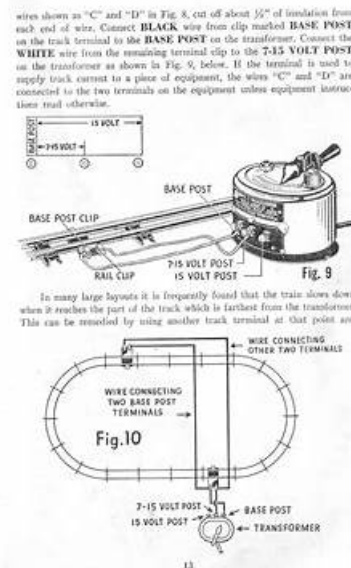
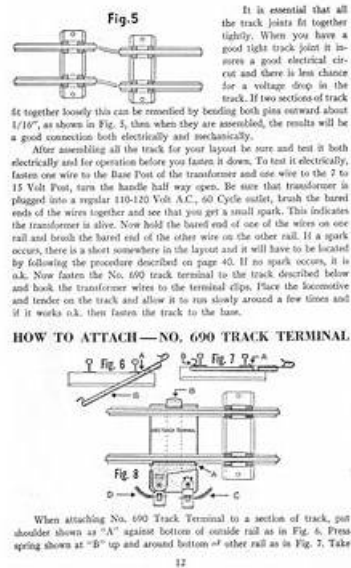


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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q23-Q28):

