

MO-210證照信息，最新MO-210試題



为了能够高效率地准备MO-210认证考试，你知道什么工具是值得使用的吗？我来告诉你吧。PDFExamDumps的MO-210考古题是最可信的资料。这个考古题是IT业界的精英们研究出来的，是一个难得的练习资料。這個考古題的命中率很高，合格率可以達到100%。這是因為IT專家們可以很好地抓住考試的出題點，從而將真實考試時可能出現的所有題都包括到資料裏了。覺得不可思議嗎？但是這是真的。用過之後你就會知道。

通過MO-210認證考試好像是一件很難的事情。已經報名參加考試的你，現在正在煩惱應該怎麼準備考試嗎？如果是這樣的話，請看下面的內容，我現在告訴你通過MO-210考試的捷徑。可以讓你一次就通過考試的優秀的MO-210考試資料出現了。它就是PDFExamDumps的MO-210考古題。如果你想輕鬆通過考試，那麼快來試試吧。

>> MO-210證照信息 <<

最新的MO-210證照信息，幫助妳通過MO-210考試

PDFExamDumps為每個需要通過Microsoft的MO-210考試認證的考生提供了一個明確和卓越的解決方案，我們為你提供Microsoft的MO-210考試詳細的問題及答案，我們團隊的IT專家是最有經驗和資格的，我們的考試測試題及答案幾乎和真實得考試一樣，做到這樣的確很了不起，更重要的是我們PDFExamDumps網站在全球範圍內執行這項考試培訓通過率最大。

最新的 Microsoft Office Specialist: Microsoft Word Expert MO-210 免費考試真題 (Q35-Q40):

問題 #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:

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.

答案:

解題說明:

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.

問題 #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:

Car Warranty

You are the supervisor for a Car Warranty Center. You use Excel to report employee hours and telephone calls.

Task5:

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.

答案:

解題說明:

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.

問題 #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.

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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.

答案:

解題說明:

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.

問題 #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.

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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 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.

答案:

解題說明:

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.

* ClickOK.

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.

問題 #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.

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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.

答案:

解題說明:

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.

問題 #40

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