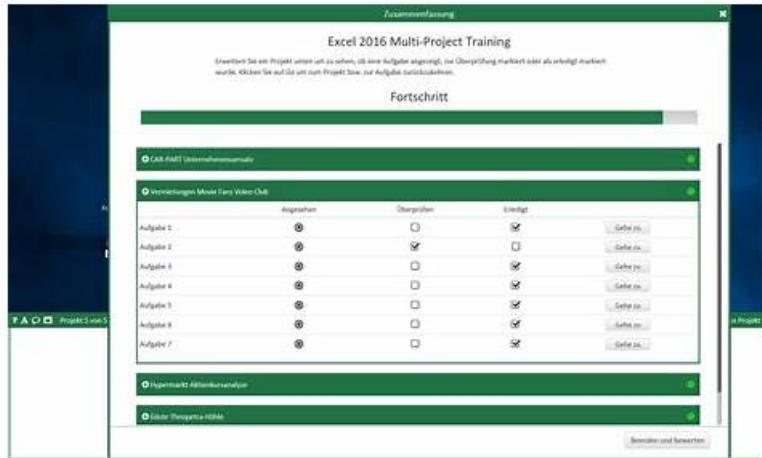


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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q18-Q23):

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.

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 GMetrixTemplates 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 Data tab on the top Ribbon.

* In the **Get & Transform Data** group, click **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 # 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:

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 # 20

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 2:

Use a builtin Excel feature to copy all of the formatting of cell range A2:G2 located on the Profits worksheet and apply that formatting to cell A2 on the Costs worksheet.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To transfer the formatting from the Profits worksheet to the Costs worksheet while maintaining consistency, follow these steps:

Step 1: Copy the Source Formatting

* Click on the Profits worksheet tab at the bottom of your Excel window.

* Select the cell range A2:G2.

* On the Home tab, in the Clipboard group, click the Format Painter button (it looks like a paintbrush).

* Tip: Your cursor will now have a small paintbrush icon next to it, indicating the formatting is "loaded" and ready to be pasted.

Step 2: Apply Formatting to the Destination

* Click on the Costs worksheet tab (the one shown in your provided image).

* Click directly on Cell A2 (the cell containing "Production Costs (per pound)").

* Excel will automatically apply the formatting across the range starting from A2 to match the original source.

Final Result

The cell range in the Costs worksheet should now match the style (font, background color, and borders) of the Profits worksheet. The grey shading currently visible in your image in range B2:G2 will be replaced by the style from the first sheet.

NEW QUESTION # 21

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 1:

On the Average Call Time worksheet, use an Excel feature to copy the sparkline into all the vacant cells of the Trend column.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

In Excel 365, the most efficient way to do this is using the AutoFill feature or simply dragging the fill handle.

Here is your step-by-step solution:

Step 1: Switch to the Correct Worksheet

Ensure you are on the Average Call Time worksheet. Click the red tab at the bottom of the screen to switch from the "Employee Hours" view (shown in your image) to the call time data.

Step 2: Identify the Sparkline

Locate the first cell in the Trend column that already contains a Sparkline (likely cell F4 or similar, depending on your layout).

Step 3: Use the Fill Handle to Copy

* Hover your mouse over the bottom-right corner of the cell containing the sparkline.

* Your cursor will change from a thick white cross to a thin black cross (+).

* Click and drag the fill handle down to the bottom of the column to fill all the vacant cells in the "Trend" column.

Pro Tip: Alternatively, you can simply double-click the thin black cross (fill handle), and Excel will automatically fill the sparklines down to the last row of your data.

□ Alternative Method: Using the Ribbon

If you prefer using the menu interface:

- * Select the cell with the existing sparkline and all the empty cells below it where you want the sparklines to appear.
- * Go to the Home tab.
- * In the Editing group, click the Fill icon (downward arrow).
- * Select Down.

NEW QUESTION # 22

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 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 # 23

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