

# Prepare With Microsoft MO-210 Exam Questions [2026] A Genuine Information For You

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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 (Q17-Q22):

### 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:

Motorhome Rentals

Your company rents motorhomes. The motorhomes rent year-around at different prices. You are preparing pricing worksheets to be shared with others.

Task5:

On the Rentals worksheet, configure the heading row in the table so that entries wider than the column wrap to multiple lines.

### Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To ensure that the text in your heading row (the table headers) is fully visible without changing the column width, you will use the Wrap Text feature.

Step-by-Step Solution

\* Select the Header Row: In your "Rentals" worksheet, click and drag to select the cell range A2:F2 (the orange heading row containing "Capacity," "Fleet Name," etc.).

\* Navigate to the Home Tab: Ensure you are on the Home tab of the Ribbon.

\* Apply Wrap Text:

\* Look for the Alignment group.

\* Click the Wrap Text button (usually represented by an "ab" icon with a curved arrow).

\* Verify the Result: The text in your headers will now automatically wrap to multiple lines if it exceeds the current width of the column.

### NEW QUESTION # 18

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 # 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.

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.

**Answer:**

Explanation:

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.

## NEW QUESTION # 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 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 # 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:

### Guitar Stores

You and a partner own several Guitar Stores. You are analyzing your revenue from the past two quarters.

### Task 1:

In the Qtr 1 worksheet change the configuration of the Q1 Location Revenue chart so that it displays the months on the x-axis and the revenue on they-axis.

### Answer:

#### Explanation:

See the solution in Explanation below.

#### Explanation:

To swap the data on the axes so that the months appear on the x-axis and the revenue values appear on the y-axis, you will use the Switch Row/Column feature in Excel.

Step 1: Select the Chart

- \* Go to the Qtr 1 worksheet.
- \* Click once on the border of the Q1 Location Revenue chart to select it. This will reveal the Chart Design and Format tabs on the Ribbon.

Step 2: Switch Row/Column Data

- \* With the chart selected, click on the Chart Design tab at the top of the window.
- \* Locate the Data group on the right side of the Ribbon.
- \* Click the Switch Row/Column button.

Step 3: Verify the Change

- \* The X-Axis (Horizontal): Should now display the month labels (Jan, Feb, Mar).
- \* The Legend: Should now display the different Locations (College Campus, Downtown, etc.) as the colored series.
- \* The Y-Axis (Vertical): Will automatically scale to represent the revenue values.

## NEW QUESTION # 22

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