

MO-210 Prüfungsfragen Prüfungsvorbereitungen, MO-210 Fragen und Antworten, Microsoft Excel (Microsoft 365 Apps)



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Microsoft Excel (Microsoft 365 Apps) MO-210 Prüfungsfragen mit Lösungen (Q34-Q39):

34. Frage

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.

Antwort:

Begründung:

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 Gmetrix Templates 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.

35. Frage

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 Gmetrix Templates folder as a table on a new worksheet.

Antwort:

Begründung:

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 Data 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 Gmetrix Templates 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.

36. Frage

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.

Antwort:

Begründung:

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.

37. Frage

Instructions

Exam Environment

Exam Interface and Controls

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□ 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 2:

Use a built-in Excel feature to copy all of the formatting of cell range A2:G2 located on the Profits worksheet and apply that formatting to cell A2 on the Costs worksheet.

Antwort:

Begründung:

See the solution in Explanation below.

Explanation:

To transfer the formatting from the Profits worksheet to the Costs worksheet while maintaining consistency, follow these steps:

Step 1: Copy the Source Formatting

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

- * Select the cell range A2:G2.
 - * On the Home tab, in the Clipboard group, click the Format Painter button (it looks like a paintbrush).
 - * Tip: Your cursor will now have a small paintbrush icon next to it, indicating the formatting is "loaded" and ready to be pasted.
- Step 2: Apply Formatting to the Destination
- * Click on the Costs worksheet tab (the one shown in your provided image).
 - * Click directly on Cell A2 (the cell containing "Production Costs (per pound)").
 - * Excel will automatically apply the formatting across the range starting from A2 to match the original source.

Final Result

The cell range in the Costs worksheet should now match the style (font, background color, and borders) of the Profits worksheet. The grey shading currently visible in your image in range B2:G2 will be replaced by the style from the first sheet.

38. Frage

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.

Antwort:

Begründung:

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.

39. Frage

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