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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q33-Q38):

NEW QUESTION # 33

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.



Top 20 Video Games of All Time

These games were selected because they are both fun to play and have had a significant impact on the video game industry.

Rank	Name	Year
#1	Minecraft	2011
#2	Tetris	1984
#3	Super Mario 64	1996
#4	The Witcher 3: Wild Hunt	2015
#5	Super Smash Brothers Ultimate	2018
#6	The Legend of Zelda: Ocarina of Time	1998

Name
A Little to the Left (PC)
A Plague Tale: Requiem (PlayStation 5, Xbox Series X/S, Switch, PC)
Advance Wars 1+2: Re-Boot Camp (Switch)
Aftermath (PlayStation 5, Xbox Series X/S, PlayStation 4, PC)
Arc Raiders (PlayStation 5, Xbox Series X/S, PC)
Asterigos: Curse of the Stars (PlayStation 5, PlayStation 4, PC)
Atomic Heart (PlayStation 5, Xbox Series X/S, PlayStation 4, Xbox One, PC)
Avatar: Frontiers of Pandora (PlayStation 5, Xbox Series X/S, Stadia, PC)
Away: The Survival Series (Xbox One)
Balsa Model Flight Simulator (PC)
BattleCakes (Xbox One, PC)
Bayonetta 3 (Switch)
Bear and Breakfast (Switch, PC)
Blazing Strike (PlayStation 5, PlayStation 4, Switch, PC)
Blood Bowl 3 (PlayStation 5, Xbox Series X/S, PlayStation 4, Xbox One, Switch, PC)

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:

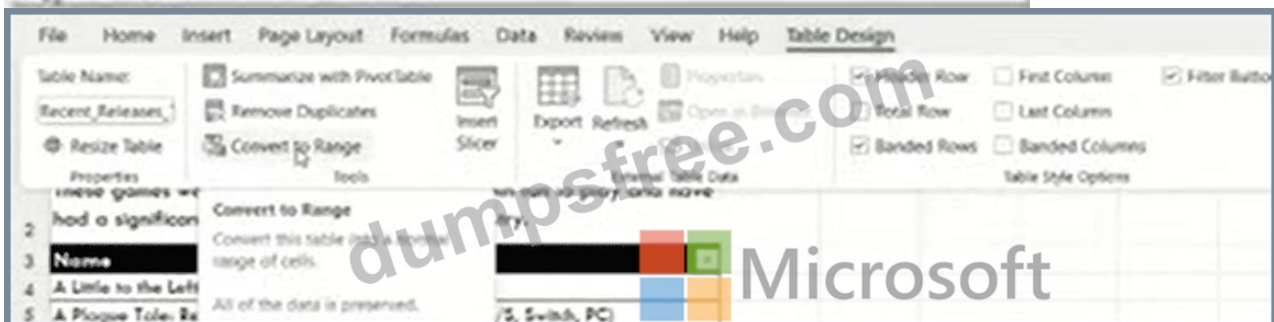
Here are the complete solutions below.

Explanation:

 **Recent Releases**

These games were selected because they are both fun to play and have had a significant impact on the video game industry.

Name
A Little to the Left (PC)
A Plague Tale: Requiem (PlayStation 5, Xbox Series X/S, Switch, PC)
Advance Wars 1+2: Re-Boot Camp (Switch)
Aftermath (PlayStation 5, Xbox Series X/S, PlayStation 4, PC)
Arc Raiders (PlayStation 5, Xbox Series X/S, PC)
Asterigos: Curse of the Stars (PlayStation 5, PlayStation 4, PC)
Atomic Heart (PlayStation 5, Xbox Series X/S, PlayStation 4, Xbox One, PC)
Avion: Frontiers of Paradise (PlayStation 5, Xbox Series X/S, Stadia, PC)
Away: The Survival Series (Xbox One)
Bonus Model Flight Simulator (PC)
BattleCakes (Xbox One, PC)
Bayonetta 3 (Switch)
Bear and Breakfast (Switch, PC)
Blazing Strike (PlayStation 5, PlayStation 4, Switch, PC)
Blood Bowl 3 (PlayStation 5, Xbox Series X/S, PlayStation 4, Xbox One, Switch, PC)



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."

