

MO-210 Prüfungsaufgaben, MO-210 Examsfragen

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

P.S. Kostenlose 2026 Microsoft MO-210 Prüfungsfragen sind auf Google Drive freigegeben von ZertPruefung verfügbar:
<https://drive.google.com/open?id=1WfaE1bmOPeKuNare17BQ8w6eXZKYX2-k>

Wir sollen im Leben nicht immer etwas von anderen fordern, wir sollen hingegen so denken, was ich für andere tun kann. In der Arbeit können Sie große Gewinne für den Boss bringen, legt der Boss natürlich großen Wert auf Ihre Position sowie Gehalt. Wenn wir ein kleiner Angestellte sind, werden wir sicher eines Tages ausrangiert. Wir sollen uns bemühen, die Microsoft MO-210 Zertifizierung zu bekommen und Schritt für Schritt nach oben gehen. Die Fragen und Antworten zur Microsoft MO-210 Zertifizierungsprüfung von ZertPruefung helfen Ihnen, den Erfolg durch eine Abkürzung zu erlangen. Viele IT-Fachleute haben die Fragenkataloge zur Microsoft MO-210 Prüfung von ZertPruefung gekauft.

Wenn Sie die Schulungsunterlagen zur Microsoft MO-210 Zertifizierungsprüfung aus ZertPruefung haben, können Durcheinander entwirren und nervöse Stimmung vertreiben. Die Schulungsunterlagen zur Microsoft MO-210 Zertifizierungsprüfung von ZertPruefung sind die genaueste Lehrbücher auf dem aktuellen Markt, mit denen die Bestehensrate für die Microsoft MO-210 Zertifizierungsprüfung fast 100% betragen kann. Wenn Sie ZertPruefung wählen, gehen Sie dann auf dem Weg zum Erfolg.

>> MO-210 Prüfungsaufgaben <<

MO-210 Examsfragen, MO-210 Prüfungs

Dynamischen Welt von heute lohnt es sich, etwas für das berufliche Weiterkommen zu tun. Angesichts des Fachkräftemangels in vielen Branchen haben Sie mit einer Microsoft MO-210 Zertifizierung mehr Kontrolle über Ihren eigenen Werdegang und damit

bessere Aufstiegschancen.

Microsoft Excel (Microsoft 365 Apps) MO-210 Prüfungsfragen mit Lösungen (Q15-Q20):

15. Frage

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 5:

On the Feed Inventory worksheet, apply Style 5 to the chart.

Antwort:

Begründung:

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.

16. Frage

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 2:

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

Antwort:

Begründung:

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.

17. Frage

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 4:

In cell I4 of the Employee Hours sheet, use a function to copy the name from cell A4 and format the name so all letters are upper case.

Antwort:

Begründung:

See the solution in Explanation below.

Explanation:

To complete Task 4, you will use the UPPER function in Excel. This function converts all characters in a specified cell into capital letters.

Step 1: Navigate to Cell I4

Ensure you are on the Employee Hours worksheet and click on cell I4 (the first cell under the Name column).

Step 2: Enter the UPPER Function

Type the following formula into cell I4:

=UPPER(A4)

* A4: This refers to the cell containing the name "emilio".

* UPPER: This command tells Excel to change those letters to "EMILIO".

Step 3: Fill the Column

Since your data is in a table format, Excel may automatically populate the rest of the column. If it does not:

* Click on cell I4.

* Hover over the bottom-right corner of the cell until you see the thin black cross (+).

* Double-click that cross or drag it down to cell I14 to convert the remaining names to uppercase.

□

Final Result Check:

* Cell A4 shows "emilio".

* Cell I4 should now show EMILIO.

18. Frage

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.

Task5:

On the Vehicles worksheet, in the Code column cell B4, create a formula that returns the two leftmost letters of the vehicle style displayed in cell D4.

Antwort:

Begründung:

See the solution in Explanation below.

Explanation:

To extract specific characters from the start of a text string in Excel, you use the LEFT function.

Step-by-Step Solution

* Navigate to the Worksheet: Click on the Vehicles worksheet tab at the bottom of your Excel window.

* Select Cell B4: Click on cell B4 (under the "Code" column).

* Enter the Formula: Type the following formula exactly as shown: =LEFT(D4, 2)

* Press Enter: Once you press Enter, Excel will look at the "Vehicle Style" in cell D4 and return only the first two letters.

Explanation of the Formula

* LEFT: This is the function used to start counting characters from the beginning (left side) of a cell.

* D4: This tells Excel which cell contains the text you want to extract from (the Vehicle Style).

* 2: This specifies the number of characters you want to retrieve.

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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.

Antwort:

Begründung:

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."

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