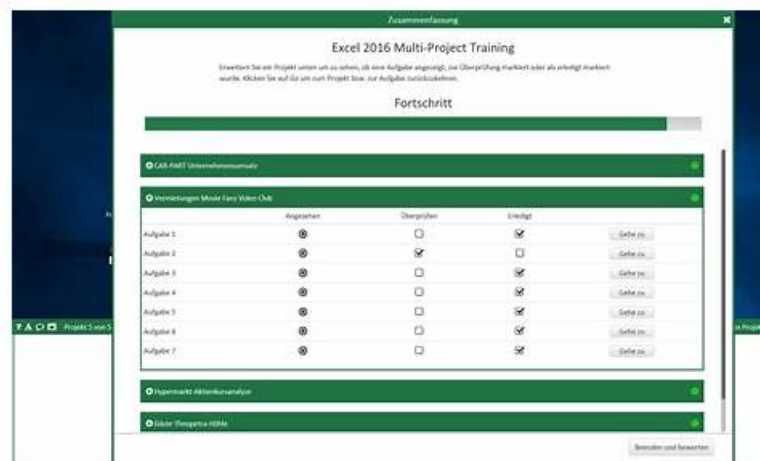


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## Latest Microsoft Excel (Microsoft 365 Apps) exam pdf, MO-210 practice exam

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## Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q15-Q20):

### 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 1:

On the Recent Releases worksheet, select all of the video game titles in the cell range named No Platform and delete their rows. Retain all other cells on the worksheet.

**Answer:**

Explanation:

Here are the complete solutions below.

Explanation:

Step-by-Step Instructions (Text Only)

Step 1: Activate the correct worksheet

- \* Open the Excel workbook provided for the project.
- \* At the bottom of the workbook, click the Recent Releases worksheet tab to make it active.

Step 2: Select the named range "No Platform"

- \* Click anywhere inside the worksheet.
- \* Go to the Formulas tab on the Excel ribbon.
- \* In the Defined Names group, click Name Manager.
- \* In the Name Manager dialog box:
  - \* Locate the named range called No Platform.
  - \* Click No Platform to select it.
  - \* Click Close.

- \* Excel will automatically highlight all cells included in the No Platform named range.

(Alternative method if allowed)

- \* Click the Name Box (left of the formula bar), type No Platform, and press Enter.

Step 3: Select entire rows for the named range

- \* With the No Platform cells selected:
  - \* Move the cursor to the row numbers on the left side of the worksheet.
  - \* Click the row number of one selected cell.
  - \* Hold down the Ctrl key.
  - \* Click each additional row number that corresponds to the selected No Platform cells until all required rows are selected.

Step 4: Delete the selected rows

- \* Go to the Home tab on the ribbon.
- \* In the Cells group, click the Delete drop-down arrow.
- \* Select Delete Sheet Rows.

Step 5: Verify the result

- \* Confirm that:
  - \* All video game titles that had no platform information are removed.
  - \* All remaining rows and worksheet content are intact.
  - \* Ensure no extra cells, columns, or headers were deleted.

Final Result

- \* All rows associated with the No Platform named range are deleted.
- \* All other data on the Recent Releases worksheet remains unchanged.
- \* Task 1 is completed correctly according to Excel 365 simulation requirements.

□

## 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.

□

Farm Feeds:

You are the assistant manager for a farm pet feed store. You are creating an inventory report.

Task 2:

Import NewFeeds.txt located in the GMetrixTemplates folder as a table on a new worksheet.

**Answer:**

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 2: Import NewFeeds.txt as a table on a new worksheet, follow these exact steps in Microsoft Excel 365:

Step 1: Open the Import Tool

\* Go to the Datab tab on the top Ribbon.

\* In the Get & Transform Datagroup, click on From Text/CSV.

Step 2: Locate the File

\* A file browser window will open. Navigate to the GMatrixTemplates folder.

\* Select the file named NewFeeds.txt.

\* Click Import.

Step 3: Configure the Import Preview

\* A preview window will appear. Excel should automatically detect the delimiter (usually a tab or comma).

\* Ensure the File Origin and Delimiter look correct in the preview.

\* Instead of clicking "Load," click the arrow next to the Load button and select Load To....

Step 4: Import as a Table on a New Worksheet

\* In the Import Data dialog box that appears, select the radio button for Table.

\* Under "Where do you want to put the data?," select New worksheet.

\* Click OK.

Final Result

Excel will create a brand new sheet (e.g., "Sheet2") and place the contents of NewFeeds.txt inside a formatted Excel Table.

## 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.

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 # 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.

□ Farm Feeds:

You are the assistant manager for a farm pet feed store. You are creating an inventory report.

Task 5:

On the Feed Inventory worksheet, apply Style 5 to the chart.

### Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 5: Apply Style 5 to the chart on the Feed Inventory worksheet, follow these exact steps:

Step 1: Select the "Feed Inventory" Worksheet

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

Step 2: Select the Chart

Click anywhere on the Total Inventory pie chart to select it. When selected, you will see a border around the chart and new tabs will appear on the Ribbon.

Step 3: Open Chart Design Tools

With the chart selected, look at the top Ribbon and click on the Chart Design tab (this tab only appears when a chart is active).

Step 4: Apply Chart Style 5

\* In the Chart Styles group, you will see a gallery of different looks for your chart.

\* Hover your mouse over the styles to see their names, or click the More arrow (the small downward arrow at the bottom right of the styles gallery) to see all options.

\* Locate and click on Style 5.

Note: Style 5 typically features a specific layout of data labels and a distinct background or border style that matches the "Farm Fresh Feeds" theme.

Final Result

The pie chart will update its appearance to match Style 5, adjusting the placement of the percentage labels and the overall color shading to remain consistent with your report's professional look.

## 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.

□ 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 # 20

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