NEW QUESTION # 23

Instructions

Exam Environment

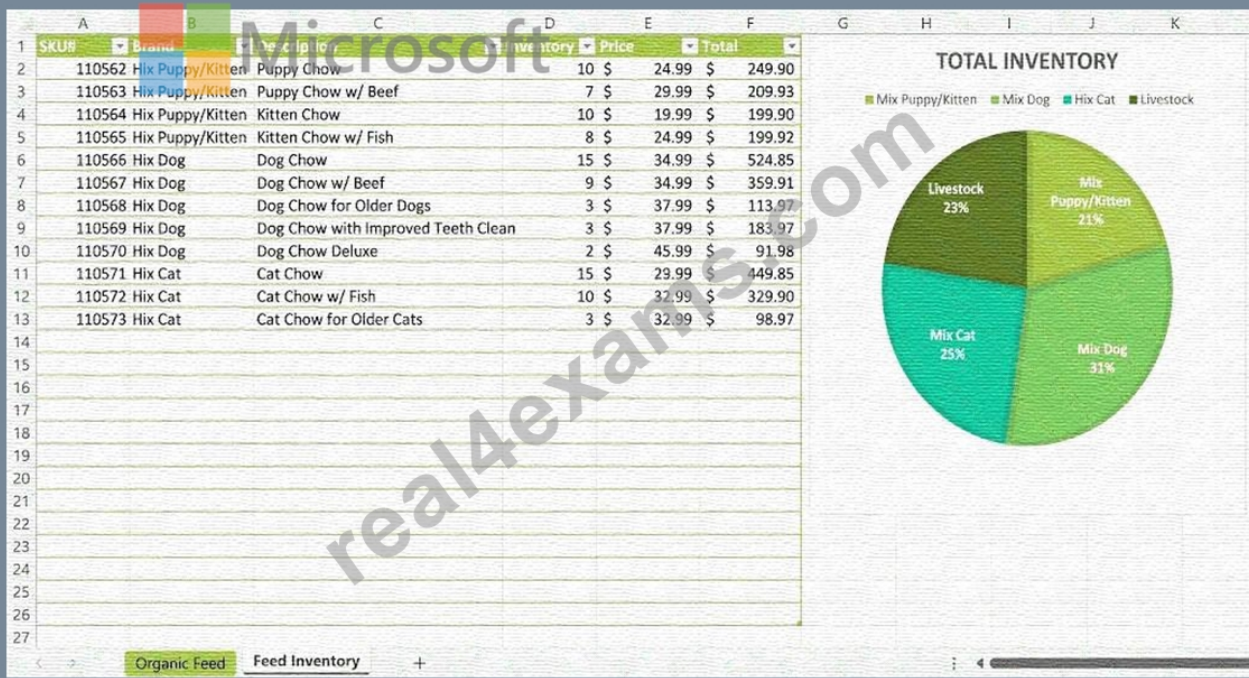
Exam Interface and Controls

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 Fresh Feeds

SKU#	Brand	Description	Inventory	Price	Total
100814	Norbert's Niblets	Organic Gourmet Puppy Food	3	\$ 35.99	\$ 107.97
100814	Norbert's Niblets	Organic Gourmet Kitten Food	3	\$ 35.99	\$ 107.97
100814	Norbert's Niblets	Organic Gourmet Dog Food	7	\$ 39.99	\$ 279.93
100814	Norbert's Niblets	Organic Gourmet Cat Food	4	\$ 39.99	\$ 159.96
100814	Norbert's Niblets	Organic Gourmet Horse Food	8	\$ 54.99	\$ 439.92
100814	Norbert's Niblets	Organic Gourmet Pig Food	8	\$ 52.99	\$ 423.92
100814	Norbert's Niblets	Organic Gourmet Cow Food	8	\$ 59.99	\$ 679.92



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 # 24

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.

Production Costs (per pound)

Flavors	Cost	Markup	Price	Margin
Chocolate Fudge	2.32	1.80	6.50	4.18
Nutty Nuts	3.25	0.96	6.37	3.12
Vanilla Bean	2.59	1.28	5.84	3.28
Pancake Syrup	2.59	1.25	5.83	3.24
Caramel	2.05	1.80	5.74	3.69
Cinnamon Donut	2.34	1.65	5.68	3.54
Mocha Coffee	1.98	1.80	5.55	3.57
Black Bean	2.28	1.34	5.54	3.06
Pistachio	2.36	1.20	5.20	2.84
Blueberry Chocolate	1.78	1.80	4.99	3.25
Red Hot Chili	1.77	1.80	4.98	3.59
Strawberry	1.76	1.80	4.93	3.17
Orange Cream	1.79	1.50	4.48	2.69
Mint	1.54	1.80	4.31	2.78
Peanut	1.46	1.80	4.09	2.83
Cheesecake	1.35	1.80	3.78	2.43
Caribbean	1.30	1.80	3.70	2.40

Microsoft

	A	B	C	D	E	F	G
3	Flavors	Cost	Price	Sales	Expense	Income	Total Profit
4	Chocolate Fudge	2.14	5.68	662	1416.68	3760.16	2343.48
5	Nutty Nuts	2.36	5.20	592	1397.12	3078.40	1681.28
6	Vanilla Bean	2.59	5.83	264	683.76	1539.12	855.36
7	Pancake Syrup	1.78	4.99	264	469.92	1317.36	847.44
8	Caramel	1.76	4.93	260	457.60	1281.80	824.20
9	Cinnamon Donut	1.54	4.32	264	406.56	1140.48	733.92
10	Mocha Coffee	2.56	5.84	204	522.24	1191.36	669.12
11	Black Bean	1.46	4.09	233	340.18	952.97	612.79
12	Pistachio	1.28	3.59	260	332.80	933.40	600.60
13	Blueberry Chocolate	2.32	6.50	143	331.76	929.50	597.74
14	Red Hot Chili	1.25	3.50	260	325.00	910.00	585.00
15	Strawberry	2.28	5.34	178	405.84	950.52	544.68
16	Orange Cream	0.35	1.16	662	231.70	767.92	536.22
17	Mint	2.05	5.74	140	287.00	803.60	516.60
18	Peanut	1.98	5.55	143	283.14	793.65	510.51
19	Cheesecake	3.25	6.37	154	500.50	980.98	480.48
20	Cracker Jack	1.77	4.96	143	253.11	709.28	456.17
21	Raspberry Chocolate	1.08	3.03	233	251.64	705.99	454.35
22	Cherry	1.35	3.78	178	240.30	672.84	432.54
23	Key Lime	1.79	4.48	154	275.66	689.92	414.26



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 4:

Filter the Profits worksheet to display only flavors with Total Profit that are Above Average.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To filter the Profits worksheet to display only the flavors with a Total Profit that is Above Average, follow these steps:

Step 1: Access the Profits Worksheet

* Click on the Profits worksheet tab at the bottom of the Excel window.

Step 2: Apply the Above Average Filter

* Look at the Total Profit header (Cell G3). If you don't see a small drop-down arrow next to it, go to the Data tab and click Filter.

* Click the Filter Drop-down Arrow in the Total Profit header cell.

* Hover your mouse over Number Filters in the menu that appears.

* From the side menu, select Above Average.

