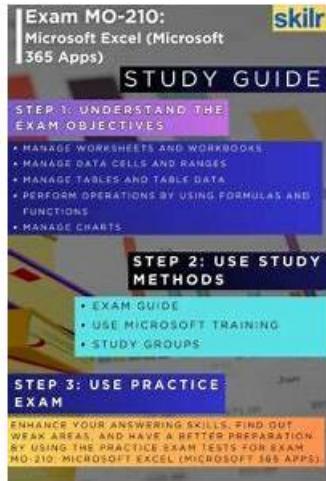


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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q11-Q16):

NEW QUESTION # 11

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:

Car Warranty

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

Task5:

On the Average Call Time worksheet, create a 3-D Clustered Column chart that shows the call times for each Salesperson from Mon through Fri. Insert the Chart Title Average Call Time. Position the new chart below the table.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 5, you will create a 3-D Clustered Column chart on the Average Call Timeworksheet to visualize the weekly performance of each salesperson.

Step 1: Navigate to the Worksheet

Click on the Average Call Timetab at the bottom of your Excel window to switch views.

Step 2: Select the Data Range

You need to select the names and the call times for all five days (Monday through Friday), but exclude the "Trend" column:

* Click and drag to select cells A3 to F14.

* Note: This includes the header row (Salesperson, Mon, Tue, etc.) and all employee rows down to Michael.

Step 3: Insert the 3-D Clustered Column Chart

* Go to the Insert tab on the Ribbon.

* In the Charts group, click the Insert Column or Bar Chart icon (it looks like small vertical bars).

* Under the 3-D Column section, select the first option: 3-D Clustered Column.

Step 4: Add the Chart Title

* Click once on the default text that says "Chart Title" at the top of the new chart.

* Type Average Call Time and press Enter (or click outside the text box).

Step 5: Position the Chart

* Hover your mouse over a blank area of the chart (the chart area).

* Click and drag the chart so it is positioned below the table.

* Placement Tip: Usually, starting the chart around row 17 or 18 is ideal so it doesn't overlap your data.

NEW QUESTION # 12

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:

Car Warranty

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

Task 1:

On the Average Call Time worksheet, use an Excel feature to copy the sparkline into all the vacant cells of the Trend column.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

In Excel 365, the most efficient way to do this is using the AutoFill feature or simply dragging the fill handle.

Here is your step-by-step solution:

Step 1: Switch to the Correct Worksheet

Ensure you are on the Average Call Time worksheet. Click the red tab at the bottom of the screen to switch from the "Employee Hours" view (shown in your image) to the call time data.

Step 2: Identify the Sparkline

Locate the first cell in the Trend column that already contains a Sparkline (likely cell F4 or similar, depending on your layout).

Step 3: Use the Fill Handle to Copy

* Hover your mouse over the bottom-right corner of the cell containing the sparkline.

* Your cursor will change from a thick white cross to a thin black cross (+).

* Click and drag the fill handle down to the bottom of the column to fill all the vacant cells in the "Trend" column.

Pro Tip: Alternatively, you can simply double-click the thin black cross (fill handle), and Excel will automatically fill the sparklines down to the last row of your data.

□ Alternative Method: Using the Ribbon

If you prefer using the menu interface:

* Select the cell with the existing sparkline and all the empty cells below it where you want the sparklines to appear.

* Go to the Home tab.

* In the Editing group, click the Fill icon (downward arrow).

* Select Down.

NEW QUESTION # 13

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 # 14

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 # 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:

Guitar Stores

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

Task 2:

Without using the New Sheet button, move the pie chart on the Qtr 2 worksheet to its own chart sheet named Qtr 2 Chart.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To move the pie chart to its own dedicated chart sheet without using the "New Sheet" button, follow these steps:

Step 1: Select the Pie Chart

Click anywhere on the Pie Chart located on the Qtr 2 worksheet. This action will activate the contextual chart tabs on the Ribbon.

Step 2: Open the Move Chart Dialog

Once the chart is selected, look at the top of your Excel window:

Go to the Chart Design tab (this tab only appears when a chart is selected).

On the far right of the Ribbon, in the Location group, click the Move Chart button.

Step 3: Configure the New Chart Sheet

A Move Chart dialog box will appear. To move the chart to its own sheet:

Select the New sheet: radio button.

In the text box next to "New sheet:", delete the default text and type Qtr 2 Chart.

Click OK.

Result

Excel will create a new sheet tab at the bottom of your workbook named Qtr 2 Chart that contains only the pie chart, scaled to fill the entire page.

NEW QUESTION # 16

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