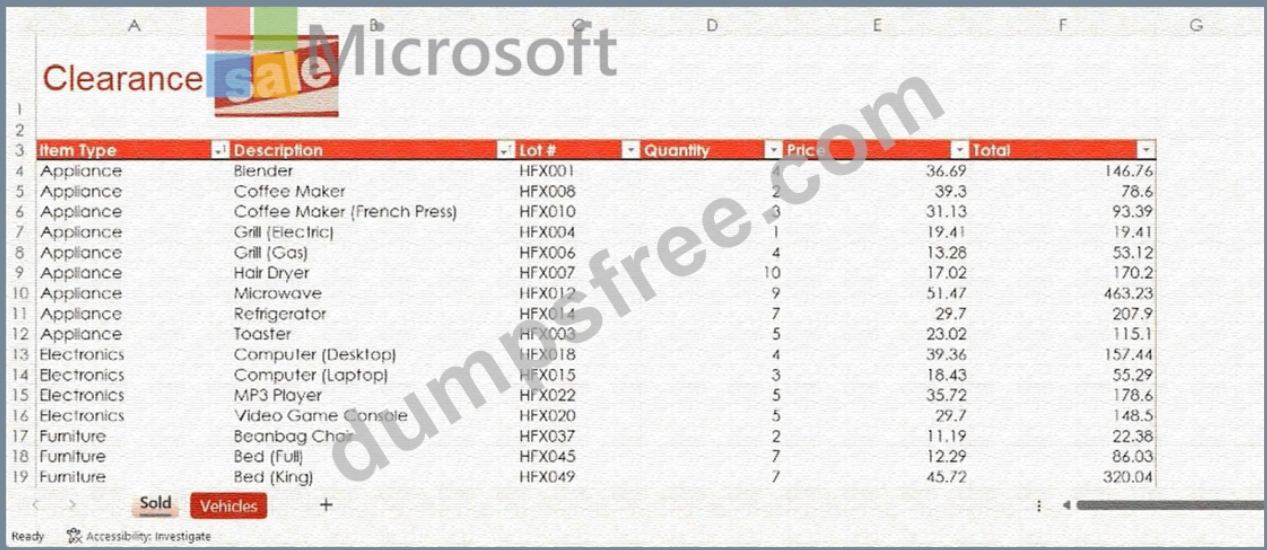
NEW QUESTION # 34

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.



Item Type	Description	Lot #	Quantity	Price	Total
Appliance	Blender	HFX001	4	36.69	146.76
Appliance	Coffee Maker	HFX008	2	39.3	78.6
Appliance	Coffee Maker (French Press)	HFX010	3	31.13	93.39
Appliance	Grill (Electric)	HFX004	1	19.41	19.41
Appliance	Grill (Gas)	HFX006	4	13.28	53.12
Appliance	Hair Dryer	HFX007	10	17.02	170.2
Appliance	Microwave	HFX012	9	51.47	463.23
Appliance	Refrigerator	HFX014	7	29.7	207.9
Appliance	Toaster	HFX003	5	23.02	115.1
Electronics	Computer (Desktop)	HFX018	4	39.36	157.44
Electronics	Computer (Laptop)	HFX015	3	18.43	55.29
Electronics	MP3 Player	HFX022	5	35.72	178.6
Electronics	Video Game Console	HFX020	5	29.7	148.5
Furniture	Beanbag Chair	HFX037	2	11.19	22.38
Furniture	Bed (Full)	HFX045	7	12.29	86.03
Furniture	Bed (King)	HFX049	7	45.72	320.04

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 3:

Configure the Sold worksheet so rows 1 through 3 remain visible as you scroll vertically.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To keep rows 1 through 3 visible while you scroll down the "Sold" worksheet, you will use the Freeze Panes feature.

Step-by-Step Solution

* Select Row 4: Click on the row number 4 on the far left of the screen to select the entire row.

* Note: In Excel, "Freeze Panes" freezes everything above the currently selected row.

* Navigate to the View Tab: Click on the View tab in the top Ribbon menu.

* Click Freeze Panes: In the Window group, click the Freeze Panes button.

* Select Freeze Panes: From the drop-down menu, select the first option, Freeze Panes.

Verification

Scroll down the worksheet using your mouse or the scroll bar. You should notice that the "Clearance Sale" header and the "Item Type/Description/etc." header row (rows 1-3) stay locked at the top of the screen while the data in row 4 and below moves.

NEW QUESTION # 35

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.

	Capacity	Fleet Name	Jan	Jun	Nov	Dec
3	2	Sierra	2700	3600	2880	2700
4	2	Redwood	2780	3720	2980	2790
5	4	Sequoia	3020	4025	3220	3020
6	4	Fern	3880	5175	4140	3880
7	6	Vista	4940	6010	5270	4940
8	6	Seascape	4940	6590	5270	4940
9	8	Outlook	5180	6000	5530	5180
10	8	Peaks	8440	10000	9000	8440

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 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.

NEW QUESTION # 36

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.

