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## Exam MO-210: Microsoft Excel (Microsoft 365 Apps) – Skills Measured

### Manage worksheets and workbooks (25–30%)

#### Import data into workbooks

- import data from text files
- import data from online sources

#### Navigate within workbooks

- search for data within a workbook
- navigate to named cells, ranges, or workbook elements
- insert and remove hyperlinks

#### Format worksheets and workbooks

- modify page setup
- adjust row height and column width
- customize headers and footers
- customize options and views
- manage the Quick Access toolbar
- display and modify worksheets in different views
- freeze worksheet rows and columns
- change window views
- modify built-in workbook properties
- Display formulas

#### Prepare workbooks for collaboration and distribution

- set a print area
- save and export workbooks in alternative file formats
- configure print settings
- inspect workbooks and correct issues
- manage comments and notes

### Manage data cells and ranges (25–30%)

#### Manipulate data in worksheets

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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.

□ 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 # 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:

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 5:

Group the Profits, Costs, and Chart worksheets and change the tab color to Pink, Accent 4.

#### Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To group multiple worksheets and change their tab colors simultaneously in Microsoft Excel 365, follow these steps:

Step 1: Group the Worksheets

\* Look at the worksheet tabs at the bottom of your Excel window.

\* Click on the first tab, Profits.

\* Hold down the Ctrl key on your keyboard.

\* While holding Ctrl, click on the Cost tab and then the Chart tab.

\* Note: You will notice all three tabs now have a white background, indicating they are grouped together.

Step 2: Change the Tab Color

\* Right-click on any of the selected (grouped) tabs.

\* Hover your mouse over Tab Color in the pop-up menu.

- \* In the color palette that appears, locate the Theme Colors section.
- \* Find and select Pink, Accent 4 (this is usually the 8th color in the top row of the Theme Colors section).
- Step 3: Ungroup the Worksheets
  - \* To finish, right-click on any of the tabs again.
  - \* Select Ungroup Sheets from the menu.
  - \* Alternatively, you can click on any worksheet tab that is not part of the group to ungroup them.

#### Final Result

The Profits, Costs, and Chart tabs will now all display the same Pink, Accent 4 color at the bottom of your workbook. Would you like me to help you with the next task or another project?

## 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:

#### Car Warranty

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

#### Task 1:

On the Average Call Time worksheet, use an Excel feature to copy the sparkline into all the vacant cells of the Trend column.

### Answer:

#### Explanation:

See the solution in Explanation below.

#### Explanation:

In Excel 365, the most efficient way to do this is using the AutoFill feature or simply dragging the fill handle.

Here is your step-by-step solution:

#### Step 1: Switch to the Correct Worksheet

Ensure you are on the Average Call Time worksheet. Click the red tab at the bottom of the screen to switch from the "Employee Hours" view (shown in your image) to the call time data.

#### Step 2: Identify the Sparkline

Locate the first cell in the Trend column that already contains a Sparkline (likely cell F4 or similar, depending on your layout).

#### Step 3: Use the Fill Handle to Copy

\* Hover your mouse over the bottom-right corner of the cell containing the sparkline.

\* Your cursor will change from a thick white cross to a thin black cross (+).

\* Click and drag the fill handle down to the bottom of the column to fill all the vacant cells in the "Trend" column.

Pro Tip: Alternatively, you can simply double-click the thin black cross (fill handle), and Excel will automatically fill the sparklines down to the last row of your data.

#### □ Alternative Method: Using the Ribbon

If you prefer using the menu interface:

\* Select the cell with the existing sparkline and all the empty cells below it where you want the sparklines to appear.

\* Go to the Home tab.

\* In the Editing group, click the Fill icon (downward arrow).

\* Select Down.

## 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 5:

On the Feed Inventory worksheet, apply Style 5 to the chart.

**Answer:**

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 5: Apply Style 5 to the chart on the Feed Inventory worksheet, follow these exact steps:

Step 1: Select the "Feed Inventory" Worksheet

Ensure you are on the correct sheet by clicking the Feed Inventory tab at the bottom of your Excel window.

Step 2: Select the Chart

Click anywhere on the Total Inventory pie chart to select it. When selected, you will see a border around the chart and new tabs will appear on the Ribbon.

Step 3: Open Chart Design Tools

With the chart selected, look at the top Ribbon and click on the Chart Design tab (this tab only appears when a chart is active).

Step 4: Apply Chart Style 5

\* In the Chart Styles group, you will see a gallery of different looks for your chart.

\* Hover your mouse over the styles to see their names, or click the More arrow (the small downward arrow at the bottom right of the styles gallery) to see all options.

\* Locate and click on Style 5.

Note: Style 5 typically features a specific layout of data labels and a distinct background or border style that matches the "Farm Fresh Feeds" theme.

Final Result

The pie chart will update its appearance to match Style 5, adjusting the placement of the percentage labels and the overall color shading to remain consistent with your report's professional look.

## 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:

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 4:

Save the Rentals worksheet as a CSV (comma delimited) file named Rentals.csv to the GmetrixTemplates folder.

**Answer:**

Explanation:

See the solution in Explanation below.

Explanation:

To save a specific worksheet as a CSV file, you need to use the Save As function. This allows you to change the file format from a standard Excel Workbook to a Comma Separated Values file.

Step-by-Step Solution

\* Ensure you are currently on the Rentals worksheet (look for the tab name at the bottom of your screen).

\* Click the File tab in the top-left corner.

\* Select Save As from the left-hand menu.

\* Click Browse to open the File Explorer window.

\* In the File Explorer, navigate to the GmetrixTemplates folder (usually located in your Documents folder).

\* In the File name box, type Rentals.

\* Click the Save as type drop-down menu and select CSV (Comma delimited) (\*.csv).

\* Click Save.

\* Note: If Excel displays a warning message stating that some features in your workbook might be lost when saving as CSV, click Yes to continue.

□

## NEW QUESTION # 30

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