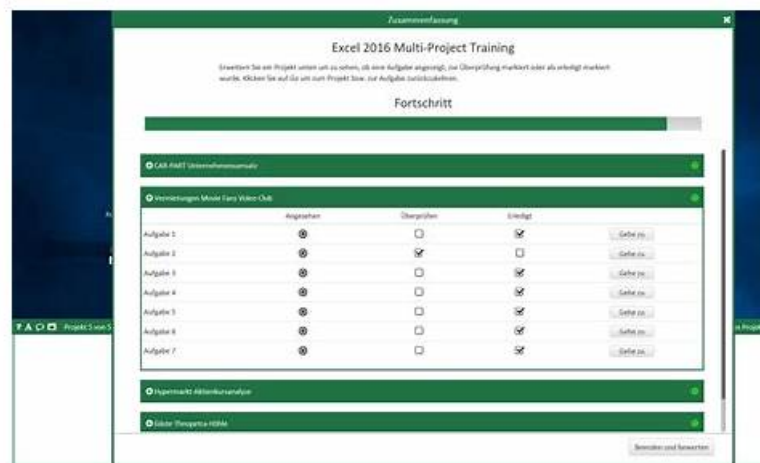# MO-210 Test Simulator Fee, Dumps MO-210 Collection

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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q18-Q23):

NEW QUESTION # 18
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 1:
Add Open to the Quick Access Toolbar.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
Here are the step-by-step instructions to add theOpencommand to your Quick Access Toolbar in Excel 365:
Step-by-Step Solution
* Look at the very top-left corner of your Excel window (above theFileandHometabs). This area is the Quick Access Toolbar.
* Click the smalldownward-pointing arrow(Customize Quick Access Toolbar) located at the right end of the toolbar. 3. A drop-down menu will appear with a list of common commands.
* Find and click onOpenin the list.
* A checkmark will appear next to "Open," and theOpen icon(a yellow folder) will now permanently appear in your Quick Access Toolbar for easy access.

NEW QUESTION # 19
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 theWrap Textfeature.
Step-by-Step Solution
* Select the Header Row:In your "Rentals" worksheet, click and drag to select the cell rangeA2:F2(the orange heading row containing "Capacity," "Fleet Name," etc.).
* Navigate to the Home Tab:Ensure you are on theHometab of the Ribbon.
* Apply Wrap Text:
* Look for theAlignmentgroup.
* Click theWrap Textbutton (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 # 20
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 4:
On the Sold worksheet, format the table so that every other row is shaded. Use a technique that automatically updates the formatting if you insert a newrow.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To ensure every other row is shaded and that this formatting updates automatically when new rows are added, you should use theBanded Rowsfeature within theTable Designoptions.

Since your data is already formatted as a Table (indicated by the filter arrows in the header row), follow these steps:

Step-by-Step Solution

* Select the Table: Click anywhere inside the data on theSoldworksheet (for example, cellB5). This will make the contextual "Table Design" tab appear in the Ribbon.

* Go to Table Design: Click on theTable Designtab at the top of the Excel window.

* Enable Banded Rows: In theTable Style Optionsgroup, check the box labeledBanded Rows.

Why this works:

* Automatic Updating: Because this is a Table feature rather than manual cell shading, if you insert a new row between existing data, Excel will automatically re-calculate the "every other row" pattern to maintain the shading.

* Consistency: This method ensures that even if you sort or filter the data, the alternating stripes remain consistent visually.

Verification

Look at your table; you should see that rows 4, 6, 8, etc., have a different background color than rows 5, 7, 9.

Try right-clicking a row and selectingInsertto see how the shading shifts automatically to maintain the pattern.

NEW QUESTION # 21

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 completeTask 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 theOrganic Feedtab 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 fromA3toF10.

* 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 theHometab on the Ribbon.

* In theStylesgroup, click theFormat as Tablebutton.

Step 4: Apply the Specific Table Style

* A gallery of styles will appear. Look for theLightsection.

* Find and click onLime, 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 forMy table has headersischecked.

* ClickOK.

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 # 22

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 # 23
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