

Free PDF Quiz 2026 Microsoft MO-210: High Hit-Rate Associate Microsoft Excel (Microsoft 365 Apps) Level Exam

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

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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q34-Q39):

NEW QUESTION # 34

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.

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home'. The worksheet contains a logo for 'Guitar Stores' and a table titled 'Qtr 1 Revenue (by Location)'. The table has columns for Location, Jan, Feb, Mar, and Total. The data is as follows:

Location	Jan	Feb	Mar	Total
College Campus	108086	149321	154505	411912
Downtown	87023	166592	210292	463907
Eastside	54979	75369	53996	184344
West Central	53120	114082	90063	257265
Valley	292765	313594	367217	973576
Total				2291004

At the bottom of the window, there are tabs for 'Qtr 1' and 'Qtr 2'. The task instruction is: 'On the Qtr 2 worksheet, in cell F10, insert a column sparkline showing the sales trend from Apr through Jun. Apply Gold, Sparkline Style Accent 2, Darker 25% to the sparkline. Copy the sparkline to the remaining cells in the column, F11:F14.'

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 2 worksheet, in cell F10, insert a column sparkline showing the sales trend from Apr through Jun.

Apply Gold, Sparkline Style Accent 2, Darker 25% to the sparkline. Copy the sparkline to the remaining cells in the column, F11:F14.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

here is the step-by-step solution for Task 1:

Step 1: Navigate to the Correct Worksheet

Click on the Qtr 2 worksheet tab at the bottom of the Excel window to ensure you are working on the correct data set.

Step 2: Insert the Column Sparkline

* Click on cell F10 (this is where the first sparkline will reside).

* Go to the Insert tab on the Ribbon.

* In the Sparklines group, click on Column.

* A dialog box will appear. For Data Range, select the cells representing Apr through Jun for the first row (likely B10:D10).

* Ensure the Location Range is set to \$F\$10.

* Click OK.

Step 3: Apply the Specific Sparkline Style

With cell F10 still selected, a new Sparkline tab will appear at the top of your Ribbon.

* Click on the Sparkline tab.

* Click the More arrow (the small downward arrow at the bottom right) of the Styles gallery to see all options.

* Hover over the styles to find the specific name: Gold, Sparkline Style Accent 2, Darker 25%.

* Click to apply it.

Location	Apr	May	Jun
College Campus	11,099.00	16,426.00	73,935.00
Downtown	15,788.00	17,572.00	36,205.00
Eastside	6,587.00	4,157.00	15,930.00
West Central	5,915.00	7,608.00	19,512.00
Valley	57,976.00	65,820.00	27,899.00

Step 4: Copy the Sparkline to Remaining Cells

* Select cell F10.

* Hover your mouse over the Fill Handle (the small green square in the bottom-right corner of the cell).

* Click and drag the handle down to cell F14.

* Excel will automatically generate sparklines for the other locations (Downtown, Eastside, etc.) using the same style and corresponding data rows.

Location	Apr	May	Jun	Total	Trend
College Campus	11,099.00	16,426.00	73,935.00	27,525.00	[Sparkline]
Downtown	15,788.00	17,572.00	36,205.00	33,360.00	[Sparkline]
Eastside	6,587.00	4,157.00	15,930.00	10,744.00	[Sparkline]
West Central	5,915.00	7,608.00	19,512.00	13,523.00	[Sparkline]
Valley	57,976.00	65,820.00	27,899.00	123,796.00	[Sparkline]

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.