Microsoft Excel screenshot showing the 'Employee Hours' worksheet. The title is 'Car Warranty Center' with a car icon. The table lists employees and their hours for each day of the week, plus overtime and total hours.

Employee	Station	Monday	Tuesday	Wednesday	Thursday	Friday	Overtime	Name	Total Hours
emilio	1	8	8	8	7	6	9		38
evan	2	10	10	10	10	10	10		50
tyler	3	5	3	8	4	4			24
clyde	4	9	8.5	9	8	8			42.5
arturro	5	8	8	8	8	8			40
cid	6	7	9	9	6	10			41
leon	7	8	8	8	8	8			40
james	8	3.5	8	7	7.5	9			35
carl	9	10	9	9	7	2			37
steven	10	1	9	6	8	8			32
michael	11	4	4	3	8	7			26

Microsoft Excel screenshot showing the 'Average Call Time' worksheet. The title is 'Car Warranty Center' with a car icon. The table lists salespersons and their average call times for each day of the week, plus a trend indicator.

Salesperson	Mon	Tu	Wed	Thur	Fri	Trend
Emilio	10:32	06:30	06:42	08:40	03:15	
Evan	03:00	04:13	04:00	03:45	05:04	
Tyler	09:03	08:17	07:29	08:43	06:15	
Clyde	04:22	03:57	05:07	04:16	07:23	
Arturro	02:12	05:36	03:33	06:14	05:12	
Cid	03:15	02:45	03:44	04:01	03:27	
Leon	04:41	11:13	09:22	05:15	06:21	
James	06:22	09:41	04:15	13:49	07:01	
Carl	21:18	04:12	04:35	03:45	05:24	
Steven	08:13	07:40	03:55	06:32	06:35	
Michael	08:12	08:15	08:40	08:03	08:59	

Overview:

Car Warranty

You are the supervisor for a Car Warranty Center. You use Excel to report employee hours and telephone calls.

Task 2:

On the Employee Hours worksheet, add a row to the table that automatically calculates total hours worked by all employees.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 2, you need to enable the Total Row feature for the table on the Employee Hours worksheet.

This is the most efficient way to automatically calculate sums in an Excel table.

Step 1: Select the Worksheet

Click on the Employee Hourstab at the bottom of your Excel window to ensure you are on the correct sheet.

Step 2: Activate the Table

Click anywhere inside the data table (for example, click on cell A4 where it says "emilio"). Once you click inside the table, a new tab called Table Design will appear at the very top of your Ribbon.

Step 3: Enable the Total Row

* Go to the Table Design tab on the Ribbon.

* In the Table Style Options group, check the box labeled Total Row.

* Result: A new row labeled "Total" will immediately appear at the bottom of your data (Row 15).

File Home Insert Page Layout Formulas Data Review View Help **Table Design**

Table Name: Table1

Summarize with PivotTable
Remove Duplicates
Convert to Range

Insert Slicer
Export
Refresh
Open in Browser
Unlink

External Table Data

Header Row
Total Row
Banded Rows

First Column
Last Column
Banded Columns

Filter Button
Table Style Options

Employee	Station	Monday	Tuesday	Wednesday	Thursday	Friday	Overtime	Name	Total Hours
cid		6	7	9	9	6	10		41
leon		7	8	8	8	8			40
james		8	3.5	8	7	7.5			35
carl		9	10	9	9	7			37
steven		10	1	9	8	8			32
michael		11	4	4	3	8			26
patricia		12	6	6	5	8			29
jaques		13	8	8	8	8			40
Total									474.5

Overtime Rates	
40-49 Hours	150%
50-59 Hours	200%
60+ Hours	250%

Microsoft

Step 4: Configure the Total Hours Calculation

By default, Excel might place a count or sum in the last column. You need to ensure the Total Hours column (Column J) is calculating correctly:

- * Click on the cell at the bottom of the Total Hours column (J15).
- * A small drop-down arrow will appear next to the cell. Click it.
- * Select Sum from the list.

Final Result

Your table will now have a dedicated row at the bottom that automatically updates the total hours whenever you add or change employee data.

NEW QUESTION # 37

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.

	Capacity	Fleet Name	May	June	July	August	September	October	November	December
3	2	Sierra	2700	3600	2880	2700				
4	2	Redwood	2780	3720	2980	2790				
5	4	Sequoia	3020	4025	3220	3020				
6	4	Fern	3880	5175	4140	3880				
7	6	Vista	4940	6010	5270	4940				
8	6	Seascape	4940	6590	5270	4940				
9	8	Outlook	5180	6000	5530	5180				
10	8	Peaks	8440	10000	9000	8440				

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 # 38

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