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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q29-Q34):

NEW QUESTION # 29

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.

Capacity	Fleet Name	May	June	July	Aug	Sept	Oct	Nov	Dec
2	Sierra	2700	3600	2880	2700				
2	Redwood	2780	3720	2980	2790				
4	Sequoia	3020	4025	3220	3020				
4	Fern	3880	5175	4140	3880				
6	Vista	4940	6010	5270	4940				
6	Seascape	4940	6590	5270	4940				
8	Outlook	5180	6000	5530	5180				
8	Peaks	8440	10000	9000	8440				

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.

Info

365_Excel_204_MotorhomeRentals

Documents - G:\Metrix\templates

Upload Share Copy path Copy local path Open file location

Protect Workbook
Control what types of changes people can make to this workbook.

Inspect Workbook
Before publishing this file, be aware that it contains:

- Document properties, printer path, author's name, related dates, cropped out image data and absolute path
- Content that people with disabilities find difficult to read

Properties

Size: 67.7KB
Title: New Rates
Tags: Add a tag
Categories: Add a category

Related Dates

Last Modified: 09/06/2022 04:10
Created: 27/08/2014 19:09
Last Printed: 28/08/2014 00:46

NEW QUESTION # 30

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.

File Home Insert Page Layout Formulas Data Review View Help

A2 Production Costs (per pound)

Jelly Bean Factory

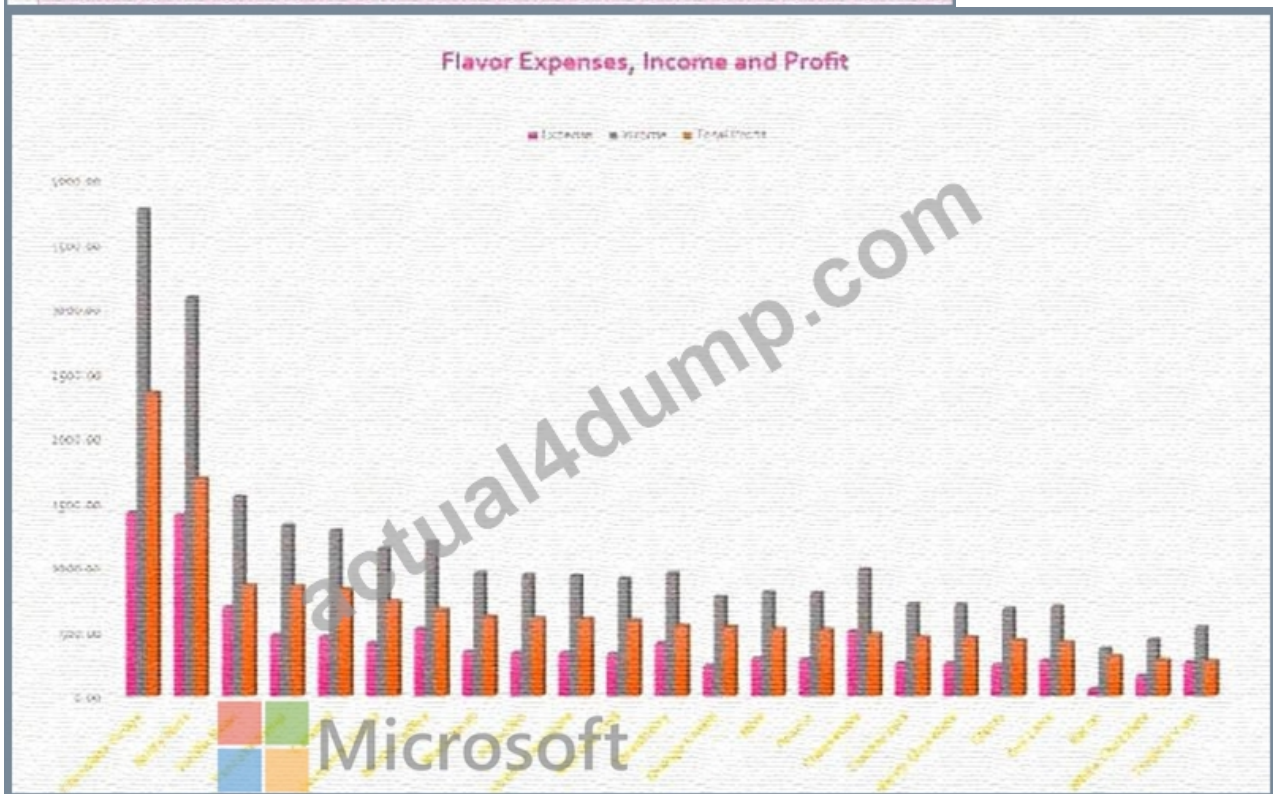
Production Costs (per pound)

