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## Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q25-Q30):

### NEW QUESTION # 25

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 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 # 26

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 # 27

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 2:

Add the value New Rates to the Title property of the document.

**Answer:**

Explanation:

See the solution in Explanation below.

Explanation:

To add a value to the Title property of an Excel document, you need to access the Backstage view. This metadata is helpful for organizing and searching for files.

Step-by-Step Solution

- \* Click on the File tab in the top-left corner of the Excel ribbon.
- \* Ensure that Info is selected in the left-hand sidebar.
- \* On the right side of the screen, you will see a section labeled Properties.
- \* Locate the field named Title. If it says "Add a title," click directly on that text.
- \* Type New Rates into the text box.
- \* Click anywhere else on the screen or press Enter to save the property.
- \* Click the Back arrow in the top-left corner to return to your worksheet.

## NEW QUESTION # 28

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 # 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.

□ Overview:

Car Warranty

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

Task4:

In cell I4 of the Employee Hours sheet, use a function to copy the name from cell A4 and format the name so all letters are uppercase.

### Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 4, you will use the UPPER function in Excel. This function converts all characters in a specified cell into capital letters.

Step 1: Navigate to Cell I4

Ensure you are on the Employee Hours worksheet and click on cell I4 (the first cell under the Name column).

Step 2: Enter the UPPER Function

Type the following formula into cell I4:

=UPPER(A4)

\* A4: This refers to the cell containing the name "emilio".

\* UPPER: This command tells Excel to change those letters to "EMILIO".

Step 3: Fill the Column

Since your data is in a table format, Excel may automatically populate the rest of the column. If it does not:

\* Click on cell I4.

\* Hover over the bottom-right corner of the cell until you see the thin black cross (+).

\* Double-click that cross or drag it down to cell I14 to convert the remaining names to uppercase.

□ Final Result Check:

\* Cell A4 shows "emilio".

\* Cell I4 should now show EMILIO.

## NEW QUESTION # 30

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