Item Type	Description	Lot #	Quantity	Price	Total
Appliance	Blender	HFX001	4	36.69	146.76
Appliance	Coffee Maker	HFX008	2	39.3	78.6
Appliance	Coffee Maker (French Press)	HFX010	3	31.13	93.39
Appliance	Grill (Electric)	HFX004	1	19.41	19.41
Appliance	Grill (Gas)	HFX006	4	13.28	53.12
Appliance	Hair Dryer	HFX007	10	17.02	170.2
Appliance	Microwave	HFX012	9	51.47	463.23
Appliance	Refrigerator	HFX014	7	29.7	207.9
Appliance	Toaster	HFX003	5	23.02	115.1
Electronics	Computer (Desktop)	HFX018	4	39.36	157.44
Electronics	Computer (Laptop)	HFX015	3	18.43	55.29
Electronics	MP3 Player	HFX022	5	35.72	178.6
Electronics	Video Game Console	HFX020	5	29.7	148.5
Furniture	Beanbag Chair	HFX037	2	11.19	22.38
Furniture	Bed (Full)	HFX045	7	12.29	86.03
Furniture	Bed (King)	HFX049	7	45.72	320.04

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 # 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.



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

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

TOTAL INVENTORY

Category	Percentage
Mix Dog	31%
Mix Cat	25%
Livestock	23%
Mix Puppy/Kitten	21%

Farm Feeds:

You are the assistant manager for a farm pet feed store. You are creating an inventory report.

Task 3:

On the Feed Inventory worksheet, remove the hyperlink functionality, but leave the text in cell C27.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 3: Remove the hyperlink functionality from cell C27 on the Feed Inventory worksheet, follow these specific steps to ensure the text remains while the link is deleted.

Step 1: Select the "Feed Inventory" Worksheet

Ensure you are on the correct sheet by clicking the Feed Inventory tab at the bottom of the window.

Step 2: Navigate to Cell C27

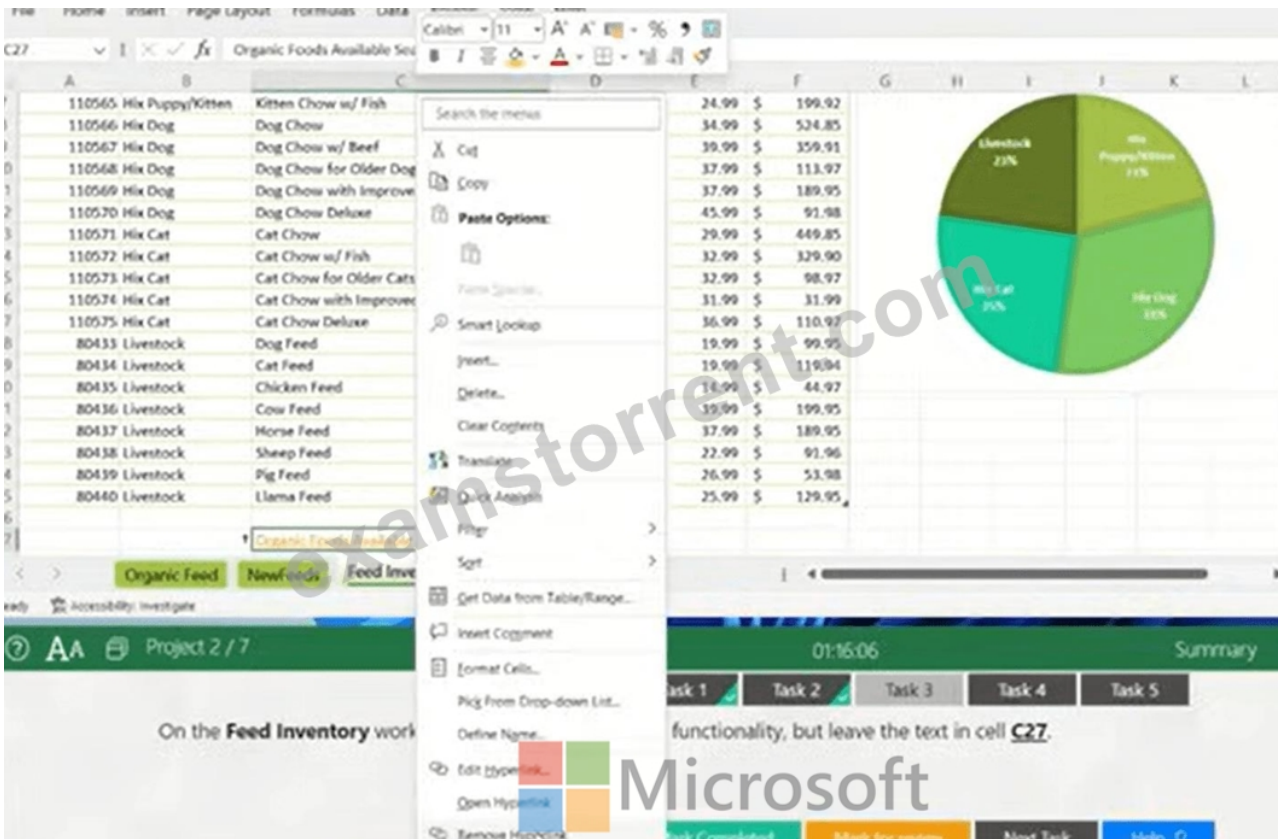
Locate cell C27 in the Description column. Based on your project files, this is likely a URL or a linked piece of text at the bottom of the table.

