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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) Sample Questions (Q28-Q33):

NEW QUESTION # 28

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:

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 5:

Group the Profits, Costs, and Chart worksheets and change the tab color to Pink, Accent 4.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To group multiple worksheets and change their tab colors simultaneously in Microsoft Excel 365, follow these steps:

Step 1: Group the Worksheets

* Look at the worksheet tabs at the bottom of your Excel window.

* Click on the first tab, Profits.

* Hold down the Ctrl key on your keyboard.

* While holding Ctrl, click on the Coststab and then the Charttab.

* Note: You will notice all three tabs now have a white background, indicating they are grouped together.

Step 2: Change the Tab Color

* Right-click on any of the selected (grouped) tabs.

* Hover your mouse over Tab Color in the pop-up menu.

* In the color palette that appears, locate the Theme Colors section.

* Find and select Pink, Accent 4 (this is usually the 8th color in the top row of the Theme Colors section).

□ Step 3: Ungroup the Worksheets

* To finish, right-click on any of the tabs again.

* Select Ungroup Sheets from the menu.

* Alternatively, you can click on any worksheet tab that is not part of the group to ungroup them.

Final Result

The Profits, Costs, and Chart tabs will now all display the same Pink, Accent 4 color at the bottom of your workbook.

Would you like me to help you with the next task or another project?

NEW QUESTION # 29

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 # 30

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 3:

On the Feed Inventory worksheet, remove the hyperlink functionality, but leave the text in cell C27.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 3: Remove the hyperlink functionality from cell C27 on the Feed Inventory worksheet, follow these specific steps to ensure the text remains while the link is deleted.

Step 1: Select the "Feed Inventory" Worksheet

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

Step 2: Navigate to Cell C27

Locate cell C27 in the Description column. Based on your project files, this is likely a URL or a linked piece of text at the bottom of the table.

Step 3: Remove the Hyperlink

You want to strip the "clickable" link without deleting the actual words inside the cell.

* Right-click directly on cell C27.

* From the context menu that appears, select Remove Hyperlink (it is usually located at the very bottom of the list).

Step 4: Verify the Text Remains

The text should change from blue/underlined back to standard black text, but the characters themselves will stay in the cell.

NEW QUESTION # 31

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 5:

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 # 32

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 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. A dropdown 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 # 33

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