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Microsoft Excel Exam MO-210 (Microsoft 365) test questions and answers

How do you insert multiple rows/columns at once? - answer
Highlight where you want new rows/columns to be.

Home tab --> Insert --> Row/Column

What is =RANDBETWEEN()?

How do you format the function? - answer random number generator between two numbers (X, Y)

=RANDBETWEEN(x,y)

What is =SEQUENCE()?

How do you format the function? - answer produces a sequence of numbers in a row x column format

=SEQUENCE (# of rows, # of columns, start #, increment)

How do you reference a named range from another worksheet? - answer =[sheetname]![name of defined range]

What is =ROWS()? - answer returns the number of rows of a reference

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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q21-Q26):

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.

The screenshot displays two worksheets from an Excel file named 'emilio'. The top worksheet, 'Employee Hours', contains a table with columns for Employee, Station, Monday, Tuesday, Wednesday, Thursday, Friday, Overtime, Name, and Total Hours. The bottom worksheet, 'Average Call Time', contains a table with columns for Salesperson, Mon, Tue, Wed, Thur, Fri, and Trend. Both worksheets feature a 'Car Warranty Center' logo and a red car icon.

Employee	Station	Monday	Tuesday	Wednesday	Thursday	Friday	Overtime	Name	Total Hours
emilio	1	8	8	8	7	6	9		38
evan	2	10	10	10	10	10	10		50
tyler	3	5	5	3	8	4	4		24
clayde	4	9	8.5	9	9	8	8		42.5
arturro	5	8	8	8	8	8	8		40
cid	6	7	9	9	9	6	10		41
leon	7	8	8	8	8	8	8		40
james	8	3.5	6	7	7.5	9			35
carl	9	10	9	9	9	7	2		37
steven	10	1	9	6	8	8	8		32
mirhael	11	4	4	4	4	7			26

Salesperson	Mon	Tue	Wed	Thur	Fri	Trend
Emilio	10:32	06:30	06:42	08:40	03:15	
Evan	03:00	04:13	04:00	03:45	05:04	
Tyler	09:03	03:17	07:29	08:43	06:15	
Clyde	04:22	03:57	05:07	04:16	07:23	
Arturro	02:12	05:36	03:33	06:14	05:12	
Cid	03:15	02:45	03:44	04:01	03:27	
Leon	04:41	11:13	09:22	05:15	06:21	
James	06:22	09:41	04:15	13:49	07:01	
Carl	21:18	04:12	04:35	03:45	05:24	
Steven	08:13	07:40	03:55	06:32	06:35	
Michael	05:12	05:15	05:40	05:03	05:50	

Overview:

Car Warranty

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

Task5:

On the Average Call Time worksheet, create a 3-D Clustered Column chart that shows the call times for each Salesperson from Mon through Fri. Insert the Chart Title Average Call Time. Position the new chart below the table.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 5, you will create a 3-D Clustered Column chart on the Average Call Time worksheet to visualize the weekly performance of each salesperson.

Step 1: Navigate to the Worksheet

Click on the Average Call Time tab at the bottom of your Excel window to switch views.

Step 2: Select the Data Range

You need to select the names and the call times for all five days (Monday through Friday), but exclude the "Trend" column:

* Click and drag to select cells A3 to F14.

