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## **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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## Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q13-Q18):

### NEW QUESTION # 13

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 2:

Open a second window and view the two instances of the workbook side-by-side.

**Answer:**

Explanation:

See the solution in Explanation below.

Explanation:

To view two instances of your Excel workbook side-by-side, follow these steps:

Step 1: Open a Second Window

\* Go to the View tab on the Ribbon.

\* In the Window group, click on New Window.

\* Note: This creates a second view of your current file. You will notice the file name in the title bar now says "Filename - 2".

Step 2: Arrange Side-by-Side

\* Navigate back to the View tab.

\* In the same Window group, click the View Side by Side button.

\* If the windows do not align automatically, click Arrange All and select Vertical to see them left-to-right.

□ Verification

You should now see two separate windows of the same "Clearance Sale" workbook on your screen. Any change you make in one window will instantly update in the other, allowing you to view different worksheets (like "Sold" and "Vehicles") at the same time.

### NEW QUESTION # 14

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 4:

On the Sold worksheet, format the table so that every other row is shaded. Use a technique that automatically updates the formatting if you insert a new row.

**Answer:**

Explanation:

See the solution in Explanation below.

Explanation:

To ensure every other row is shaded and that this formatting updates automatically when new rows are added, you should use

the Banded Rows feature within the Table Design options.

Since your data is already formatted as a Table (indicated by the filter arrows in the header row), follow these steps:

Step-by-Step Solution

\* Select the Table: Click anywhere inside the data on the Sold worksheet (for example, cell B5). This will make the contextual "Table Design" tab appear in the Ribbon.

\* Go to Table Design: Click on the Table Design tab at the top of the Excel window.

\* Enable Banded Rows: In the Table Style Options group, check the box labeled Banded Rows.

Why this works:

\* Automatic Updating: Because this is a Table feature rather than manual cell shading, if you insert a new row between existing data, Excel will automatically re-calculate the "every other row" pattern to maintain the shading.

\* Consistency: This method ensures that even if you sort or filter the data, the alternating stripes remain consistent visually.

Verification

Look at your table; you should see that rows 4, 6, 8, etc., have a different background color than rows 5, 7, 9.

Try right-clicking a row and selecting Insert to see how the shading shifts automatically to maintain the pattern.

## NEW QUESTION # 15

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 4:

Convert the table on the Recent Releases worksheet to a cell range.

### Answer:

Explanation:

Here are the complete solutions below.

Explanation:

Step 1: Select the Table

\* Navigate to the Recent Releases worksheet.

\* Click anywhere inside the data table (for example, click on the text "A Little to the Left").

\* Note: You do not need to highlight the whole table; just clicking one cell inside it is enough to activate the hidden menu.

Step 2: Go to the "Table Design" Tab

\* Look at the Ribbon at the very top of the Excel window.

\* Because you clicked inside the table, a new tab called Table Design (or sometimes just Design) will appear on the far right side of the Ribbon.

\* Click on the Table Design tab.

Step 3: Click "Convert to Range"

\* In the Table Design toolbar, look for the Tools group (usually on the left side).

\* Click the button labeled Convert to Range.

Visual Reference:

Step 4: Confirm the Action

\* A confirmation dialog box will pop up asking: "Do you want to convert the table to a normal range?"

\* Click Yes.

Result: The table functionality (like the little filter arrows next to the headers) will disappear, but the cell colors and data will remain exactly where they are. The data is now a standard "Range."

## NEW QUESTION # 16

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 4:

Save the Rentals worksheet as a CSV (comma delimited) file named Rentals.csv to the GmetrixTemplates folder.

**Answer:**

Explanation:

See the solution in Explanation below.

Explanation:

To save a specific worksheet as a CSV file, you need to use the Save As function. This allows you to change the file format from a standard Excel Workbook to a Comma Separated Values file.

Step-by-Step Solution

\* Ensure you are currently on the Rentals worksheet (look for the tab name at the bottom of your screen).

\* Click the File tab in the top-left corner.

\* Select Save As from the left-hand menu.

\* Click Browse to open the File Explorer window.

\* In the File Explorer, navigate to the GmetrixTemplates folder (usually located in your Documents folder).

\* In the File name box, type Rentals.

\* Click the Save as type drop-down menu and select CSV (Comma delimited) (\*.csv).

\* Click Save.

\* Note: If Excel displays a warning message stating that some features in your workbook might be lost when saving as CSV, click Yes to continue.

□

## NEW QUESTION # 17

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 5:

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 # 18

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