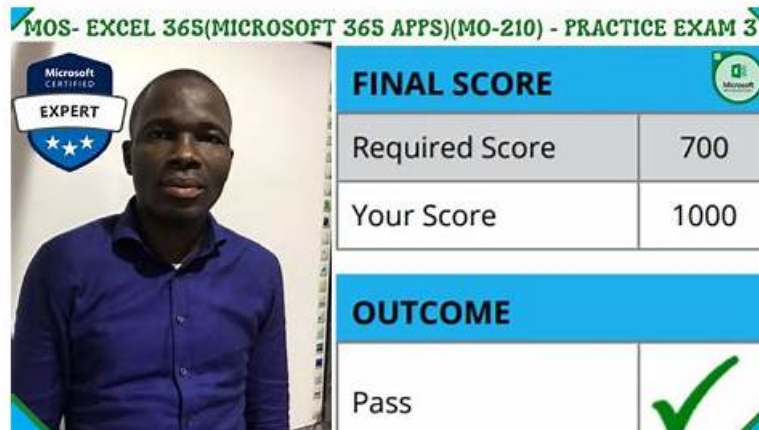


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## Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q23-Q28):

### NEW QUESTION # 23

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.

**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 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 **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 # 24

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 3:

Set cells **A1:F11** so they will be the only cells that print.

**Answer:**

Explanation:

See the solution in Explanation below.

Explanation:

To ensure that only a specific range of cells is printed, you need to define a **Print Area**. This prevents Excel from printing empty pages or extra data outside of your selection.

Step-by-Step Solution

\* Select the range: Use your mouse to click on cell **A1** and drag your cursor down to cell **F11** to highlight the entire area.

\* Navigate to **Page Layout**: Click on the **Page Layout** tab in the top Ribbon.

\* Set the **Print Area**:

\* Locate the **Page Setup** group.

\* Click on the **Print Area** button.

\* From the drop-down menu, select **Set Print Area**.

Once this is set, Excel will only print the content within **A1:F11**, even if there is data elsewhere on the sheet.

## NEW QUESTION # 25

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 5:

On the **Vehicles** worksheet, in the **Code** column cell **B4**, create a formula that returns the two leftmost letters of the vehicle style

displayed in cell D4.

**Answer:**

Explanation:

See the solution in Explanation below.

Explanation:

To extract specific characters from the start of a text string in Excel, you use the LEFT function.

Step-by-Step Solution

- \* Navigate to the Worksheet: Click on the Vehicles worksheet tab at the bottom of your Excel window.

- \* Select Cell B4: Click on cell B4 (under the "Code" column).

- \* Enter the Formula: Type the following formula exactly as shown: =LEFT(D4, 2)

- \* Press Enter: Once you press Enter, Excel will look at the "Vehicle Style" in cell D4 and return only the first two letters.

Explanation of the Formula

- \* LEFT: This is the function used to start counting characters from the beginning (left side) of a cell.

- \* D4: This tells Excel which cell contains the text you want to extract from (the Vehicle Style).

- \* 2: This specifies the number of characters you want to retrieve.

**NEW QUESTION # 26**

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 # 27**

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 # 28

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