Flavors	Cost	Markup	Price	Margin
Chocolate Fudge	2.32	1.80	6.50	4.18
Nutty Nuts	3.25	0.96	6.37	3.12
Vanilla Bean	2.59	1.28	5.84	3.28
Pancake Syrup	2.59	1.25	5.83	3.24
Caramel	2.05	1.80	5.74	3.69
Cinnamon Donut	2.34	1.65	5.68	3.54
Mocha Coffee	1.98	1.80	5.55	3.57
Black Bean	2.28	1.34	5.54	3.06
Pistachio	2.36	1.20	5.20	2.84
Blueberry Chocolate	1.78	1.80	4.99	3.25
Red Hot Chili	1.77	1.80	4.98	3.59
Strawberry	1.76	1.80	4.93	3.17
Orange Cream	1.79	1.50	4.48	2.69
Mint	1.54	1.80	4.31	2.78
Peanut	1.46	1.80	4.09	2.83
Cheesecake	1.35	1.80	3.78	2.43
Carbohydrate	1.28	1.80	3.70	2.26

Profits Costs Chart

Select destination and press ENTER or choose Paste

	A	B	C	D	E	F	G
3	Flavors	Cost	Price	Sales	Expense	Income	Total Profit
4	Chocolate Fudge	2.14	5.68	662	1416.68	3760.16	2343.48
5	Nutty Nuts	2.36	5.20	592	1397.12	3078.40	1681.28
6	Vanilla Bean	2.59	5.83	264	683.76	1539.12	855.36
7	Pancake Syrup	1.78	4.99	264	469.92	1317.36	847.44
8	Caramel	1.76	4.93	260	457.60	1281.80	824.20
9	Cinnamon Donut	1.54	4.32	264	406.56	1140.48	733.92
10	Mocha Coffee	2.56	5.84	204	522.24	1191.36	669.12
11	Black Bean	1.46	4.09	233	340.18	952.97	612.79
12	Pistachio	1.28	3.59	260	332.80	933.40	600.60
13	Blueberry Chocolate	2.32	6.50	143	331.76	929.50	597.74
14	Red Hot Chili	1.25	3.50	260	325.00	910.00	585.00
15	Strawberry	2.28	5.34	178	405.84	950.52	544.68
16	Orange Cream	0.35	1.16	662	231.70	767.92	536.22
17	Mint	2.05	5.74	140	287.00	803.60	516.60
18	Peanut	1.98	5.55	143	283.14	793.65	510.51
19	Cheesecake	3.25	6.37	154	500.50	980.98	480.48
20	Cracker Jack	1.77	4.96	143	253.11	709.28	456.17
21	Raspberry Chocolate	1.08	3.03	233	251.64	705.99	454.35
22	Cherry	1.35	3.78	178	240.30	672.84	432.54
23	Key Lime	1.79	4.48	154	275.66	689.92	414.26



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 4:

Filter the Profits worksheet to display only flavors with Total Profit that are Above Average.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To filter the Profits worksheet to display only the flavors with a Total Profit that is Above Average, follow these steps:

Step 1: Access the Profits Worksheet

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

Step 2: Apply the Above Average Filter

* Look at the Total Profit header (Cell G3). If you don't see a small drop-down arrow next to it, go to the Data tab and click Filter.

