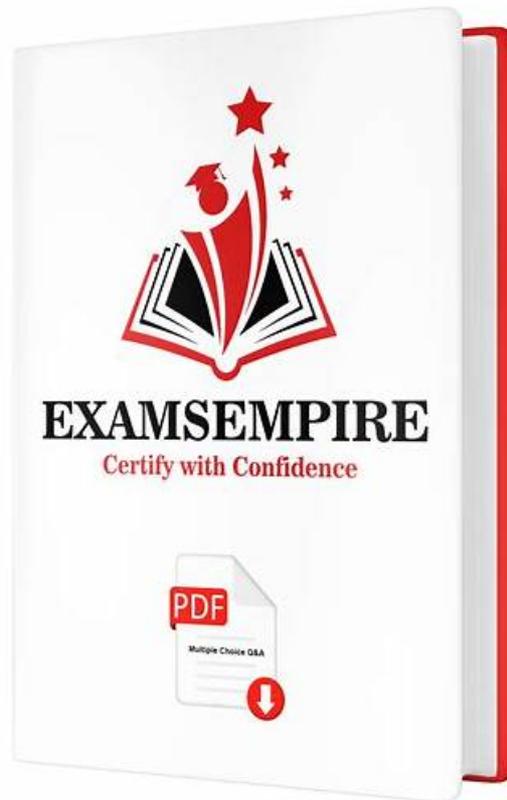# MO-210 test dumps & MO-210 pass rate & MO-210 Test king

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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q25-Q30):

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 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 # 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:

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 thePage Setupgroup.
* Click on thePrint Areabutton.
* From the drop-down menu, selectSet Print Area.
Once this is set, Excel will only print the content within A1:F11, even if there is data elsewhere on the sheet.

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.
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.
Task5:
On the Vehicles worksheet, in the Code column cell B4, create a formula that returns the two leftmost letters of the vehicle style displayed in cell D4.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To extract specific characters from the start of a text string in Excel, you use theLEFTfunction.
Step-by-Step Solution
* Navigate to the Worksheet: Click on theVehiclesworksheet tab at the bottom of your Excel window.
* Select Cell B4: Click on cellB4(under the "Code" column).
* Enter the Formula: Type the following formula exactly as shown: =LEFT(D4, 2)
* Press Enter: Once you press Enter, Excel will look at the "Vehicle Style" in cellD4and return only the firsttwoletters.
Explanation of the Formula
* LEFT: This is the function used to start counting characters from the beginning (left side) of a cell.
* D4: This tells Excel which cell contains the text you want to extract from (the Vehicle Style).
* 2: This specifies the number of characters you want to retrieve.

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:
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 1:
Add Open to the Quick Access Toolbar.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
Here are the step-by-step instructions to add theOpencommand to your Quick Access Toolbar in Excel 365:
Step-by-Step Solution
* Look at the very top-left corner of your Excel window (above theFileandHometabs). This area is the Quick Access Toolbar.
* Click the smalldownward-pointing arrow(Customize Quick Access Toolbar) located at the right end of the toolbar. 3. A drop-down menu will appear with a list of common commands.

* Find and click onOpenin the list.
* A checkmark will appear next to "Open," and theOpen icon(a yellow folder) will now permanently appear in your Quick Access Toolbar for easy access.

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.

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 3:
On the Chart worksheet, include the Total Profit data on the Flavor Expenses, Income and Profit chart.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To include theTotal Profitdata in your existing chart on theChartworksheet, follow these steps:
Step 1: Navigate to the Chart
* Click on theChartworksheet tab at the bottom of the Excel window.
* Click once on theFlavor Expenses, Income and Profitchart to select it. When selected, you will see the Chart DesignandFormattabs appear on the Ribbon.
Step 2: Open the Select Data Source Window
* Go to theChart Designtab.
* In theDatagroup, click on theSelect Databutton. This will open theSelect Data Sourcedialog box.
Step 3: Add the Total Profit Series
* In theLegend Entries (Series)section on the left side of the dialog box, click theAddbutton.
* AnEdit Serieswindow will appear:
* Series name:Click on theProfitsworksheet tab and select cellG3(which contains the header
"Total Profit").
* Series values:Clear any existing text in the box, then highlight the rangeG4:G23on theProfits worksheet (containing the actual profit numbers).
* ClickOKon the Edit Series window.
* ClickOKagain on the Select Data Source dialog box to apply the changes.
Final Result
The chart will now display a third set of bars (likely orange, as seen in your preview) representing theTotal Profitfor each flavor alongside the existing Expense and Income data.

NEW QUESTION # 30
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