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Microsoft Excel Exam MO-210 (Microsoft 365) test questions and answers

**How do you insert multiple rows/columns at once? - answer
Highlight where you want new rows/columns to be.**

Home tab --> Insert --> Row/Column

What is =RANDBETWEEN()?

**How do you format the function? - answer random number
generator between two numbers (X, Y)**

=RANDBETWEEN(x,y)

What is =SEQUENCE()?

**How do you format the function? - answer produces a sequence of
numbers in a row x column format**

=SEQUENCE (# of rows, # of columns, start #, increment)

**How do you reference a named range from another worksheet? -
answer =[sheetname]![name of defined range]**

**What is =ROWS()? - answer returns the number of rows of a
reference**

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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q20-Q25):

NEW QUESTION # 20

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 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 # 21

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 4:

On the Organic Feed worksheet, format the data range A3:F10 as a table that has headers. Apply the Lime, Table Style Light 14 format.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 4: Format a range as a table with a specific style on the Organic Feed worksheet, follow these steps:

Step 1: Select the "Organic Feed" Worksheet

Navigate to the correct worksheet by clicking the Organic Feed tab at the bottom of the Excel window.

Step 2: Select the Data Range

Highlight the specific range mentioned in the task:

* Click and drag your mouse to select cells from A3 to F10.

* Ensure the selection includes the header row (SKU#, Brand, Description, etc.) and all data rows down to row 10.

Step 3: Format as Table

* Go to the Home tab on the Ribbon.

* In the Styles group, click the Format as Table button.

Step 4: Apply the Specific Table Style

* A gallery of styles will appear. Look for the Light section.

* Find and click on Lime, Table Style Light 14 (this is usually the last style in the second row of the Light section, featuring a lime green header).

Step 5: Confirm Headers

* A small "Format As Table" dialog box will pop up.

* Ensure the checkbox for My table has headers is checked.

* Click OK.

Final Result

The data range will now be converted into a functional table with filter buttons in the header row and the lime green styling applied.

NEW QUESTION # 22

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 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.



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 # 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.



Overview:

Guitar Stores

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

Task 1:

In the Qtr 1 worksheet change the configuration of the Q1 Location Revenue chart so that it displays the months on the x-axis and the revenue on the y-axis.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To swap the data on the axes so that the months appear on the x-axis and the revenue values appear on the y- axis, you will use the Switch Row/Column feature in Excel.

Step 1: Select the Chart

* Go to the Q1 worksheet.

* Click once on the border of the Q1 Location Revenue chart to select it. This will reveal the Chart Design and Format tabs on the Ribbon.

Step 2: Switch Row/Column Data

* With the chart selected, click on the Chart Design tab at the top of the window.

* Locate the Data group on the right side of the Ribbon.

* Click the Switch Row/Column button.

Step 3: Verify the Change

* The X-Axis (Horizontal): Should now display the month labels (Jan, Feb, Mar).

* The Legend: Should now display the different Locations (College Campus, Downtown, etc.) as the colored series.

* The Y-Axis (Vertical): Will automatically scale to represent the revenue values.

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.

□ Overview:

Car Warranty

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

Task 3:

Add a function to the Overtime column cell H4 on the Employee Hours worksheet that will display the word Yes if the value in cell J4 is higher than 40 hours. otherwise display the word No. Copy the function from H4: H16.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 3, you will use the IF function to create a logical test that checks the total hours worked and returns a specific text result.

Step 1: Navigate to the Correct Cell

Ensure you are on the Employee Hours worksheet and click on cell H4 (the first cell under the Overtime column).

Step 2: Enter the IF Function

Type the following formula into cell H4:

=IF(J4>40, "Yes", "No")

Breakdown of the formula:

* J4>40: This checks if the value in the Total Hours column is greater than 40.

* "Yes": The value to display if the condition is True.

* "No": The value to display if the condition is False.

□ Step 3: Copy the Function (H4:H16)

Since your data is formatted as an Excel Table, the formula might automatically fill down. If it doesn't, follow these steps to copy it to the remaining cells:

* Click on cell H4 to select it.

* Hover your mouse over the bottom-right corner of the cell until the cursor turns into a thin black cross (+).

* Click and drag the handle down to cell H16.

* Release the mouse button to apply the logic to all employees.

Final Check

* Emilio (J4 = 38): Cell H4 should now display No.

* Evan (J5 = 50): Cell H5 should now display Yes.

NEW QUESTION # 25

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