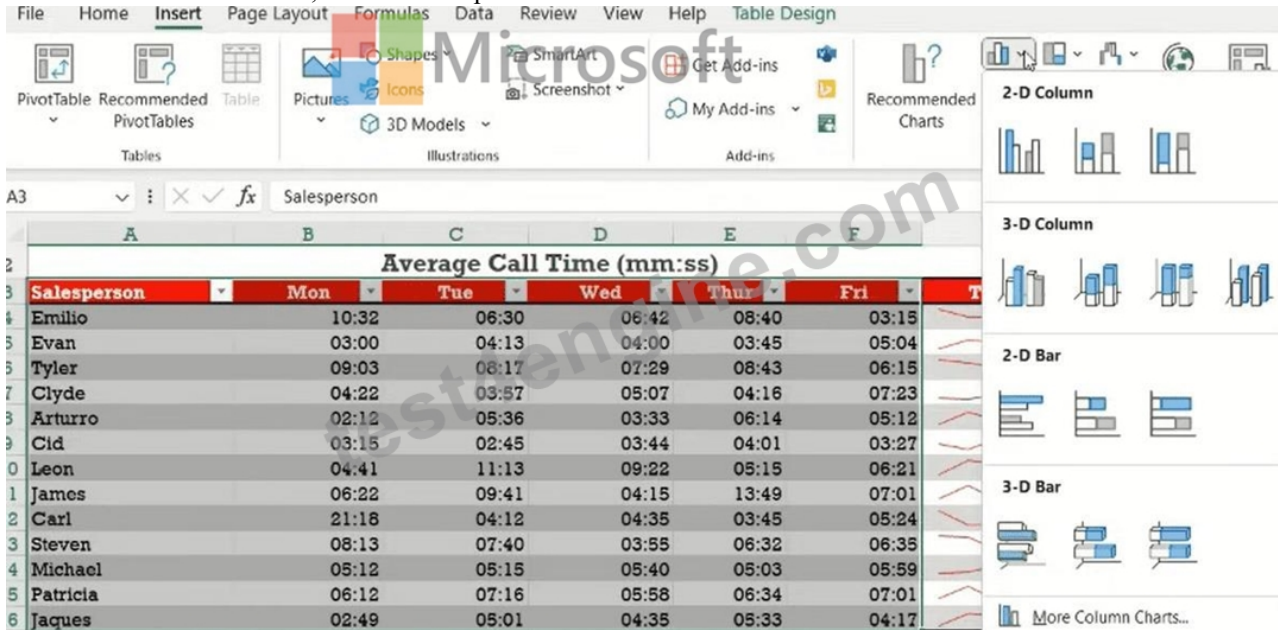
* Note: This includes the header row (Salesperson, Mon, Tue, etc.) and all employee rows down to Michael.

Step 3: Insert the 3-D Clustered Column Chart

* Go to the Insert tab on the Ribbon.

* In the Charts group, click the Insert Column or Bar Chart icon (it looks like small vertical bars).

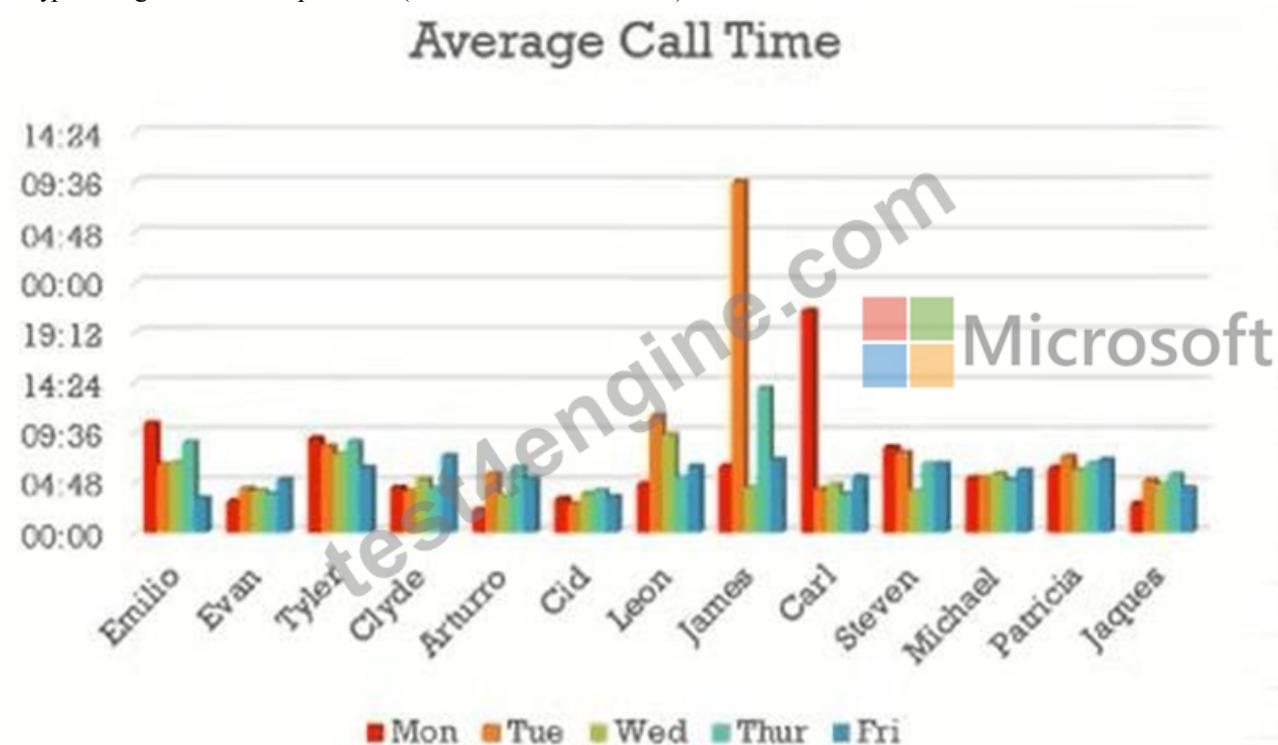
* Under the 3-D Column section, select the first option: 3-D Clustered Column.



