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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q33-Q38):

NEW QUESTION # 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.

□

Overview:

Car Warranty

You are the supervisor for a Car Warranty Center. You use Excel to report employee hours and telephone calls.

Task4:

In cell 14 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.

Answer:

Explanation:

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.

NEW QUESTION # 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 2:

On the Top 20 Videos worksheet, change the width of column C to 2.

Answer:

Explanation:

Here are the complete solutions below.

Explanation:

Step-by-Step Instructions

* Navigate to the Correct Worksheet:

* Click on the tab labeled Top 20 Videos at the bottom of the Excel window to ensure you are on the correct sheet.

* Select Column C:

* Click on the letter C in the column header to select the entire column.

* Open Column Width Settings:

* Method A (Ribbon): Go to the Home tab. In the Cells group (towards the right), click Format.

Select Column Width... from the dropdown menu.

* Method B (Right-click): Right-click directly on the column header "C". A context menu will appear. Click Column Width...

* Enter the Width:

* A small dialog box labeled "Column Width" will appear.

* Type 2 in the box.

* Click OK.

Visual Verification

Before: Column C (containing the "Year" data) is likely wider, fitting the four-digit years comfortably.

After: Column C will become very narrow. The "Year" header and the dates (like 2011, 1984) might display as hashes (####) because the column is now too narrow to display the numbers, or the text will simply be cut off. This is expected behavior for the exam task; do not widen it back out unless instructed to do so.

NEW QUESTION # 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.

□ 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 4:

Save the Rentals worksheet as a CSV (comma delimited) file named Rentals.csv to the GmetrixTemplates folder.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To save a specific worksheet as a CSV file, you need to use the Save As function. This allows you to change the file format from a standard Excel Workbook to a Comma Separated Values file.

Step-by-Step Solution

- * Ensure you are currently on the Rentals worksheet (look for the tab name at the bottom of your screen).
- * Click the File tab in the top-left corner.
- * Select Save As from the left-hand menu.
- * Click Browse to open the File Explorer window.
- * In the File Explorer, navigate to the GmetrixTemplates folder (usually located in your Documents folder).
- * In the File name box, type Rentals.
- * Click the Save as type drop-down menu and select CSV (Comma delimited) (*.csv).
- * Click Save.
- * Note: If Excel displays a warning message stating that some features in your workbook might be lost when saving as CSV, click Yes to continue.

NEW QUESTION # 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.

□ 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 # 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.

□ 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 2:

Add the value New Rates to the Title property of the document.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To add a value to the Title property of an Excel document, you need to access the Backstage view. This metadata is helpful for organizing and searching for files.

Step-by-Step Solution

* Click on the File tab in the top-left corner of the Excel ribbon.

* Ensure that Info is selected in the left-hand sidebar.

* On the right side of the screen, you will see a section labeled Properties.

* Locate the field named Title. If it says "Add a title," click directly on that text.

* Type New Rates into the text box.

* Click anywhere else on the screen or press Enter to save the property.

* Click the Back arrow in the top-left corner to return to your worksheet.

□

NEW QUESTION # 38

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