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Exam MO-210: Microsoft Excel (Microsoft 365 Apps) – Skills Measured

Manage worksheets and workbooks (25–30%)

Import data into workbooks

- import data from text files
- import data from online sources

Navigate within workbooks

- search for data within a workbook
- navigate to named cells, ranges, or workbook elements
- insert and remove hyperlinks

Format worksheets and workbooks

- modify page setup
- adjust row height and column width
- customize headers and footers
- customize options and views
- manage the Quick Access toolbar
- display and modify worksheets in different views
- freeze worksheet rows and columns
- change window views
- modify built-in workbook properties
- Display formulas

Prepare workbooks for collaboration and distribution

- set a print area
- save and export workbooks in alternative file formats
- configure print settings
- inspect workbooks and correct issues
- manage comments and notes

Manage data cells and ranges (25–30%)

Manipulate data in worksheets

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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.

□ 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 4:

On the Sold worksheet, format the table so that every other row is shaded. Use a technique that automatically updates the formatting if you insert a new row.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To ensure every other row is shaded and that this formatting updates automatically when new rows are added, you should use the Banded Rows feature within the Table Design options.

Since your data is already formatted as a Table (indicated by the filter arrows in the header row), follow these steps:

Step-by-Step Solution

* Select the Table: Click anywhere inside the data on the Sold worksheet (for example, cell B5). This will make the contextual "Table Design" tab appear in the Ribbon.

* Go to Table Design: Click on the Table Design tab at the top of the Excel window.

* Enable Banded Rows: In the Table Style Options group, check the box labeled Banded Rows.

Why this works:

* Automatic Updating: Because this is a Table feature rather than manual cell shading, if you insert a new row between existing data, Excel will automatically re-calculate the "every other row" pattern to maintain the shading.

* Consistency: This method ensures that even if you sort or filter the data, the alternating stripes remain consistent visually.

Verification

Look at your table; you should see that rows 4, 6, 8, etc., have a different background color than rows 5, 7, 9.

Try right-clicking a row and selecting Insert to see how the shading shifts automatically to maintain the pattern.

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. 3. 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.

□ Overview:

Guitar Stores

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

Task 2:

Without using the New Sheet button, move the pie chart on the Qtr 2 worksheet to its own chart sheet named Qtr 2 Chart.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To move the pie chart to its own dedicated chart sheet without using the "New Sheet" button, follow these steps:

Step 1: Select the Pie Chart

Click anywhere on the Pie Chart located on the Qtr 2 worksheet. This action will activate the contextual chart tabs on the Ribbon.

Step 2: Open the Move Chart Dialog

Once the chart is selected, look at the top of your Excel window:

Go to the Chart Design tab (this tab only appears when a chart is selected).

On the far right of the Ribbon, in the Location group, click the Move Chart button.

Step 3: Configure the New Chart Sheet

A Move Chart dialog box will appear. To move the chart to its own sheet:

Select the New sheet: radio button.

In the text box next to "New sheet:", delete the default text and type Qtr 2 Chart.

Click OK.

□ Result

Excel will create a new sheet tab at the bottom of your workbook named Qtr 2 Chart that contains only the pie chart, scaled to fill the entire page.

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:

Car Warranty

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

Task 4:

In cell I4 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 # 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 5:

Insert a Footer that displays today's date on the right and then return to Normal view.

Answer:

Explanation:

Here are the complete solutions below.

Explanation:

Project 1: Video Games - Task 5 Solution

Task: Insert a Footer that displays today's date on the right and then return to Normal view.

Step 1: Open the Header & Footer View

* Go to the Insert tab on the Ribbon.

* Look for the Text group (usually near the right side).

* Click on the Header & Footer button.

* Note: This will automatically switch your screen to "Page Layout" view, and you will see the header area at the top of the page.

Visual Reference: (Look for this icon in the Insert tab) [Header & Footer] Step 2: Navigate to the Footer

* You are currently in the Header. You need to go to the Footer.

* On the Header & Footer tab (which appears in the Ribbon when you are in this mode), click the button labeled Go to Footer.

* Alternative: You can simply scroll down to the bottom of the page until you see the footer boxes

"Click to add footer".

Visual Reference: (Button in the Navigation group) [Go to Footer]

Step 3: Select the Right Section

* The footer is divided into three boxes: Left, Center, and Right.

* Click inside the Right box.

Visual Reference: [Left Box] [Center Box] [*Click Here (Right Box)*] Step 4: Insert the Current Date

* With your cursor flashing in the right footer box, look at the Header & Footer tab in the Ribbon.

* In the Header & Footer Elements group, click the Current Date button.

* You will see the code &[Date] appear in the box. This is correct; it will turn into the actual date once you click away.

Visual Reference:(Icon looks like a small calendar) [Current Date] -> Displays as &[Date] Step 5: Return to Normal View

* Clickanywhere inside the worksheet cells(outside the footer area) to apply the change.

* Go to theViewtab on the Ribbon.

* In theWorkbook Viewsgroup (far left), click onNormal.

Visual Reference:(View Tab > Workbook Views) [Normal]

Result:You have successfully added the date to the footer. In "Normal" view, you won't see the footer anymore, but it is there and will appear when printed.

□

NEW QUESTION # 21

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