Step 4: Add the Chart Title

* Click once on the default text that says "Chart Title" at the top of the new chart.

* Type Average Call Time and press Enter (or click outside the text box).



Step 5: Position the Chart

* Hover your mouse over a blank area of the chart (the chart area).

* Click and drag the chart so it is positioned below the table.

* Placement Tip: Usually, starting the chart around row 17 or 18 is ideal so it doesn't overlap your data.

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.

The screenshot displays two Excel worksheets. The top worksheet, 'Employee Hours', contains a table with the following data:

Employee	Station	Monday	Tuesday	Wednesday	Thursday	Friday	Overtime	Name	Total Hours
emilio	1	8	8	7	6	9			38
evan	2	10	10	10	10	10			50
tyler	3	5	3	8	4	4			24
clyde	4	9	8.5	9	8	8			42.5
arturro	5	8	8	8	8	8			40
cid	6	7	9	9	6	10			41
leon	7	8	8	8	8	8			40
james	8	3.5	8	7	7.5	9			35
carl	9	10	9	9	7	2			37
steven	10	1	9	6	8	8			32
michael	11	4	4	4	4	7			26

The bottom worksheet, 'Average Call Time', contains a table with the following data:

Salesperson	Mon	Tue	Wed	Thur	Fri	Trend
Emilio	10:32	06:30	06:42	08:40	03:15	
Evan	03:00	04:13	04:00	03:45	05:04	
Tyler	09:03	03:17	07:29	08:43	06:15	
Clyde	04:22	03:57	05:07	04:16	07:23	
Arturro	02:12	05:36	03:33	06:14	05:12	
Cid	03:15	02:45	03:44	04:01	03:27	
Leon	04:41	11:13	09:22	05:15	06:21	
James	06:22	09:41	04:15	13:49	07:01	
Carl	21:18	04:12	04:35	03:45	05:24	
Steven	08:13	07:40	03:55	06:32	06:35	
Michael	05:12	05:15	05:40	05:03	05:50	

Overview:

Car Warranty

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

Task 2:

On the Employee Hours worksheet, add a row to the table that automatically calculates total hours worked by all employees.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To complete Task 2, you need to enable the Total Row feature for the table on the Employee Hours worksheet.

This is the most efficient way to automatically calculate sums in an Excel table.

Step 1: Select the Worksheet

Click on the Employee Hourstab at the bottom of your Excel window to ensure you are on the correct sheet.

