

MO-210 Dumps & MO-210 Prüfungsunterlagen

Exam MO-210: Microsoft Excel (Microsoft 365 Apps) – Skills Measured

Manage worksheets and workbooks (25–30%)

Import data into workbooks

- import data from text files
- import data from online sources

Navigate within workbooks

- search for data within a workbook
- navigate to named cells, ranges, or workbook elements
- insert and remove hyperlinks

Format worksheets and workbooks

- modify page setup
- adjust row height and column width
- customize headers and footers
- customize options and views
- manage the Quick Access toolbar
- display and modify worksheets in different views
- freeze worksheet rows and columns
- change window views
- modify built-in workbook properties
- Display formulas

Prepare workbooks for collaboration and distribution

- set a print area
- save and export workbooks in alternative file formats
- configure print settings
- inspect workbooks and correct issues
- manage comments and notes

Manage data cells and ranges (25–30%)

Manipulate data in worksheets

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Microsoft Excel (Microsoft 365 Apps) MO-210 Prüfungsfragen mit Lösungen (Q14-Q19):

14. Frage

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.

Antwort:

Begründung:

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."

15. Frage

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 Gmetrix Templates folder.

Antwort:

Begründung:

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 `Gmetrix Templates` folder (usually located in your Documents folder).
- * In the `File` name box, type `Rentals`.
- * Click the `Save` as typed 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.

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Instructions

Exam Environment

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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.

Antwort:

Begründung:

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.

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Instructions

Exam Environment

Exam Interface and Controls

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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.

Antwort:

Begründung:

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.

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Instructions

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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.

Antwort:

Begründung:

See the solution in Explanation below.

Explanation:

Here are the step-by-step instructions to add the Open command to your Quick Access Toolbar in Excel 365:

Step-by-Step Solution

- * Look at the very top-left corner of your Excel window (above the File and Home tabs). This area is the Quick Access Toolbar.

- * Click the small downward-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 on Open in the list.

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

19. Frage

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