* Click the Filter Drop-down Arrow in the Total Profit header cell.

* Hover your mouse over Number Filters in the menu that appears.

* From the side menu, select Above Average.

Flavors	Cost	Price	Sales	Expense	Income	Total Profit
Chocolate Fudge	2.14	5.68	662	1416.68	3760.16	2343.48
Nutty Nuts	2.36	5.20	592	1397.12	3078.40	1681.28
Vanilla Bean	2.59	5.83	264	683.76	1539.12	855.36
Pancake Syrup	1.78	4.99	264	469.92	1317.36	847.44
Caramel	1.76	4.93	260	457.60	1281.80	824.20
Cinnamon Donut	1.54	4.32	264	406.56	1140.48	733.92

Step 3: Verify the Results

* Excel will automatically calculate the average of all values in the "Total Profit" column and hide any rows that fall below that number.

* You will notice the row numbers on the left are now blue, indicating a filter is active.

NEW QUESTION # 31

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.

Capacity	Fleet Name	May	June	Sept	Oct	Nov	Dec
2	Sierra	2700	3600	2880	2700		
2	Redwood	2780	3720	2980	2790		
4	Sequoia	3020	4025	3220	3020		
4	Fern	3880	5175	4140	3880		
6	Vista	4940	6010	5270	4940		
6	Seascape	4940	6590	5270	4940		
8	Outlook	5180	6000	5530	5180		
8	Peaks	8440	10000	9000	8440		

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 # 32

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.



Microsoft Farm Fresh Feeds

SKU#	Brand	Description	Inventory	Price	Total
100814	Norbert's Niblets	Organic Gourmet Puppy Food	3	\$ 35.99	\$ 107.97
100814	Norbert's Niblets	Organic Gourmet Kitten Food	3	\$ 35.99	\$ 107.97
100814	Norbert's Niblets	Organic Gourmet Dog Food	7	\$ 39.99	\$ 279.93
100814	Norbert's Niblets	Organic Gourmet Cat Food	4	\$ 39.99	\$ 159.96
100814	Norbert's Niblets	Organic Gourmet Horse Food	8	\$ 54.99	\$ 439.92
100814	Norbert's Niblets	Organic Gourmet Pig Food	8	\$ 52.99	\$ 423.92
100814	Norbert's Niblets	Organic Gourmet Cow Food	8	\$ 59.99	\$ 679.92

TOTAL INVENTORY

SKU#	Brand	Description	Inventory	Price	Total
2	110562	Hix Puppy/Kitten Puppy Chow	10	\$ 24.99	\$ 249.90
3	110563	Hix Puppy/Kitten Puppy Chow w/ Beef	7	\$ 29.99	\$ 209.93
4	110564	Hix Puppy/Kitten Kitten Chow	10	\$ 19.99	\$ 199.90
5	110565	Hix Puppy/Kitten Kitten Chow w/ Fish	8	\$ 24.99	\$ 199.92
6	110566	Hix Dog Dog Chow	15	\$ 34.99	\$ 524.85
7	110567	Hix Dog Dog Chow w/ Beef	9	\$ 34.99	\$ 359.91
8	110568	Hix Dog Dog Chow for Older Dogs	3	\$ 37.99	\$ 113.97
9	110569	Hix Dog Dog Chow with Improved Teeth Clean	3	\$ 37.99	\$ 183.97
10	110570	Hix Dog Dog Chow Deluxe	2	\$ 45.99	\$ 91.98
11	110571	Hix Cat Cat Chow	15	\$ 29.99	\$ 449.85
12	110572	Hix Cat Cat Chow w/ Fish	10	\$ 32.99	\$ 329.90
13	110573	Hix Cat Cat Chow for Older Cats	3	\$ 32.99	\$ 98.97

TOTAL INVENTORY

- Mix Puppy/Kitten 21%
- Mix Dog 31%
- Hix Cat 25%
- Livestock 23%

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 GMetrixTemplates folder as a table on a new worksheet.

