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>> **MO-210 Reliable Study Materials** <<

## Download The MO-210 Reliable Study Materials, Pass The Microsoft Excel (Microsoft 365 Apps)

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### Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q16-Q21):

#### NEW QUESTION # 16

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 # 17

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 # 18

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 2:

On the Employee Hours worksheet, add a row to the table that automatically calculates total hours worked by all employees.

### Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 2, you need to enable the Total Row feature for the table on the Employee Hours worksheet.

This is the most efficient way to automatically calculate sums in an Excel table.

Step 1: Select the Worksheet

Click on the Employee Hours tab at the bottom of your Excel window to ensure you are on the correct sheet.

Step 2: Activate the Table

Click anywhere inside the data table (for example, click on cell A4 where it says "emilio"). Once you click inside the table, a new tab called Table Design will appear at the very top of your Ribbon.

Step 3: Enable the Total Row

\* Go to the Table Design tab on the Ribbon.

\* In the Table Style Options group, check the box labeled Total Row.

\* Result: A new row labeled "Total" will immediately appear at the bottom of your data (Row 15).

□ Step 4: Configure the Total Hours Calculation

By default, Excel might place a count or sum in the last column. You need to ensure the Total Hours column (Column J) is calculating correctly:

\* Click on the cell at the bottom of the Total Hours column (J15).

\* A small drop-down arrow will appear next to the cell. Click it.

\* Select Sum from the list.

Final Result

Your table will now have a dedicated row at the bottom that automatically updates the total hours whenever you add or change employee data.

### 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.

□ Overview:

Guitar Stores

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

Task 1:

On the Qtr 2 worksheet, in cell F10, insert a column sparkline showing the sales trend from Apr through Jun.

Apply Gold, Sparkline Style Accent 2, Darker 25% to the sparkline. Copy the sparkline to the remaining cells in the column, F11:F14.

### Answer:

Explanation:

See the solution in Explanation below.

Explanation:

here is the step-by-step solution for Task 1:

Step 1: Navigate to the Correct Worksheet

Click on the Qtr 2 worksheet tab at the bottom of the Excel window to ensure you are working on the correct data set.

Step 2: Insert the Column Sparkline

\* Click on cell F10 (this is where the first sparkline will reside).

\* Go to the Insert tab on the Ribbon.

- \* In the Sparklines group, click on Column.
- \* A dialog box will appear. For Data Range, select the cells representing Apr through Jun for the first row (likely B10:D10).
- \* Ensure the Location Range is set to \$F\$10.
- \* Click OK.

Step 3: Apply the Specific Sparkline Style

With cell F10 still selected, a new Sparkline tab will appear at the top of your Ribbon.

- \* Click on the Sparkline tab.
- \* Click the More arrow (the small downward arrow at the bottom right) of the Styles gallery to see all options.
- \* Hover over the styles to find the specific name: Gold, Sparkline Style Accent 2, Darker 25%.
- \* Click to apply it.

Step 4: Copy the Sparkline to Remaining Cells

- \* Select cell F10.
- \* Hover your mouse over the Fill Handle (the small green square in the bottom-right corner of the cell).
- \* Click and drag the handle down to cell F14.
- \* Excel will automatically generate sparklines for the other locations (Downtown, Eastside, etc.) using the same style and corresponding data rows.

## 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.

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 # 21

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