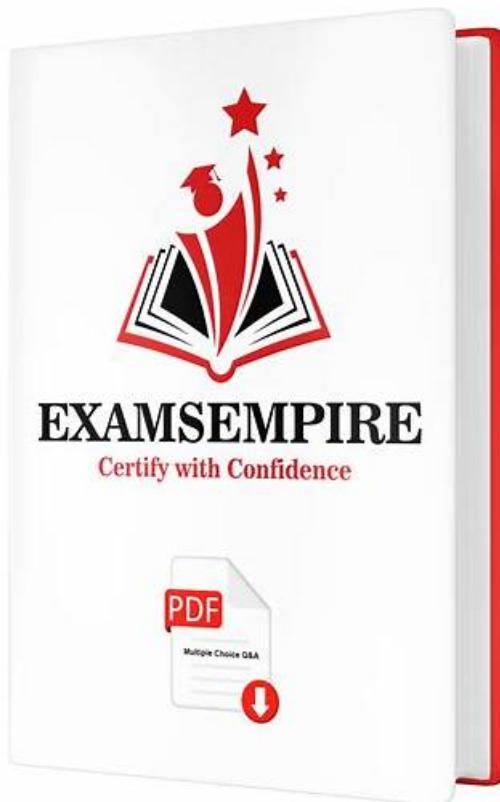


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## Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q13-Q18):

### NEW QUESTION # 13

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 5:

Insert a Footer that displays today's date on the right and then return to Normal view.

#### Answer:

Explanation:

Here are the complete solutions below.

Explanation:

Project 1: Video Games - Task 5 Solution

Task: Insert a Footer that displays today's date on the right and then return to Normal view.

Step 1: Open the Header & Footer View

\* Go to the Insert tab on the Ribbon.

\* Look for the Text group (usually near the right side).

\* Click on the Header & Footer button.

\* Note: This will automatically switch your screen to "Page Layout" view, and you will see the header area at the top of the page.

Visual Reference: (Look for this icon in the Insert tab) [ Header & Footer ] Step 2: Navigate to the Footer

\* You are currently in the Header. You need to go to the Footer.

\* On the Header & Footer tab (which appears in the Ribbon when you are in this mode), click the button labeled Go to Footer.

\* Alternative: You can simply scroll down to the bottom of the page until you see the footer boxes

"Click to add footer".

Visual Reference: (Button in the Navigation group) [ Go to Footer ]

Step 3: Select the Right Section

\* The footer is divided into three boxes: Left, Center, and Right.

\* Click inside the Right box.

Visual Reference: [ Left Box ] [ Center Box ] [ \*Click Here (Right Box)\* ] Step 4: Insert the Current Date

\* With your cursor flashing in the right footer box, look at the Header & Footer tab in the Ribbon.

\* In the Header & Footer Elements group, click the Current Date button.

\* You will see the code &[Date] appear in the box. This is correct; it will turn into the actual date once you click away.

Visual Reference: (Icon looks like a small calendar) [ Current Date ] -> Displays as &[Date] Step 5: Return to Normal View

\* Click anywhere inside the worksheet cells (outside the footer area) to apply the change.

\* Go to the View tab on the Ribbon.

\* In the Workbook Views group (far left), click on Normal.

Visual Reference: (View Tab > Workbook Views) [ Normal ]

Result: You have successfully added the date to the footer. In "Normal" view, you won't see the footer anymore, but it is there and will appear when printed.

□

### NEW QUESTION # 14

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 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 # 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.

□

Farm Feeds:

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

Task 4:

On the Organic Feed worksheet, format the data range A3:F10 as a table that has headers. Apply the Lime, Table Style Light 14 format.

**Answer:**

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 4: Format a range as a table with a specific style on the Organic Feed worksheet, follow these steps:

Step 1: Select the "Organic Feed" Worksheet

Navigate to the correct worksheet by clicking the Organic Feed tab at the bottom of the Excel window.

Step 2: Select the Data Range

Highlight the specific range mentioned in the task:

\* Click and drag your mouse to select cells from A3 to F10.

\* Ensure the selection includes the header row (SKU#, Brand, Description, etc.) and all data rows down to row 10.

Step 3: Format as Table

\* Go to the Home tab on the Ribbon.

\* In the Styles group, click the Format as Table button.

Step 4: Apply the Specific Table Style

\* A gallery of styles will appear. Look for the Light section.

\* Find and click on Lime, Table Style Light 14 (this is usually the last style in the second row of the Light section, featuring a lime green header).

Step 5: Confirm Headers

\* A small "Format As Table" dialog box will pop up.

\* Ensure the checkbox for My table has headers is checked.

\* Click OK.

Final Result

The data range will now be converted into a functional table with filter buttons in the header row and the lime green styling applied.

## 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:

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 4:

Filter the Profits worksheet to display only flavors with Total Profit that are Above Average.

**Answer:**

Explanation:

See the solution in Explanation below.

Explanation:

To filter the Profits worksheet to display only the flavors with a Total Profit that is Above Average, follow these steps:

Step 1: Access the Profits Worksheet

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

Step 2: Apply the Above Average Filter

\* Look at the Total Profit header (Cell G3). If you don't see a small drop-down arrow next to it, go to the Data tab and click Filter.

\* Click the Filter Drop-down Arrow in the Total Profit header cell.

\* Hover your mouse over Number Filters in the menu that appears.

\* From the side menu, select Above Average.

□

Step 3: Verify the Results

\* Excel will automatically calculate the average of all values in the "Total Profit" column and hide any rows that fall below that number.

\* You will notice the row numbers on the left are now blue, indicating a filter is active.

## 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 1:

On the Sold worksheet, insert a new column before column A.

**Answer:**

Explanation:

See the solution in Explanation below.

Explanation:

Task 1: Insert a new column before column A

To insert a new column at the very beginning of your worksheet, follow these steps:

\* Select Column A: Click directly on the letter 'A' at the top of the first column to select the entire column.

\* Open the Insert Menu: There are two ways to do this:

\* Option A (Right-Click): Right-click anywhere on the selected column and choose Insert from the context menu.

\* Option B (Ribbon): On the Home tab, go to the Cells group, click the arrow next to Insert, and select Insert Sheet Columns.

□

Verification

Once completed, your original "Item Type" column (previously Column A) will shift to Column B, and you will have a brand new,

emptyColumn Aat the start of your worksheet.

## NEW QUESTION # 18

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