Answer:

Explanation:

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 Datab on the top Ribbon.

- * In the Get & Transform Datagroup, click on From Text/CSV.

Step 2: Locate the File

- * A file browser window will open. Navigate to the GMetrixTemplates 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

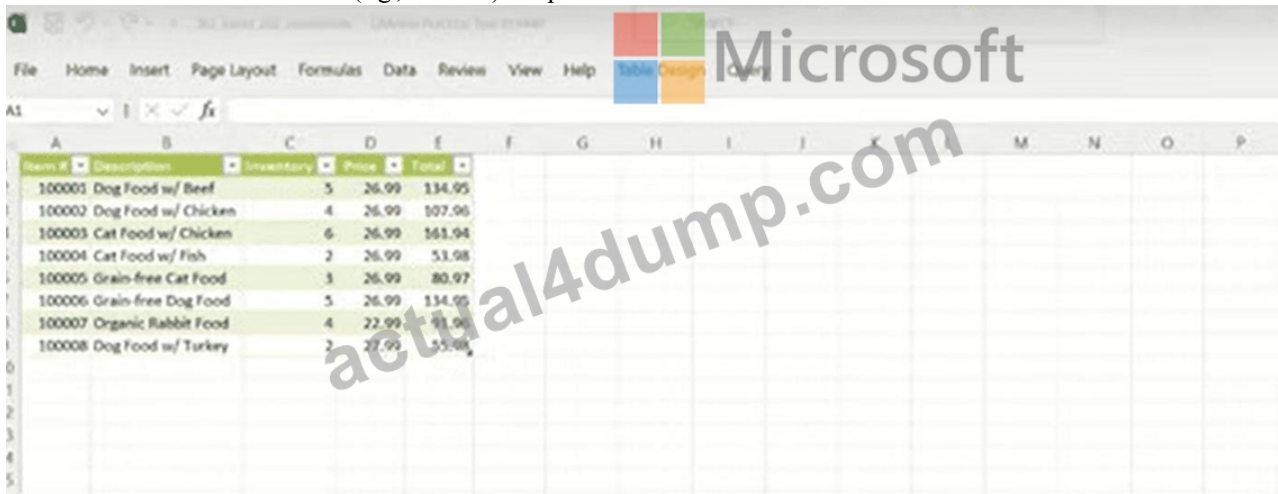
* In the Import Data dialog box that appears, select the radio button for Table.

* 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.



