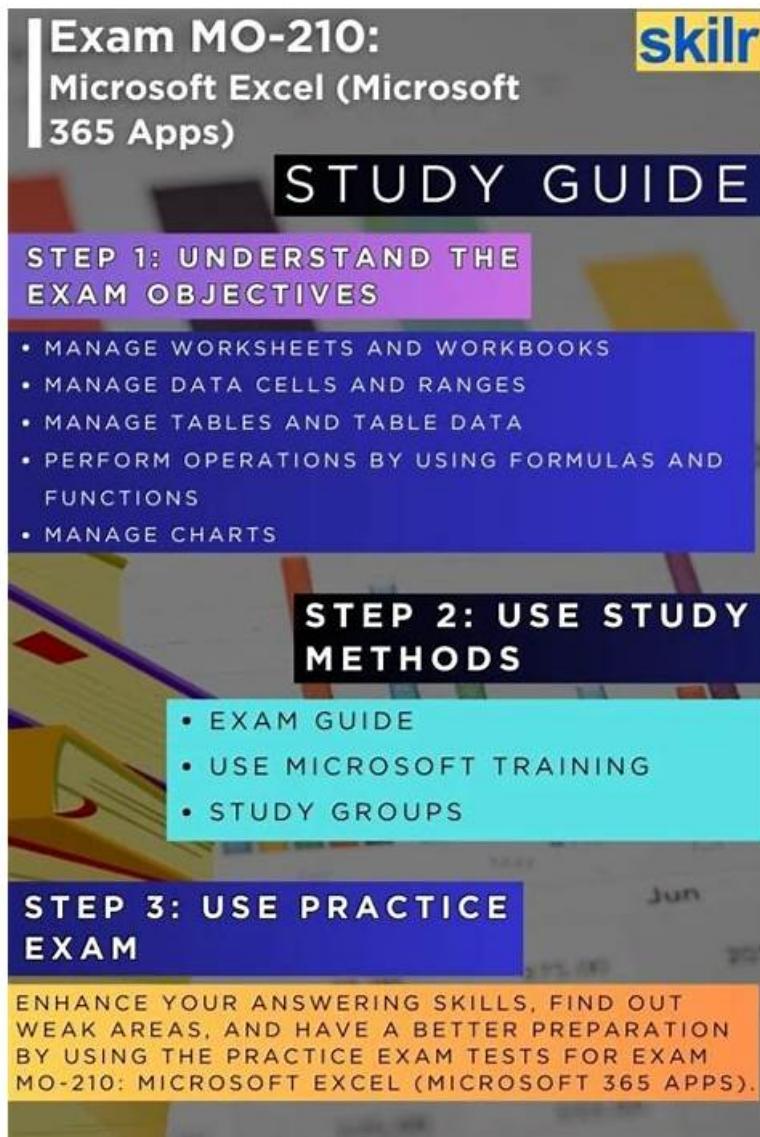


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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q15-Q20):

NEW QUESTION # 15

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 # 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.

■ 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 # 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:

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 drop-down 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 # 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.

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 # 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:

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 3:

On the Chart worksheet, include the Total Profit data on the Flavor Expenses, Income and Profit chart.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To include the Total Profit data in your existing chart on the Chart worksheet, follow these steps:

Step 1: Navigate to the Chart

* Click on the Chart worksheet tab at the bottom of the Excel window.

* Click once on the Flavor Expenses, Income and Profit chart to select it. When selected, you will see the Chart Design and Format tabs appear on the Ribbon.

Step 2: Open the Select Data Source Window

* Go to the Chart Design tab.

* In the Data group, click on the Select Data button. This will open the Select Data Source dialog box.

Step 3: Add the Total Profit Series

- * In the Legend Entries (Series) section on the left side of the dialog box, click the Add button.
- * An Edit Series window will appear:
- * Series name: Click on the Profits worksheet tab and select cell G3 (which contains the header "Total Profit").
- * Series values: Clear any existing text in the box, then highlight the range G4:G23 on the Profits worksheet (containing the actual profit numbers).
- * Click OK on the Edit Series window.
- * Click OK again on the Select Data Source dialog box to apply the changes.

Final Result

The chart will now display a third set of bars (likely orange, as seen in your preview) representing the Total Profit for each flavor alongside the existing Expense and Income data.

NEW QUESTION # 20

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