

Microsoft MO-210 Questions PDF To Unlock Your Career [2026]

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

Our MO-210 guide torrent not only has the high quality and efficiency but also the perfect service system after sale. If you decide to buy our MO-210 test torrent, we would like to offer you 24-hour online efficient service, and you will receive a reply, we are glad to answer your any question about our MO-210 Guide Torrent. You have the right to communicate with us by online contacts or by an email. The high quality and the perfect service system after sale of our MO-210 exam questions have been approbated by our local and international customers. So you can rest assured to buy.

"There is no royal road to learning." Learning in the eyes of most people is a difficult thing. People are often not motivated and but have a fear of learning. However, the arrival of MO-210 study materials will make you no longer afraid of learning. MO-210 study material provides you with a brand-new learning method that lets you get rid of heavy schoolbags, lose boring textbooks, and let you master all the important knowledge in the process of making a question. Please believe that with MO-210 Study Materials, you will fall in love with learning.

>> Certification MO-210 Exam <<

MO-210 Latest Exam Question | MO-210 Valid Test Tips

Our MO-210 study materials are designed by many experts in the field of qualification examination, from the user's point of view, combined with the actual situation of users, designed the most practical learning materials, so as to help customers save their valuable time. Whether you are a student or a working family, we believe that no one will spend all their time preparing for MO-210 Exam, whether you are studying professional knowledge, doing housework, looking after children, and so on, everyone has their own life, all of which have to occupy your time to review the exam.

Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q28-Q33):

NEW QUESTION # 28

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 4:

On the Organic Feed worksheet, format the data range A3:F10 as a table that has headers. Apply the Lime, Table Style Light 14 format.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 4: Format a range as a table with a specific style on the Organic Feed worksheet, follow these steps:

Step 1: Select the "Organic Feed" Worksheet

Navigate to the correct worksheet by clicking the Organic Feed tab at the bottom of the Excel window.

Step 2: Select the Data Range

Highlight the specific range mentioned in the task:

* Click and drag your mouse to select cells from A3 to F10.

* Ensure the selection includes the header row (SKU#, Brand, Description, etc.) and all data rows down to row 10.

Step 3: Format as Table

* Go to the Home tab on the Ribbon.

* In the Styles group, click the Format as Table button.

Step 4: Apply the Specific Table Style

* A gallery of styles will appear. Look for the Light section.

* Find and click on Lime, Table Style Light 14 (this is usually the last style in the second row of the Light section, featuring a lime green header).

Step 5: Confirm Headers

* A small "Format As Table" dialog box will pop up.

* Ensure the checkbox for My table has headers is checked.

* Click OK.

Final Result

The data range will now be converted into a functional table with filter buttons in the header row and the lime green styling applied.

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.

▢ 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.

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 # 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.

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.

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.

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 # 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.

□ Overview:

Guitar Stores

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

Task 1:

In the Qtr 1 worksheet change the configuration of the Q1 Location Revenue chart so that it displays the months on the x-axis and the revenue on the y-axis.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To swap the data on the axes so that the months appear on the x-axis and the revenue values appear on the y-axis, you will use the Switch Row/Column feature in Excel.

Step 1: Select the Chart

- * Go to the Qtr 1 worksheet.

- * Click once on the border of the Q1 Location Revenue chart to select it. This will reveal the Chart Design and Format tabs on the Ribbon.

Step 2: Switch Row/Column Data

- * With the chart selected, click on the Chart Design tab at the top of the window.

- * Locate the Data group on the right side of the Ribbon.

- * Click the Switch Row/Column button.

Step 3: Verify the Change

- * The X-Axis (Horizontal): Should now display the month labels (Jan, Feb, Mar).

- * The Legend: Should now display the different Locations (College Campus, Downtown, etc.) as the colored series.

- * The Y-Axis (Vertical): Will automatically scale to represent the revenue values.

myportal.utt.edu.tt, myportal.utt.edu.tt, myportal.utt.edu.tt, myportal.utt.edu.tt, myportal.utt.edu.tt, myportal.utt.edu.tt,
myportal.utt.edu.tt, www.stes.tyc.edu.tw, www.stes.tyc.edu.tw, essarag.org, Disposable vapes