Step 3: Remove the Hyperlink

You want to strip the "clickable" link without deleting the actual words inside the cell.

* Right-click directly on cell C27.

* From the context menu that appears, select Remove Hyperlink (it is usually located at the very bottom of the list).



Step 4: Verify the Text Remains

The text should change from blue/underlined back to standard black text, but the characters themselves will stay in the cell.

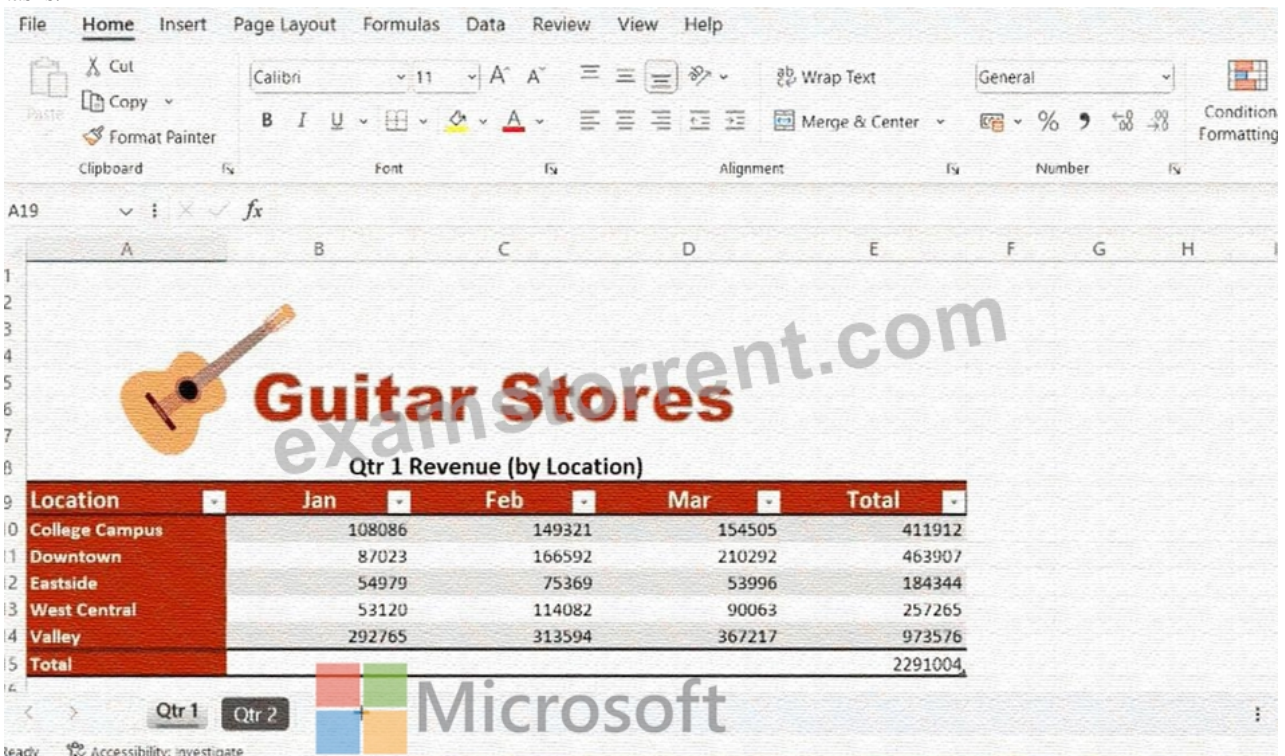
NEW QUESTION # 37

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.

