet? -
answer =[sheetname]![name of defined range]

What is =ROWS()? - answer returns the number of rows of a
reference

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These formats are Microsoft PDF Questions and practice test software. The Microsoft Excel (Microsoft 365 Apps) MO-210 practice exam software is further divided into two formats. The name of these two formats is Microsoft MO-210 desktop practice test software and web-based Microsoft MO-210 practice test software. Both Microsoft MO-210 practice test software is the MO-210 Practice Exam that will give you a real-time MO-210 exam preparation environment to solve all Microsoft Excel (Microsoft 365 Apps) MO-210 questions. With the Microsoft MO-210 practice test software you can understand your weak topic areas. Later on, working on these Microsoft MO-210 weak topic areas you can make it perfect.

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>> MO-210 Exam Cram Questions <<

Ace Your Exam Preparation with Microsoft MO-210 Exam Questions

The Microsoft MO-210 certification examination is an essential component of professional development, and passing this Microsoft MO-210 test can increase career options and a rise in salary. Nonetheless, getting ready for the Microsoft Excel (Microsoft 365 Apps) (MO-210) exam may be difficult, and many working professionals have trouble locating the Microsoft MO-210 practice questions they need to succeed in this endeavor.

Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q22-Q27):

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:

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 1 wrksheet, apply a number format to display the numbers in columns B through E to two decimal places with the US Dollar symbol (\$) left-aligned and the decimal points aligned.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To achieve the look where the dollar symbol is left-aligned and the decimal points are perfectly aligned vertically, you need to apply the Accounting number format. This is a standard requirement for professional financial statements.

Step 1: Select the Data Range

* Ensure you are on the Qtr 1 worksheet.

* Using your mouse, click and drag to select the range from B10 to E14. This range covers all the monthly revenue data for the various locations.

Step 2: Open the Number Format Options

You can do this quickly using the Ribbon or with more precision via the Format Cells dialog:

* Go to the Home tab on the Ribbon.

* In the Number group, click the small Dialog Box Launcher (the tiny arrow in the bottom-right corner of the group). Alternatively, you can press **Ctrl + 1** on your keyboard.

Step 3: Configure Accounting Format

Once the Format Cells dialog box appears:

* Select Accounting from the Category list on the left.

* Set the Decimal places to 2.

* In the Symbol dropdown menu, ensure \$ English (United States) is selected.

* Click OK.

Key Difference: Accounting vs. Currency

* Accounting Format: Aligns the \$ symbol to the far left of the cell and the decimal points vertically in a column, making it easier to read large lists of numbers.

* Currency Format: Places the \$ symbol immediately to the left of the number, which does not allow for uniform vertical alignment of the symbols.

NEW QUESTION # 23

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.

Task 1:

On the Average Call Time worksheet, use an Excel feature to copy the sparkline into all the vacant cells of the Trend column.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

In Excel 365, the most efficient way to do this is using the AutoFill feature or simply dragging the fill handle.

Here is your step-by-step solution:

Step 1: Switch to the Correct Worksheet

Ensure you are on the Average Call Time worksheet. Click the red tab at the bottom of the screen to switch from the "Employee Hours" view (shown in your image) to the call time data.

Step 2: Identify the Sparkline

Locate the first cell in the Trend column that already contains a Sparkline (likely cell F4 or similar, depending on your layout).

Step 3: Use the Fill Handle to Copy

- * Hover your mouse over the bottom-right corner of the cell containing the sparkline.

- * Your cursor will change from a thick white cross to a thin black cross (+).

- * Click and drag the fill handle down to the bottom of the column to fill all the vacant cells in the "Trend" column.

Pro Tip: Alternatively, you can simply double-click the thin black cross (fill handle), and Excel will automatically fill the sparklines down to the last row of your data.

Alternative Method: Using the Ribbon

If you prefer using the menu interface:

- * Select the cell with the existing sparkline and all the empty cells below it where you want the sparklines to appear.

- * Go to the Home tab.

- * In the Editing group, click the Fill icon (downward arrow).

- * Select Down.

NEW QUESTION # 24

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 1:

On the Sold worksheet, insert a new column before column A.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

Task 1: Insert a new column before column A

To insert a new column at the very beginning of your worksheet, follow these steps:

- * Select Column A: Click directly on the letter 'A' at the top of the first column to select the entire column.

- * Open the Insert Menu: There are two ways to do this:

- * Option A (Right-Click): Right-click anywhere on the selected column and choose Insert from the context menu.

- * Option B (Ribbon): On the Home tab, go to the Cells group, click the arrow next to Insert, and select Insert Sheet Columns.

Verification

Once completed, your original "Item Type" column (previously Column A) will shift to Column B, and you will have a brand new, empty Column A at the start of your worksheet.

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.



Farm Feeds:

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

Task 1:

Remove the conditional formatting from the table on the Feed Inventory worksheet.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 1: Remove the conditional formatting from the table on the Feed Inventory worksheet, follow these steps:

Step 1: Select the Target Worksheet

First, ensure you are on the correct worksheet as specified in the instructions.

* Click on the Feed Inventory tab at the bottom of your Excel workbook.

Step 2: Select the Table or Data Range

You can remove formatting from the entire sheet, but to be precise with the "table," follow these sub-steps:

* Click anywhere inside the table (the area containing the SKU#, Brand, Description, etc.).

* Press Ctrl + A to select the entire table range.

Step 3: Access the Conditional Formatting Menu

* Go to the Home tab on the top Ribbon.

* In the Styles group, click on the Conditional Formatting button.

Step 4: Clear the Rules

* Hover your mouse over Clear Rules near the bottom of the drop-down menu.

* A side menu will appear. Select Clear Rules from Selected Cells (if you have the table selected) or Clear Rules from Entire Sheet to ensure all formatting is removed.

Final Result

Once clicked, any data bars, color scales, or highlight rules (like the light green shading seen in your screenshot) that were applied via Conditional Formatting will be removed, leaving the standard table styling

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.



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 5:

Group the Profits, Costs, and Chart worksheets and change the tab color to Pink, Accent 4.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To group multiple worksheets and change their tab colors simultaneously in Microsoft Excel 365, follow these steps:

Step 1: Group the Worksheets

* Look at the worksheet tabs at the bottom of your Excel window.

* Click on the first tab, Profits.

* Hold down the Ctrl key on your keyboard.

* While holding Ctrl, click on the Coststab and then the Charttab.

* Note: You will notice all three tabs now have a white background, indicating they are grouped together.

Step 2: Change the Tab Color

* Right-click on any of the selected (grouped) tabs.

* Hover your mouse over Tab Color in the pop-up menu.

* In the color palette that appears, locate the Theme Colors section.

* Find and select Pink, Accent 4 (this is usually the 8th color in the top row of the Theme Colors section).

Step 3: Ungroup the Worksheets

* To finish, right-click on any of the tabs again.

* Select Ungroup Sheets from the menu.

* Alternatively, you can click on any worksheet tab that is not part of the group to ungroup them.

Final Result

The Profits, Costs, and Chart tabs will now all display the same Pink, Accent 4 color at the bottom of your workbook.

Would you like me to help you with the next task or another project?

NEW QUESTION # 27

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