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>> **MO-210 Exam Topic** <<

## **100% Pass High Hit-Rate Microsoft - MO-210 - Microsoft Excel (Microsoft 365 Apps) Exam Topic**

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### **Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q14-Q19):**

#### **NEW QUESTION # 14**

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 1:

On the Sold worksheet, insert a new column before column A.

**Answer:**

Explanation:

See the solution in Explanation below.

Explanation:

Task 1: Insert a new column before column A

To insert a new column at the very beginning of your worksheet, follow these steps:

\* Select Column A: Click directly on the letter 'A' at the top of the first column to select the entire column.

\* Open the Insert Menu: There are two ways to do this:

\* Option A (Right-Click): Right-click anywhere on the selected column and choose Insert from the context menu.

\* Option B (Ribbon): On the Home tab, go to the Cells group, click the arrow next to Insert, and select Insert Sheet Columns.

□ Verification

Once completed, your original "Item Type" column (previously Column A) will shift to Column B, and you will have a brand new, empty Column A at the start of your worksheet.

#### **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.

□ 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 3:

Configure the Sold worksheet so rows 1 through 3 remain visible as you scroll vertically.

**Answer:**

Explanation:

See the solution in Explanation below.

Explanation:

To keep rows 1 through 3 visible while you scroll down the "Sold" worksheet, you will use the Freeze Panes feature.

Step-by-Step Solution

\* Select Row 4: Click on the row number 4 on the far left of the screen to select the entire row.

\* Note: In Excel, "Freeze Panes" freezes everything above the currently selected row.

\* Navigate to the View Tab: Click on the View tab in the top Ribbon menu.

\* Click Freeze Panes: In the Window group, click the Freeze Panes button.

\* Select Freeze Panes: From the drop-down menu, select the first option, Freeze Panes.

Verification

Scroll down the worksheet using your mouse or the scroll bar. You should notice that the "Clearance Sale" header and the "Item Type/Description/etc." header row (rows 1-3) stay locked at the top of the screen while the data in row 4 and below moves.

**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 1:

On the Average Call Time worksheet, use an Excel feature to copy the sparkline into all the vacant cells of the Trend column.

**Answer:**

Explanation:

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.

□ 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.

**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:

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 1 worksheet, apply a number format to display the numbers in columns B through E to two decimal places with the US Dollar symbol (\$) left-aligned and the decimal points aligned.

**Answer:**

Explanation:

See the solution in Explanation below.

Explanation:

To achieve the look where the dollar symbol is left-aligned and the decimal points are perfectly aligned vertically, you need to apply the Accounting number format. This is a standard requirement for professional financial statements.

Step 1: Select the Data Range

\* Ensure you are on the Qtr 1 worksheet.

\* Using your mouse, click and drag to select the range from B10 to E14. This range covers all the monthly revenue data for the various locations.

Step 2: Open the Number Format Options

You can do this quickly using the Ribbon or with more precision via the Format Cells dialog:

\* Go to the Home tab on the Ribbon.

\* In the Number group, click the small Dialog Box Launcher (the tiny arrow in the bottom-right corner of the group). Alternatively, you can press Ctrl + 1 on your keyboard.

Step 3: Configure Accounting Format

Once the Format Cells dialog box appears:

\* Select Accounting from the Category list on the left.

\* Set the Decimal places to 2.

\* In the Symbol dropdown menu, ensure \$ English (United States) is selected.

\* Click OK.

Key Difference: Accounting vs. Currency

\* Accounting Format: Aligns the \$ symbol to the far left of the cell and the decimal points vertically in a column, making it easier to read large lists of numbers.

\* Currency Format: Places the \$ symbol immediately to the left of the number, which does not allow for uniform vertical alignment of the symbols.

## 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 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.

**Answer:**

Explanation:

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.

## NEW QUESTION # 19

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