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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q35-Q40):

NEW QUESTION # 35

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.

Task5:

On the Rentals worksheet, configure the heading row in the table so that entries wider than the column wrap to multiple lines.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To ensure that the text in your heading row (the table headers) is fully visible without changing the column width, you will use the Wrap Text feature.

Step-by-Step Solution

- * Select the Header Row: In your "Rentals" worksheet, click and drag to select the cell range A2:F2 (the orange heading row containing "Capacity," "Fleet Name," etc.).
- * Navigate to the Home Tab: Ensure you are on the Home tab of the Ribbon.
- * Apply Wrap Text:
- * Look for the Alignment group.
- * Click the Wrap Text button (usually represented by an "ab" icon with a curved arrow).
- * Verify the Result: The text in your headers will now automatically wrap to multiple lines if it exceeds the current width of the column.

NEW QUESTION # 36

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. 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 # 37

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.

Task5:

Display the formulas that are in the cells of the Qtr 2 worksheet.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To display the formulas within the cells of the Qtr 2 worksheet instead of the resulting values, you can use the Show Formulas command.

Step 1: Navigate to the Qtr 2 Worksheet

Open your Excel workbook.

Click on the Qtr 2 sheet tab at the bottom of the screen.

Step 2: Enable "Show Formulas" via the Ribbon

Go to the Formulas tab on the Ribbon at the top of the Excel window.

Locate the Formula Auditing group.

Click the Show Formulas button.

Alternative Method: Keyboard Shortcut

You can quickly toggle this view on and off by pressing:

Ctrl + ` (the accent mark or backtick key, usually located to the left of the "1" key).

What to Expect

Once activated, Excel will:

Expand column widths to accommodate the formula text.

Hide the calculated results and show the actual syntax (e.g., instead of seeing \$411,912, you will see =SUM (B10:D10)).

□

NEW QUESTION # 38

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 3:

Add a function to the Overtime column cell H4 on the Employee Hours worksheet that will display the word Yes if the value in cell J4 is higher than 40hours. otherwise display the word No. Copy the function from H4:

H16.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 3, you will use the IF function to create a logical test that checks the total hours worked and returns a specific text result.

Step 1: Navigate to the Correct Cell

Ensure you are on the Employee Hours worksheet and click on cell H4 (the first cell under the Overtime column).

Step 2: Enter the IF Function

Type the following formula into cell H4:

=IF(J4>40, "Yes", "No")

Breakdown of the formula:

* J4>40: This checks if the value in the Total Hours column is greater than 40.

* "Yes": The value to display if the condition is True.

* "No": The value to display if the condition is False.

□ Step 3: Copy the Function (H4:H16)

Since your data is formatted as an Excel Table, the formula might automatically fill down. If it doesn't, follow these steps to copy it to the remaining cells:

* Click on cell H4 to select it.

* Hover your mouse over the bottom-right corner of the cell until the cursor turns into a thin black cross (+).

* Click and drag the handle down to cell H16.

* Release the mouse button to apply the logic to all employees.

Final Check

* Emilio (J4 = 38): Cell H4 should now display No.

* Evan (J5 = 50): Cell H5 should now display Yes.

NEW QUESTION # 39

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 5:

On the Average Call Time worksheet, create a 3-D Clustered Column chart that shows the call times for each Salesperson from Mon through Fri. Insert the Chart Title Average Call Time. Position the new chart below the table.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 5, you will create a 3-D Clustered Column chart on the Average Call Time worksheet to visualize the weekly performance of each salesperson.

Step 1: Navigate to the Worksheet

Click on the Average Call Time tab at the bottom of your Excel window to switch views.

Step 2: Select the Data Range

You need to select the names and the call times for all five days (Monday through Friday), but exclude the "Trend" column:

* Click and drag to select cells A3 to F14.

* Note: This includes the header row (Salesperson, Mon, Tue, etc.) and all employee rows down to Michael.

Step 3: Insert the 3-D Clustered Column Chart

* Go to the Insert tab on the Ribbon.

* In the Charts group, click the Insert Column or Bar Chart icon (it looks like small vertical bars).

* Under the 3-D Column section, select the first option: 3-D Clustered Column.

□

Step 4: Add the Chart Title

* Click once on the default text that says "Chart Title" at the top of the new chart.

* Type Average Call Time and press Enter (or click outside the text box).

□

Step 5: Position the Chart

* Hover your mouse over a blank area of the chart (the chart area).

* Click and drag the chart so it is positioned below the table.

* Placement Tip: Usually, starting the chart around row 17 or 18 is ideal so it doesn't overlap your data.

NEW QUESTION # 40

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