The screenshot shows the Excel interface with the 'Total Profit' column selected. The filter menu is open, showing options like 'Sort Smallest to Largest', 'Sort Largest to Smallest', 'Filter by Color', and 'Number Filters'. The 'Number Filters' option is selected, and the 'Above Average' filter is highlighted in the side menu.

Flavors	Cost	Price	Sales	Expense	Income	Total Profit
Chocolate Fudge	2.14	5.68	662	1416.68	3760.16	2343.48
Nutty Nuts	2.36	5.20	592	1397.12	3078.40	1681.28
Vanilla Bean	2.59	5.83	264	683.76	1539.12	855.36
Pancake Syrup	1.78	4.99	264	469.92	1317.36	847.44
Caramel	1.76	4.93	260	457.60	1281.80	824.20
Cinnamon Donut	1.54	4.32	264	406.56	1140.48	733.92

Step 3: Verify the Results

* Excel will automatically calculate the average of all values in the "Total Profit" column and hide any rows that fall below that number.

* You will notice the row numbers on the left are now blue, indicating a filter is active.

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.

Capacity	Fleet Name	New Rates	All Sept	Inter Dec
2	Sierra	2700	3600	2880
2	Redwood	2780	3720	2980
4	Sequoia	3020	4025	3220
4	Fern	3880	5175	4140
6	Vista	4940	6010	5270
6	Seascape	4940	6590	5270
8	Outlook	5180	6000	5530
8	Peaks	8440	10000	9000

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 2:

Add the value New Rates to the Title property of the document.

Answer:

Explanation:

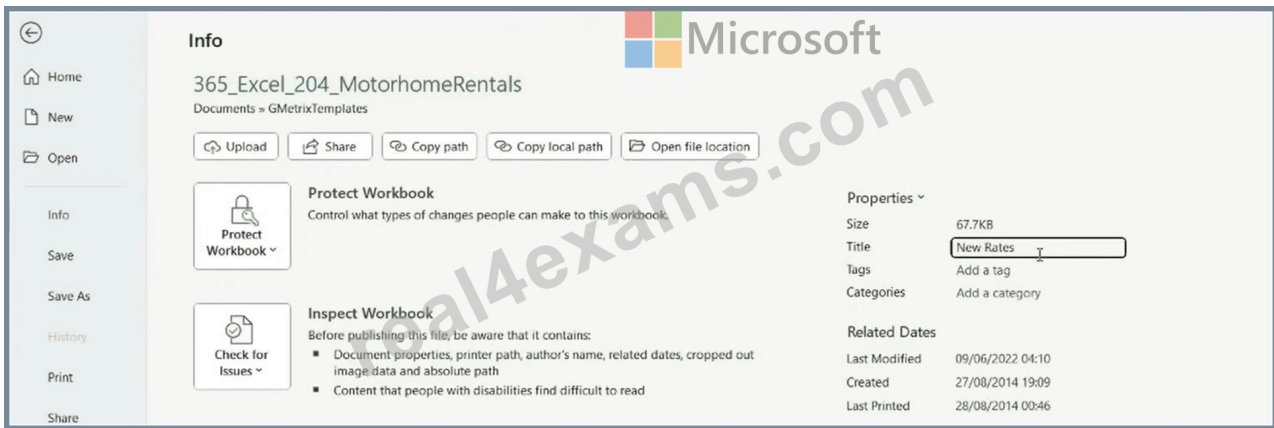
See the solution in Explanation below.

Explanation:

To add a value to the Title property of an Excel document, you need to access the Backstage view. This metadata is helpful for organizing and searching for files.

Step-by-Step Solution

- * Click on the File tab in the top-left corner of the Excel ribbon.
- * Ensure that Info is selected in the left-hand sidebar.
- * On the right side of the screen, you will see a section labeled Properties.
- * Locate the field named Title. If it says "Add a title," click directly on that text.
- * Type New Rates into the text box.
- * Click anywhere else on the screen or press Enter to save the property.
- * Click the Back arrow in the top-left corner to return to your worksheet.



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.

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 2:

Open a second window and view the two instances of the workbook side-by-side.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To view two instances of your Excel workbook side-by-side, follow these steps:

Step 1: Open a Second Window

* Go to the View tab on the Ribbon.

* In the Window group, click on New Window.

