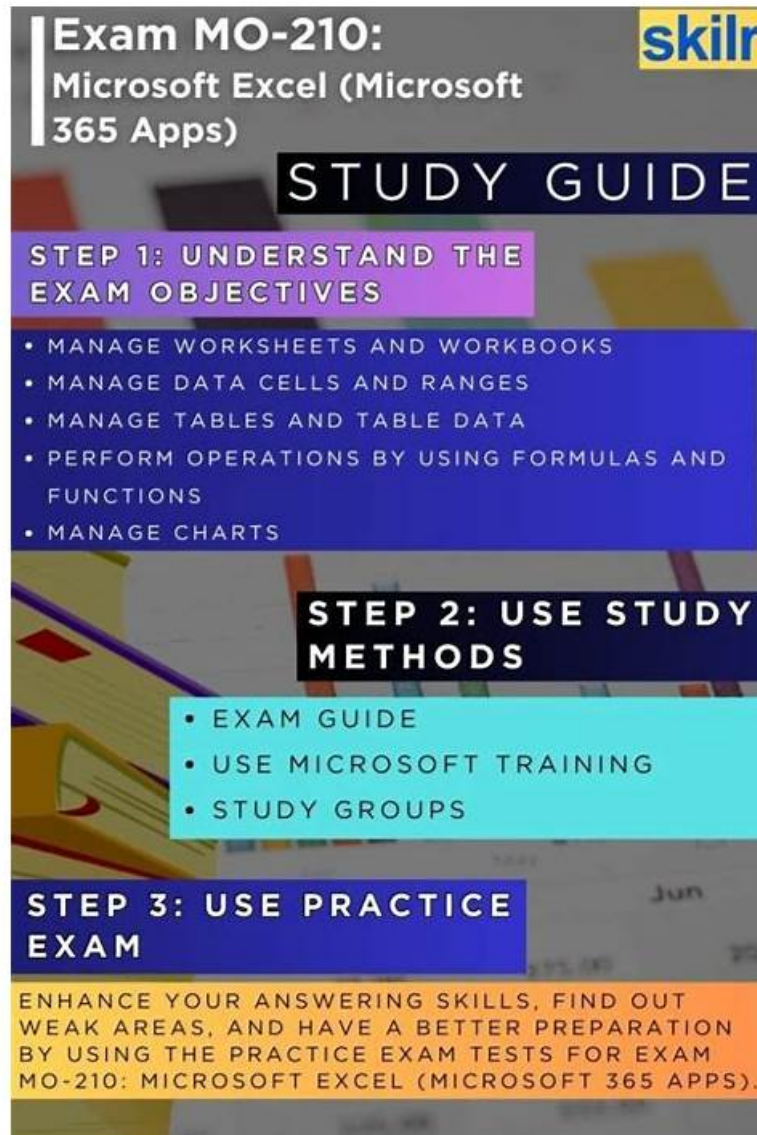


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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q12-Q17):

NEW QUESTION # 12

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 3:

On the Feed Inventory worksheet, remove the hyperlink functionality, but leave the text in cell C27.

Answer:

Explanation:

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.

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.

□ 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 3:

Configure the Sold worksheet so rows 1 through 3 remain visible as you scroll vertically.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To keep rows 1 through 3 visible while you scroll down the "Sold" worksheet, you will use the Freeze Panes feature.

Step-by-Step Solution

* Select Row 4: Click on the row number 4 on the far left of the screen to select the entire row.

* Note: In Excel, "Freeze Panes" freezes everything above the currently selected row.

* Navigate to the View Tab: Click on the View tab in the top Ribbon menu.

* Click Freeze Panes: In the Window group, click the Freeze Panes button.

* Select Freeze Panes: From the drop-down menu, select the first option, Freeze Panes.

Verification

Scroll down the worksheet using your mouse or the scroll bar. You should notice that the "Clearance Sale" header and the "Item Type/Description/etc." header row (rows 1-3) stay locked at the top of the screen while the data in row 4 and below moves.

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:

Car Warranty

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

Task 3:

Add a function to the Overtime column cell H4 on the Employee Hours worksheet that will display the word Yes if the value in cell J4 is higher than 40 hours. otherwise display the word No. Copy the function from H4:

H16.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 3, you will use the IF function to create a logical test that checks the total hours worked and returns a specific text result.

Step 1: Navigate to the Correct Cell

Ensure you are on the Employee Hours worksheet and click on cell H4 (the first cell under the Overtime column).

Step 2: Enter the IF Function

Type the following formula into cell H4:

=IF(J4>40, "Yes", "No")

Breakdown of the formula:

* J4>40: This checks if the value in the Total Hours column is greater than 40.

* "Yes": The value to display if the condition is True.

* "No": The value to display if the condition is False.

□ Step 3: Copy the Function (H4:H16)

Since your data is formatted as an Excel Table, the formula might automatically fill down. If it doesn't, follow these steps to copy it to the remaining cells:

* Click on cell H4 to select it.

* Hover your mouse over the bottom-right corner of the cell until the cursor turns into a thin black cross (+).

* Click and drag the handle down to cell H16.

* Release the mouse button to apply the logic to all employees.

Final Check

* Emilio (J4 = 38): Cell H4 should now display No.

* Evan (J5 = 50): Cell H5 should now display Yes.

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.

Project 1

Overview:

Video Games

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

Task 3:

On the Top 20 Videos worksheet, apply the cell style 60% - Accent 1 to the top 5 video games located in cell range A4:C8 Here are the complete solutions below.

Answer:

Explanation:

Step 1: Select the Data Range

* Navigate to the Top 20 Videos worksheet.

* Click on cell A4 (this contains the rank "#1").

* Hold your left mouse button down and drag diagonally to cell C8 (this contains the year "2018").

* Release the mouse button. The range from Rank #1 (Minecraft) to Rank #5 (Super Smash Brothers Ultimate) should be highlighted.

Step 2: Open the Cell Styles Gallery

* Make sure you are on the Home tab of the Ribbon (at the top of the window).

* Look for the Styles group (usually near the middle-right of the ribbon).

* Click the Cell Styles button (it may look like a dropdown arrow or a box showing style previews).

Step 3: Apply "60% - Accent 1"

* In the gallery that opens, look under the "Themed Cell Styles" section.

* Locate the first column of accents (usually blue or the primary theme color).

* Find and click on 60% - Accent 1.

Result: The background color of the top 5 rows in your table will change to a lighter shade (likely light blue or orange, depending on the workbook theme), matching the style requirement.

□

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:

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, empty Column A at the start of your worksheet.

NEW QUESTION # 17

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