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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 (Q29-Q34):

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.

Project 1

Overview:

Video Games

You are tracking video game popularity by compiling a workbook to document your findings.

Task 1:

On the Recent Releases worksheet, select all of the video game titles in the cell range named No Platform and delete their rows. Retain all other cells on the worksheet.

Answer:

Explanation:

Here are the complete solutions below.

Explanation:

Step-by-Step Instructions (Text Only)

Step 1: Activate the correct worksheet

- * Open the Excel workbook provided for the project.

- * At the bottom of the workbook, click the Recent Releases worksheet tab to make it active.

Step 2: Select the named range "No Platform"

- * Click anywhere inside the worksheet.

- * Go to the Formulas tab on the Excel ribbon.

- * In the Defined Names group, click Name Manager.

- * In the Name Manager dialog box:

- * Locate the named range called No Platform.

- * Click No Platform to select it.

- * Click Close.

- * Excel will automatically highlight all cells included in the No Platform named range.

(Alternative method if allowed)

- * Click the Name Box (left of the formula bar), type No Platform, and press Enter.

Step 3: Select entire rows for the named range

- * With the No Platform cells selected:

- * Move the cursor to the row numbers on the left side of the worksheet.

- * Click the row number of one selected cell.

- * Hold down the Ctrl key.

- * Click each additional row number that corresponds to the selected No Platform cells until all required rows are selected.

Step 4: Delete the selected rows

- * Go to the Home tab on the ribbon.

- * In the Cells group, click the Delete drop-down arrow.

- * Select Delete Sheet Rows.

Step 5: Verify the result

- * Confirm that:

- * All video game titles that had no platform information are removed.

- * All remaining rows and worksheet content are intact.

- * Ensure no extra cells, columns, or headers were deleted.

Final Result

- * All rows associated with the No Platform named range are deleted.

- * All other data on the Recent Releases worksheet remains unchanged.

- * Task 1 is completed correctly according to Excel 365 simulation requirements.

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:

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 1:

Display the Costs worksheet in Page Break Preview .. Then insert a page break between row 20 Cracker Jack and row 21 Raspberry Chocolate. Leave the worksheet in Page Break Preview.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete this task in Microsoft Excel 365, follow these steps to adjust your worksheet layout.

Step 1: Switch to Page Break Preview

- * Open the Costs worksheet (as shown in your image).

- * Go to the View tab on the top Ribbon.

- * In the Workbook Views group, click on Page Break Preview.

- * Note: Your screen will change to show blue lines indicating where pages currently end.

Step 2: Insert the Manual Page Break

- * Locate Row 21 (the row containing "Raspberry Chocolate").

- * Click on the row header for Row 21 to select the entire row. This ensures the break is placed above this row, separating it from "Cracker Jack" (Row 20).

- * Navigate to the Page Layout tab on the Ribbon.

- * Click the Breaks button in the Page Setup group.

- * Select Insert Page Break from the dropdown menu.

Final Result

You will now see a solid blue line between Row 20 and Row 21. This indicates a manual page break has been set. As per your instructions, leave the worksheet in this view.

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.

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 # 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.

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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 on 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.

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NEW QUESTION # 33

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.

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Overview:

Guitar Stores

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

Task 5:

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)).

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NEW QUESTION # 34

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