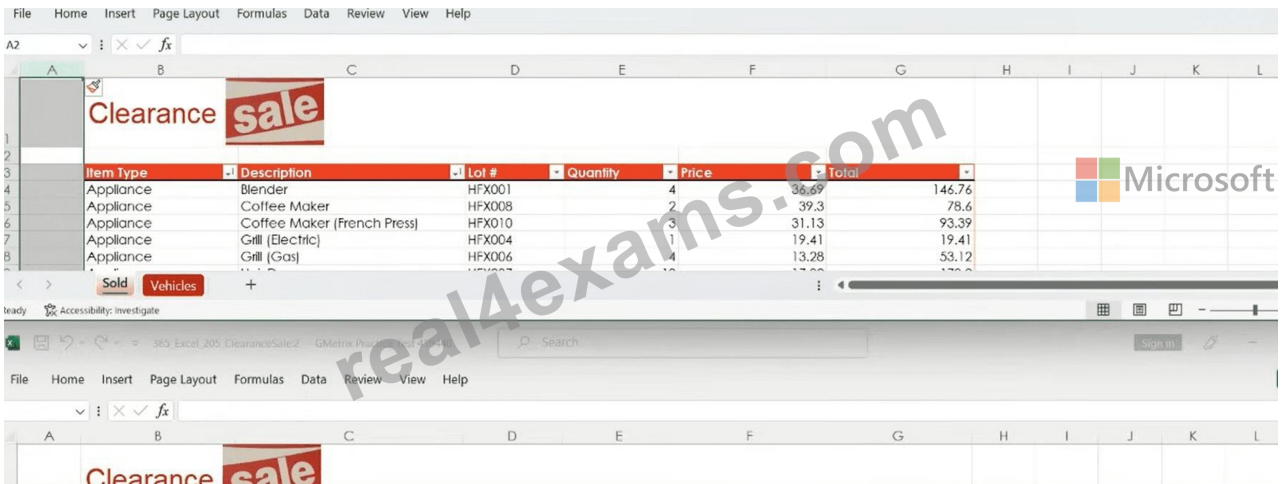
* Note: This creates a second view of your current file. You will notice the file name in the title bar now says "Filename - 2".

Step 2: Arrange Side-by-Side

* Navigate back to the View tab.

* In the same Window group, click the View Side by Side button.

* If the windows do not align automatically, click Arrange All and select Vertical to see them left-to-right.



Verification

You should now see two separate windows of the same "Clearance Sale" workbook on your screen. Any change you make in one window will instantly update in the other, allowing you to view different worksheets (like "Sold" and "Vehicles") at the same time.

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.

Capacity	Fleet Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
2	Sierra	2700	2700	2700	2700	2700	2700	2700	2700	2700	2700	2700	2700
2	Redwood	2780	2780	2780	2780	2780	2780	2780	2780	2780	2780	2780	2780
4	Sequoia	3020	3020	3020	3020	3020	3020	3020	3020	3020	3020	3020	3020
4	Fern	3880	3880	3880	3880	3880	3880	3880	3880	3880	3880	3880	3880
6	Vista	4940	4940	4940	4940	4940	4940	4940	4940	4940	4940	4940	4940
6	Seascape	4940	4940	4940	4940	4940	4940	4940	4940	4940	4940	4940	4940
8	Outlook	5180	5180	5180	5180	5180	5180	5180	5180	5180	5180	5180	5180
8	Peaks	8440	8440	8440	8440	8440	8440	8440	8440	8440	8440	8440	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 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 the Page Setup group.

* Click on the Print Area button.

* From the drop-down menu, select Set Print Area.

Once this is set, Excel will only print the content within A1:F11, even if there is data elsewhere on the sheet.

The screenshot shows the Microsoft Excel interface with the Page Layout ribbon selected. The 'Print Area' button is highlighted. Below the ribbon, a spreadsheet titled 'Motorhome Rentals' is displayed. The spreadsheet has a table with the following data:

Capacity	Fleet Name	Spring	Summer	Fall	Winter	Dec-
2	Sierra	2700	3600	2880	2700	
2	Redwood	2780	3720	2980	2790	
4	Sequoia	3020	4025	3220	3020	
4	Fern	3880	5175	4140	3880	
6	Vista	4940	6010	5270	4940	
6	Seascape	4940	6590	5270	4940	
8	Outlook	5180	6000	5530	5180	
8	Peaks	8440	10000	9000	8440	

NEW QUESTION # 28

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