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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.

Project 1

Overview:

Video Games

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

Task 2:

On the Top 20 Videos worksheet, change the width of column C to 2.

Answer:

Explanation:

Here are the complete solutions below.

Explanation:

Step-by-Step Instructions

* Navigate to the Correct Worksheet:

* Click on the tab labeled Top 20 Videos at the bottom of the Excel window to ensure you are on the correct sheet.

* Select Column C:

* Click on the letter C in the column header to select the entire column.

* Open Column Width Settings:

* Method A (Ribbon): Go to the Home tab. In the Cells group (towards the right), click Format.

Select Column Width... from the dropdown menu.

* Method B (Right-click): Right-click directly on the column header "C". A context menu will appear. Click Column Width...

* Enter the Width:

* A small dialog box labeled "Column Width" will appear.

* Type 2 in the box.

* Click OK.

Visual Verification

Before: Column C (containing the "Year" data) is likely wider, fitting the four-digit years comfortably.

After: Column C will become very narrow. The "Year" header and the dates (like 2011, 1984) might display as hashes (#####) because the column is now too narrow to display the numbers, or the text will simply be cut off. This is expected behavior for the exam task; do not widen it back out unless instructed to do so.

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.

Task5:

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)).

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.

Task5:

On the Rentals worksheet, configure the heading row in the table so that entries wider than the column wrap to multiple lines.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To ensure that the text in your heading row (the table headers) is fully visible without changing the column width, you will use the Wrap Text feature.

Step-by-Step Solution

* Select the Header Row: In your "Rentals" worksheet, click and drag to select the cell range A2:F2 (the orange heading row containing "Capacity," "Fleet Name," etc.).

* Navigate to the Home Tab: Ensure you are on the Home tab of the Ribbon.

* Apply Wrap Text:

* Look for the Alignment group.

* Click the Wrap Text button (usually represented by an "ab" icon with a curved arrow).

* Verify the Result: The text in your headers will now automatically wrap to multiple lines if it exceeds the current width of the column.

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.

Farm Feeds:

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

Task 1:

Remove the conditional formatting from the table on the Feed Inventory worksheet.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 1: Remove the conditional formatting from the table on the Feed Inventory worksheet, follow these steps:

Step 1: Select the Target Worksheet

First, ensure you are on the correct worksheet as specified in the instructions.

* Click on the Feed Inventory tab at the bottom of your Excel workbook.

Step 2: Select the Table or Data Range

You can remove formatting from the entire sheet, but to be precise with the "table," follow these sub-steps:

* Click anywhere inside the table (the area containing the SKU#, Brand, Description, etc.).

* Press Ctrl + A to select the entire table range.

Step 3: Access the Conditional Formatting Menu

* Go to the Home tab on the top Ribbon.

* In the Styles group, click on the Conditional Formatting button.

Step 4: Clear the Rules

* Hover your mouse over Clear Rules near the bottom of the drop-down menu.

* A side menu will appear. Select Clear Rules from Selected Cells (if you have the table selected) or Clear Rules from Entire Sheet to ensure all formatting is removed.

Final Result

Once clicked, any data bars, color scales, or highlight rules (like the light green shading seen in your screenshot) that were applied via Conditional Formatting will be removed, leaving the standard table styling

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:

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 built-in 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 # 30

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