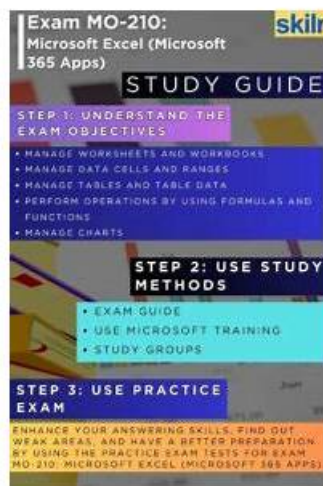


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>> MO-210最新考題 <<

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問題 #19

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.

答案:

解題說明:

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.

問題 #20

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 2:

On the Top 20 Videos worksheet, change the width of column C to 2.

答案:

解題說明:

Here are the complete solutions below.

Explanation:

Step-by-Step Instructions

- * Navigate to the Correct Worksheet:
- * Click on the tab labeled Top 20 Videos at the bottom of the Excel window to ensure you are on the correct sheet.
- * Select Column C:
- * Click on the letter C in the column header to select the entire column.
- * Open Column Width Settings:
- * Method A (Ribbon): Go to the Home tab. In the Cells group (towards the right), click Format. Select Column Width... from the dropdown menu.
- * Method B (Right-click): Right-click directly on the column header "C". A context menu will appear. Click Column Width...
- * Enter the Width:
- * A small dialog box labeled "Column Width" will appear.
- * Type 2 in the box.
- * Click OK.

Visual Verification

Before: Column C (containing the "Year" data) is likely wider, fitting the four-digit years comfortably.

After: Column C will become very narrow. The "Year" header and the dates (like 2011, 1984) might display as hashes (#####) because the column is now too narrow to display the numbers, or the text will simply be cut off. This is expected behavior for the exam task; do not widen it back out unless instructed to do so.

問題 #21

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 the Costs worksheet.

答案:

解題說明:

See the solution in Explanation below.

Explanation:

To transfer the formatting from the Profits worksheet to the Costs worksheet while maintaining consistency, follow these steps:

Step 1: Copy the Source Formatting

- * Click on the Profits worksheet tab at the bottom of your Excel window.
- * Select the cell range A2:G2.
- * On the Home tab, in the Clipboard group, click the Format Painter button (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 the Costs worksheet tab (the one shown in your provided image).
- * Click directly on Cell A2 (the cell containing "Production Costs (per pound)").
- * Excel will automatically apply the formatting across the range starting from A2 to match the original source.

Final Result

The cell range in the Costs worksheet should now match the style (font, background color, and borders) of the Profits worksheet. The grey shading currently visible in your image in range B2:G2 will be replaced by the style from the first sheet.

問題 #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:

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.

答案:

解題說明:

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.

問題 #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:

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 worksheet, 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.

答案:

解題說明:

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.

問題 #24

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