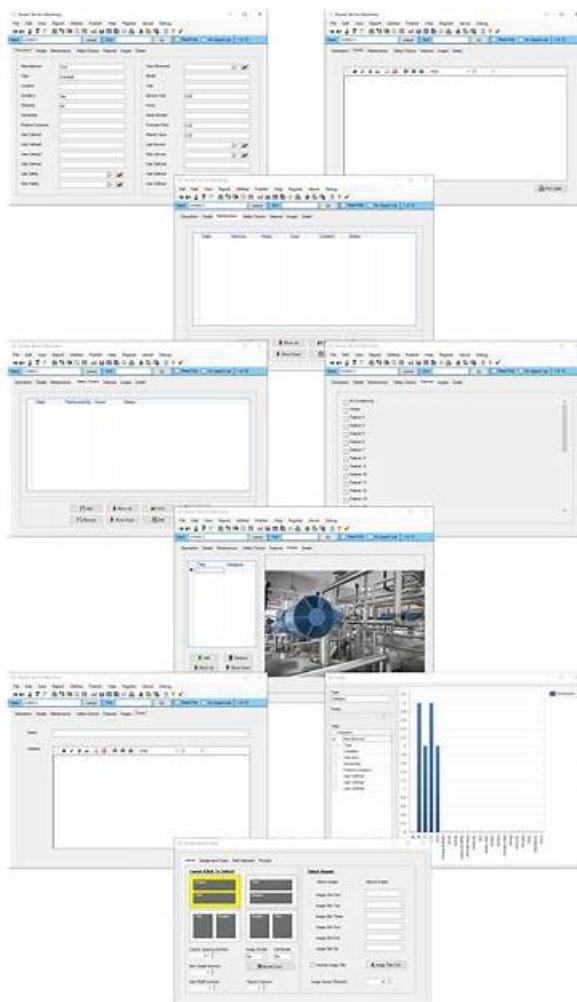


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## Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q15-Q20):

### 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:

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.

## 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:

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 # 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.

□

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 # 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:

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. A dropdown 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 # 20

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