

有効的なMicrosoft MO-210: Microsoft Excel (Microsoft 365 Apps)日本語関連対策 -人気のあるJapancert MO-210模擬対策問題



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>> MO-210日本語関連対策 <<

ハイパスレートMO-210日本語関連対策 & 資格試験におけるリーダーオファー & 最新の更新Microsoft Microsoft Excel (Microsoft 365 Apps)

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Microsoft Excel (Microsoft 365 Apps) 認定 MO-210 試験問題 (Q33-Q38):

質問 #33

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.

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Farm Feeds:

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

Task 1:

Remove the conditional formatting from the table on on the Feed Inventory worksheet.

正解:

解説:

See the solution in Explanation below.

Explanation:

To complete Task 1: Remove the conditional formatting from the table on the Feed Inventory worksheet, follow these steps:

Step 1: Select the Target Worksheet

First, ensure you are on the correct worksheet as specified in the instructions.

- * Click on the Feed Inventory tab at the bottom of your Excel workbook.

Step 2: Select the Table or Data Range

You can remove formatting from the entire sheet, but to be precise with the "table," follow these sub-steps:

- * Click anywhere inside the table (the area containing the SKU#, Brand, Description, etc.).

- * Press Ctrl + A to select the entire table range.

Step 3: Access the Conditional Formatting Menu

- * Go to the Home tab on the top Ribbon.

- * In the Styles group, click on the Conditional Formatting button.

Step 4: Clear the Rules

- * Hover your mouse over Clear Rules near the bottom of the drop-down menu.

- * A side menu will appear. Select Clear Rules from Selected Cells (if you have the table selected) or Clear Rules from Entire Sheet to ensure all formatting is removed.

Final Result

Once clicked, any data bars, color scales, or highlight rules (like the light green shading seen in your screenshot) that were applied via Conditional Formatting will be removed, leaving the standard table styling

質問 # 34

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.

正解:

解説:

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.

質問 # 35

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.

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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.

正解:

解説:

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.

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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.

質問 # 36

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.

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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.

正解:

解説:

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.

質問 # 37

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.

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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.

正解:

解説:

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.

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

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MO-210模擬対策問題: <https://www.japancert.com/MO-210.html>

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