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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q16-Q21):

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.

■

Project 1

Overview:

Video Games

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

Task 5:

Insert a Footer that displays today's date on the right and then return to Normal view.

Answer:

Explanation:

Here are the complete solutions below.

Explanation:

Project 1: Video Games - Task 5 Solution

Task: Insert a Footer that displays today's date on the right and then return to Normal view.

Step 1: Open the Header & Footer View

- * Go to the Insert tab on the Ribbon.

- * Look for the Text group (usually near the right side).

- * Click on the Header & Footer button.

Note: This will automatically switch your screen to "Page Layout" view, and you will see the header area at the top of the page.

Visual Reference: (Look for this icon in the Insert tab) [Header & Footer] Step 2: Navigate to the Footer

- * You are currently in the Header. You need to go to the Footer.

- * On the Header & Footer tab (which appears in the Ribbon when you are in this mode), click the button labeled Go to Footer.

- * Alternative: You can simply scroll down to the bottom of the page until you see the footer boxes

"Click to add footer".

Visual Reference: (Button in the Navigation group) [Go to Footer]

Step 3: Select the Right Section

- * The footer is divided into three boxes: Left, Center, and Right.

- * Click inside the Right box.

Visual Reference: [Left Box] [Center Box] [*Click Here (Right Box)*] Step 4: Insert the Current Date

- * With your cursor flashing in the right footer box, look at the Header & Footer tab in the Ribbon.

- * In the Header & Footer Elements group, click the Current Date button.

- * You will see the code &[Date] appear in the box. This is correct; it will turn into the actual date once you click away.

Visual Reference: (Icon looks like a small calendar) [Current Date] -> Displays as &[Date] Step 5: Return to Normal View

- * Click anywhere inside the worksheet cells (outside the footer area) to apply the change.

- * Go to the View tab on the Ribbon.

- * In the Workbook Views group (far left), click on Normal.

Visual Reference: (View Tab > Workbook Views) [Normal]

Result: You have successfully added the date to the footer. In "Normal" view, you won't see the footer anymore, but it is there and will appear when printed.

□

NEW QUESTION # 17

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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Project 1

Overview:

Video Games

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

Task 1:

On the Recent Releases worksheet, select all of the video game titles in the cell range named No Platform and delete their rows.

Retain all other cells on the worksheet.

Answer:

Explanation:

Here are the complete solutions below.

Explanation:

Step-by-Step Instructions (Text Only)

Step 1: Activate the correct worksheet

- * Open the Excel workbook provided for the project.

- * At the bottom of the workbook, click the Recent Releases worksheet tab to make it active.

Step 2: Select the named range "No Platform"

- * Click anywhere inside the worksheet.

- * Go to the Formulas tab on the Excel ribbon.

- * In the Defined Names group, click Name Manager.

- * In the Name Manager dialog box:

- * Locate the named range called No Platform.

- * Click No Platform to select it.

- * Click Close.

* Excel will automatically highlight all cells included in the No Platform named range.

(Alternative method if allowed)

* Click the Name Box (left of the formula bar), type No Platform, and press Enter.

Step 3: Select entire rows for the named range

* With the No Platform cells selected:

* Move the cursor to the row numbers on the left side of the worksheet.

* Click the row number of one selected cell.

* Hold down the Ctrl key.

* Click each additional row number that corresponds to the selected No Platform cells until all required rows are selected.

Step 4: Delete the selected rows

* Go to the Home tab on the ribbon.

* In the Cells group, click the Delete drop-down arrow.

* Select Delete Sheet Rows.

Step 5: Verify the result

* Confirm that:

* All video game titles that had no platform information are removed.

* All remaining rows and worksheet content are intact.

* Ensure no extra cells, columns, or headers were deleted.

Final Result

* All rows associated with the No Platform named range are deleted.

* All other data on the Recent Releases worksheet remains unchanged.

* Task 1 is completed correctly according to Excel 365 simulation requirements.

□

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.

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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.

Task1:

Display the Costs worksheet in Page Break Preview .. Then insert a page break between row 20 Cracker Jack and row 21 Raspberry Chocolate. Leave the worksheet in Page Break Preview.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete this task in Microsoft Excel 365, follow these steps to adjust your worksheet layout.

Step 1: Switch to Page Break Preview

* Open the Costs worksheet (as shown in your image).

* Go to the View tab on the top Ribbon.

* In the Workbook Views group, click on Page Break Preview.

* Note: Your screen will change to show blue lines indicating where pages currently end.

Step 2: Insert the Manual Page Break

* Locate Row 21 (the row containing "Raspberry Chocolate").

* Click on the row header for Row 21 to select the entire row. This ensures the break is placed above this row, separating it from "Cracker Jack" (Row 20).

* Navigate to the Page Layout tab on the Ribbon.

* Click the Breaks button in the Page Setup group.

* Select Insert Page Break from the dropdown menu.

□

Final Result

You will now see a solid blue line between Row 20 and Row 21. This indicates a manual page break has been set. As per your instructions, leave the worksheet in this view.

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:

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 2 worksheet, in cell F10, insert a column sparkline showing the sales trend from Apr through Jun.

Apply Gold, Sparkline Style Accent 2, Darker 25% to the sparkline. Copy the sparkline to the remaining cells in the column, F11:F14.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

here is the step-by-step solution for Task 1:

Step 1: Navigate to the Correct Worksheet

Click on the Qtr 2 worksheet tab at the bottom of the Excel window to ensure you are working on the correct data set.

Step 2: Insert the Column Sparkline

- * Click on cell F10 (this is where the first sparkline will reside).

- * Go to the Insert tab on the Ribbon.

- * In the Sparklines group, click on Column.

- * A dialog box will appear. For Data Range, select the cells representing Apr through Jun for the first row (likely B10:D10).

- * Ensure the Location Range is set to \$F\$10.

- * Click OK.

Step 3: Apply the Specific Sparkline Style

With cell F10 still selected, a new Sparkline tab will appear at the top of your Ribbon.

- * Click on the Sparkline tab.

- * Click the More arrow (the small downward arrow at the bottom right) of the Styles gallery to see all options.

- * Hover over the styles to find the specific name: Gold, Sparkline Style Accent 2, Darker 25%.

- * Click to apply it.

□ Step 4: Copy the Sparkline to Remaining Cells

- * Select cell F10.

- * Hover your mouse over the Fill Handle (the small green square in the bottom-right corner of the cell).

- * Click and drag the handle down to cell F14.

- * Excel will automatically generate sparklines for the other locations (Downtown, Eastside, etc.) using the same style and corresponding data rows.

□

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.

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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 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 # 21

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