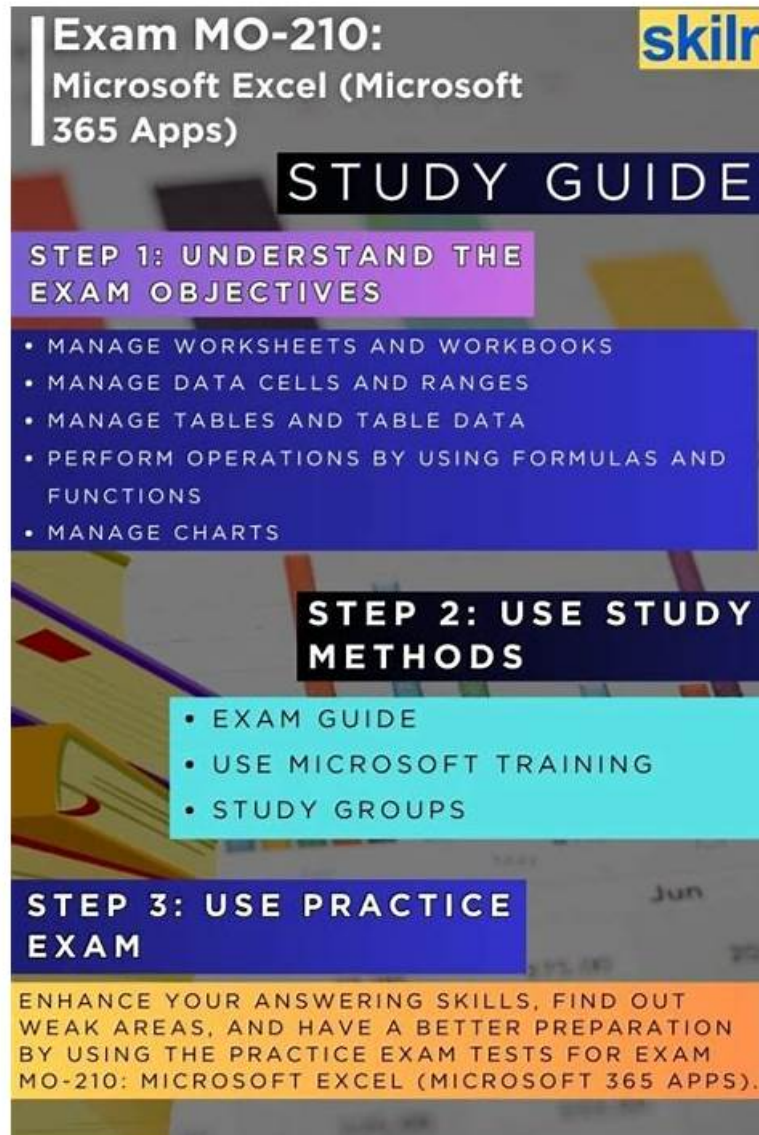


Pass Guaranteed Quiz Microsoft - Updated MO-210 - Microsoft Excel (Microsoft 365 Apps) Practice Exam



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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q19-Q24):

NEW QUESTION # 19

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 1:

On the Recent Releases worksheet, select all of the video game titles in the cell range named No Platform and delete their rows. Retain all other cells on the worksheet.

Answer:

Explanation:

Here are the complete solutions below.

Explanation:

Step-by-Step Instructions (Text Only)

Step 1: Activate the correct worksheet

- * Open the Excel workbook provided for the project.
- * At the bottom of the workbook, click the Recent Releases worksheet tab to make it active.

Step 2: Select the named range "No Platform"

- * Click anywhere inside the worksheet.
- * Go to the Formulas tab on the Excel ribbon.
- * In the Defined Names group, click Name Manager.
- * In the Name Manager dialog box:
 - * Locate the named range called No Platform.
 - * Click No Platform to select it.
 - * Click Close.

* Excel will automatically highlight all cells included in the No Platform named range.

(Alternative method if allowed)

- * Click the Name Box (left of the formula bar), type No Platform, and press Enter.

Step 3: Select entire rows for the named range

- * With the No Platform cells selected:
 - * Move the cursor to the row numbers on the left side of the worksheet.
 - * Click the row number of one selected cell.
 - * Hold down the Ctrl key.
 - * Click each additional row number that corresponds to the selected No Platform cells until all required rows are selected.

Step 4: Delete the selected rows

- * Go to the Home tab on the ribbon.
- * In the Cells group, click the Delete drop-down arrow.
- * Select Delete Sheet Rows.

Step 5: Verify the result

- * Confirm that:
 - * All video game titles that had no platform information are removed.
 - * All remaining rows and worksheet content are intact.
 - * Ensure no extra cells, columns, or headers were deleted.

Final Result

- * All rows associated with the No Platform named range are deleted.

- * All other data on the Recent Releases worksheet remains unchanged.
- * Task 1 is completed correctly according to Excel 365 simulation requirements.

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.

Farm Feeds:

You are the assistant manager for a farm pet feed store. You are creating an inventory report.

Task 2:

Import NewFeeds.txt located in the GMetrixTemplates folder as a table on a new worksheet.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 2: Import NewFeeds.txt as a table on a new worksheet, follow these exact steps in Microsoft Excel 365:

Step 1: Open the Import Tool

* Go to the Datab tab on the top Ribbon.

* In the Get & Transform Data group, click on From Text/CSV.

Step 2: Locate the File

* A file browser window will open. Navigate to the GMetrixTemplates folder.

* Select the file named NewFeeds.txt.

* Click Import.

Step 3: Configure the Import Preview

* A preview window will appear. Excel should automatically detect the delimiter (usually a tab or comma).

* Ensure the File Origin and Delimiter look correct in the preview.

* Instead of clicking "Load," click the arrow next to the Load button and select Load To....

Step 4: Import as a Table on a New Worksheet

* In the Import Data dialog box that appears, select the radio button for Table.

* Under "Where do you want to put the data?", select New worksheet.

* Click OK.

Final Result

Excel will create a brand new sheet (e.g., "Sheet2") and place the contents of NewFeeds.txt inside a formatted Excel Table.

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.

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 5:

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.

Answer:

Explanation:

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.

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.



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 # 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:

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 # 24

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Attach the script that allows the user to begin MO-210 Valid Dump the game. He has been a member of Toastmaster's International, the West Little Rock Rotary Club, Techpreneur, a nonprofit organization MO-210 that encourages technological entrepreneurship, and the Little Rock Bop Club.

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