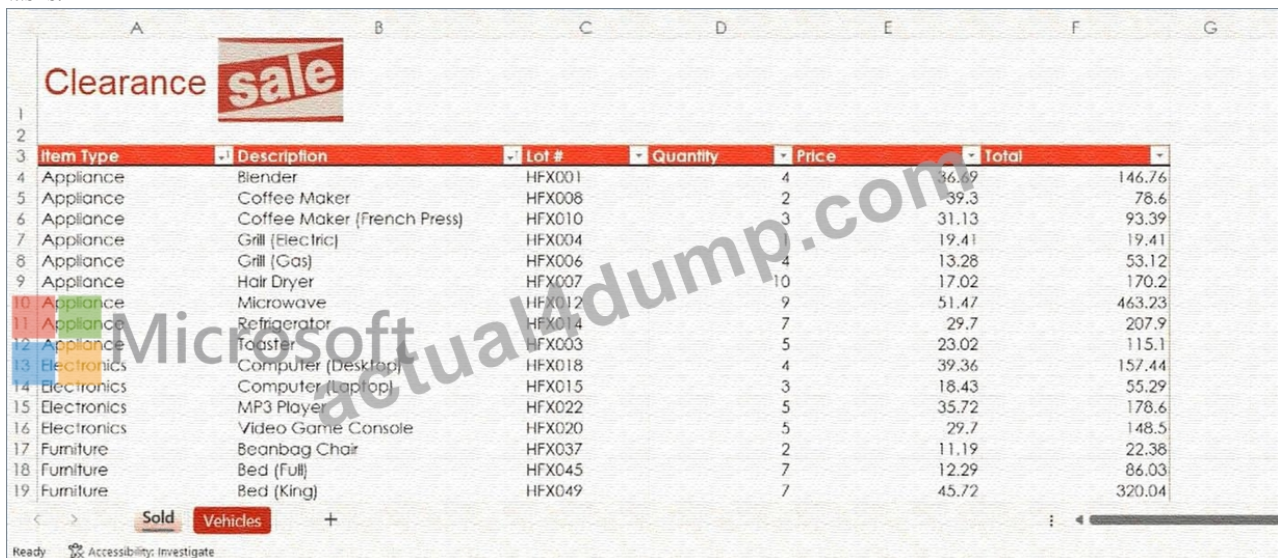
NEW QUESTION # 33

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:

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 2:

Open a second window and view the two instances of the workbook side-by-side.

Answer:

Explanation:

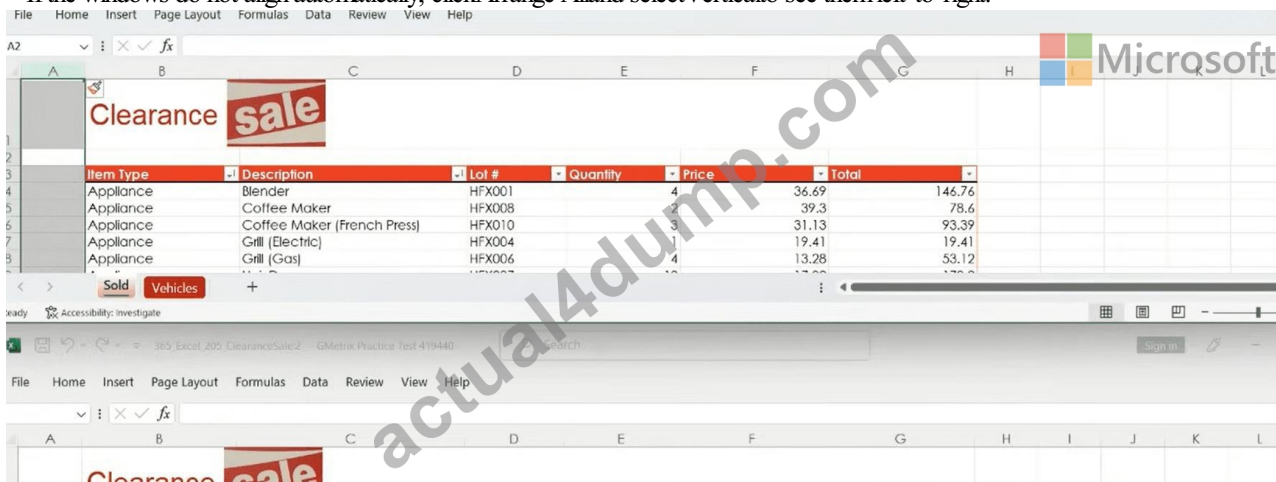
See the solution in Explanation below.

Explanation:

To view two instances of your Excel workbook side-by-side, follow these steps:

Step 1: Open a Second Window

- * Go to the View tab on the Ribbon.
 - * In the Window group, click on New Window.
 - * Note: This creates a second view of your current file. You will notice the file name in the title bar now says "Filename - 2".
- Step 2: Arrange Side-by-Side
- * Navigate back to the View tab.
 - * In the same Window group, click the View Side by Side button.
 - * If the windows do not align automatically, click Arrange All and select Vertical to see them left-to-right.



Verification

You should now see two separate windows of the same "Clearance Sale" workbook on your screen. Any change you make in one window will instantly update in the other, allowing you to view different worksheets (like "Sold" and "Vehicles") at the same time.

NEW QUESTION # 34

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