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 # 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.

Capacity	Floor Name	Jan	Mar	Jun	Sept	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 4:

Save the Rentals worksheet as a CSV (comma delimited) file named Rentals.csv to the GmetrixTemplates folder.

Answer:

Explanation:

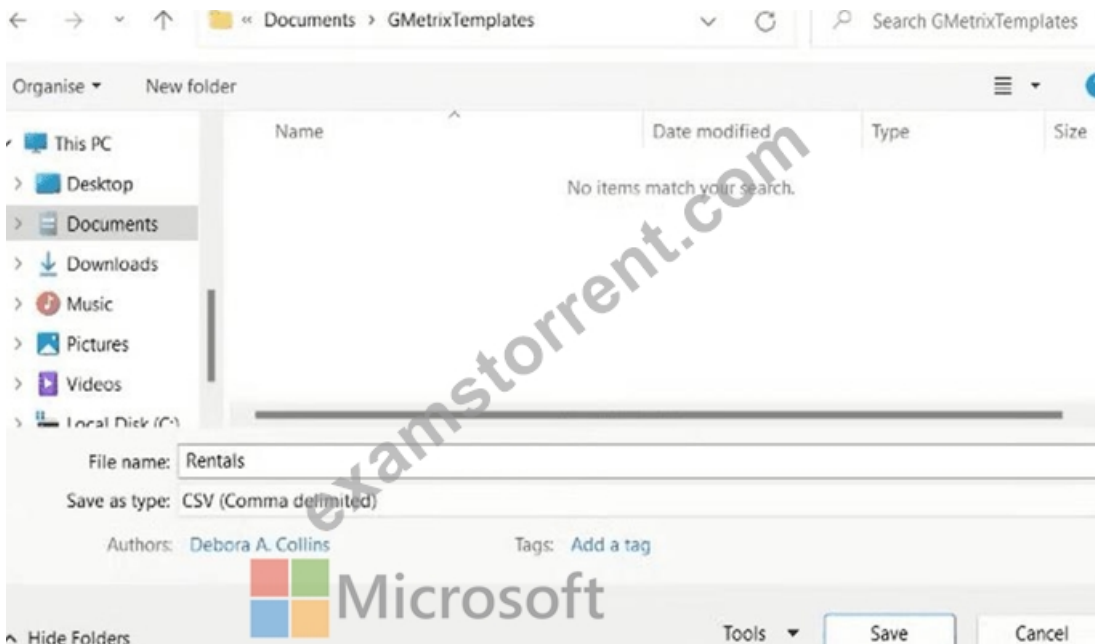
See the solution in Explanation below.

Explanation:

To save a specific worksheet as a CSV file, you need to use the Save As function. This allows you to change the file format from a standard Excel Workbook to a Comma Separated Values file.

Step-by-Step Solution

- * Ensure you are currently on the Rentals worksheet (look for the tab name at the bottom of your screen).
- * Click the File tab in the top-left corner.
- * Select Save As from the left-hand menu.
- * Click Browse to open the File Explorer window.
- * In the File Explorer, navigate to the GmetrixTemplates folder (usually located in your Documents folder).
- * In the File name box, type Rentals.
- * Click the Save as type drop-down menu and select CSV (Comma delimited) (*.csv).
- * Click Save.
- * Note: If Excel displays a warning message stating that some features in your workbook might be lost when saving as CSV, click Yes to continue.



NEW QUESTION # 39

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