

# Microsoft MO-210 Dumps PDF - Pass Exam Immediately (2026)

## Exam MO-210: Microsoft Excel (Microsoft 365 Apps) – Skills Measured

### Manage worksheets and workbooks (25–30%)

#### Import data into workbooks

- import data from text files
- import data from online sources

#### Navigate within workbooks

- search for data within a workbook
- navigate to named cells, ranges, or workbook elements
- insert and remove hyperlinks

#### Format worksheets and workbooks

- modify page setup
- adjust row height and column width
- customize headers and footers
- customize options and views
- manage the Quick Access toolbar
- display and modify worksheets in different views
- freeze worksheet rows and columns
- change window views
- modify built-in workbook properties
- Display formulas

#### Prepare workbooks for collaboration and distribution

- set a print area
- save and export workbooks in alternative file formats
- configure print settings
- inspect workbooks and correct issues
- manage comments and notes

### Manage data cells and ranges (25–30%)

#### Manipulate data in worksheets

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## MO-210 Exam Questions - Microsoft Excel (Microsoft 365 Apps) Exam Cram & MO-210 Test Guide

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## 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.

Project 1

Overview:

Video Games

You are tracking video game popularity by compiling a workbook to document your findings.

Task 3:

On the Top 20 Videos worksheet, apply the cell style 60% - Accent 1 to the top 5 video games located in cell range A4:C8. Here are the complete solutions below.

#### Answer:

Explanation:

Step 1: Select the Data Range

\* Navigate to the Top 20 Videos worksheet.

\* Click on cell A4 (this contains the rank "#1").

\* Hold your left mouse button down and drag diagonally to cell C8 (this contains the year "2018").

\* Release the mouse button. The range from Rank #1 (Minecraft) to Rank #5 (Super Smash Brothers Ultimate) should be highlighted.

Step 2: Open the Cell Styles Gallery

\* Make sure you are on the Home tab of the Ribbon (at the top of the window).

\* Look for the Styles group (usually near the middle-right of the ribbon).

\* Click the Cell Styles button (it may look like a dropdown arrow or a box showing style previews).

Step 3: Apply "60% - Accent 1"

\* In the gallery that opens, look under the "Themed Cell Styles" section.

\* Locate the first column of accents (usually blue or the primary theme color).

\* Find and click on 60% - Accent 1.

Result: The background color of the top 5 rows in your table will change to a lighter shade (likely light blue or orange, depending on the workbook theme), matching the style requirement.

■

### 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.

■

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 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 # 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:

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 Cost tab and then the Chart tab.
- \* 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 # 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 3:

On the Feed Inventory worksheet, remove the hyperlink functionality, but leave the text in cell C27.

### **Answer:**

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 3: Remove the hyperlink functionality from cell C27 on the Feed Inventory worksheet, follow these specific steps to ensure the text remains while the link is deleted.

#### Step 1: Select the "Feed Inventory" Worksheet

Ensure you are on the correct sheet by clicking the Feed Inventory tab at the bottom of the window.

#### Step 2: Navigate to Cell C27

Locate cell C27 in the Description column. Based on your project files, this is likely a URL or a linked piece of text at the bottom of the table.

#### Step 3: Remove the Hyperlink

You want to strip the "clickable" link without deleting the actual words inside the cell.

\* Right-click directly on cell C27.

\* From the context menu that appears, select Remove Hyperlink (it is usually located at the very bottom of the list).

#### Step 4: Verify the Text Remains

The text should change from blue/underlined back to standard black text, but the characters themselves will stay in the cell.

## 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 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 # 27

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