Step 2: Activate the Table

Click anywhere inside the data table (for example, click on cell A4 where it says "emilio"). Once you click inside the table, a new tab called Table Design will appear at the very top of your Ribbon.

Step 3: Enable the Total Row

* Go to the Table Design tab on the Ribbon.

* In the Table Style Options group, check the box labeled Total Row.

* Result: A new row labeled "Total" will immediately appear at the bottom of your data (Row 15).

The screenshot shows the Microsoft Excel interface with the Table Design ribbon active. The ribbon includes sections for Properties, Tools, External Table Data, and Table Style Options. The Table Style Options section has the 'Total Row' checkbox checked. Below the ribbon, a data table is displayed with columns for Employee, Station, days of the week, Overtime, Name, and Total Hours. A 'Total' row is added at the bottom of the data, showing a total of 474.5 hours. Below the data table, there is a section titled 'Overtime Rates' with a table showing rates for different hour ranges: 40-49 Hours at 150%, 50-59 Hours at 200%, and 60+ Hours at 250%.

Employee	Station	Monday	Tuesday	Wednesday	Thursday	Friday	Overtime	Name	Total Hours
cid		6	7	9	9	6	10		41
leon		7	8	8	8	8	8		40
james		8	3.5	8	7	7.5	9		35
carl		9	10	9	9	7	2		37
steven		10	1	9	6	8	8		32
michael		11	4	4	3	8	7		26
patricia		12	6	6	5	8	4		29
jaques		13	8	8	8	8	8		40
Total									474.5

Overtime Rates	
40-49 Hours	150%
50-59 Hours	200%
60+ Hours	250%

Step 4: Configure the Total Hours Calculation

By default, Excel might place a count or sum in the last column. You need to ensure the Total Hours column (Column J) is calculating correctly:

* Click on the cell at the bottom of the Total Hours column (J15).

* A small drop-down arrow will appear next to the cell. Click it.

* Select Sum from the list.

Final Result

Your table will now have a dedicated row at the bottom that automatically updates the total hours whenever you add or change employee data.

NEW QUESTION # 23

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.



Top 20 Video Games of All Time

These games were selected because they are both fun to play and have had a significant impact on the video game industry.

Rank	Name	Year
#1	Minecraft	2011
#2	Tetris	1984
#3	Super Mario 64	1996
#4	The Witcher 3: Wild Hunt	2015
#5	Super Smash Brothers Ultimate	2018
#6	The Legend of Zelda: Ocarina of Time	1998

The screenshot shows an Excel spreadsheet with the following content:

Recent Releases
These games were selected because they are both fun to play and have had a significant impact on the video game industry.
Name
A Little to the Left (PC)
A Plague Tale: Requiem (PlayStation 5, Xbox Series X/S, Switch, PC)
Advance Wars 1+2: Re-Boot Camp (Switch)
Aftermath (PlayStation 5, Xbox Series X/S, PlayStation 4, PC)
Arc Raiders (PlayStation 5, Xbox Series X/S, PC)
Asterigos: Curse of the Stars (PlayStation 5, PlayStation 4, PC)
Atomic Heart (PlayStation 5, Xbox Series X/S, PlayStation 4, Xbox One, PC)
Avatar: Frontiers of Pandora (PlayStation 5, Xbox Series X/S, Stadia, PC)
Away: The Survival Series (Xbox One)
Balsa Model Flight Simulator (PC)
BattleCakes (Xbox One, PC)
Bayonetta 3 (Switch)
Bear and Breakfast (Switch, PC)
Blazing Strike (PlayStation 5, PlayStation 4, Switch, PC)
Blood Bowl 3 (PlayStation 5, Xbox Series X/S, PlayStation 4, Xbox One, Switch, PC)

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 # 24

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.

Location	Jan	Feb	Mar	Total
College Campus	108086	149321	154505	411912
Downtown	87023	166592	210292	463907
Eastside	54979	75369	53996	184344
West Central	53120	114082	90063	257265
Valley	292765	313594	367217	973576
Total				2291004

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).

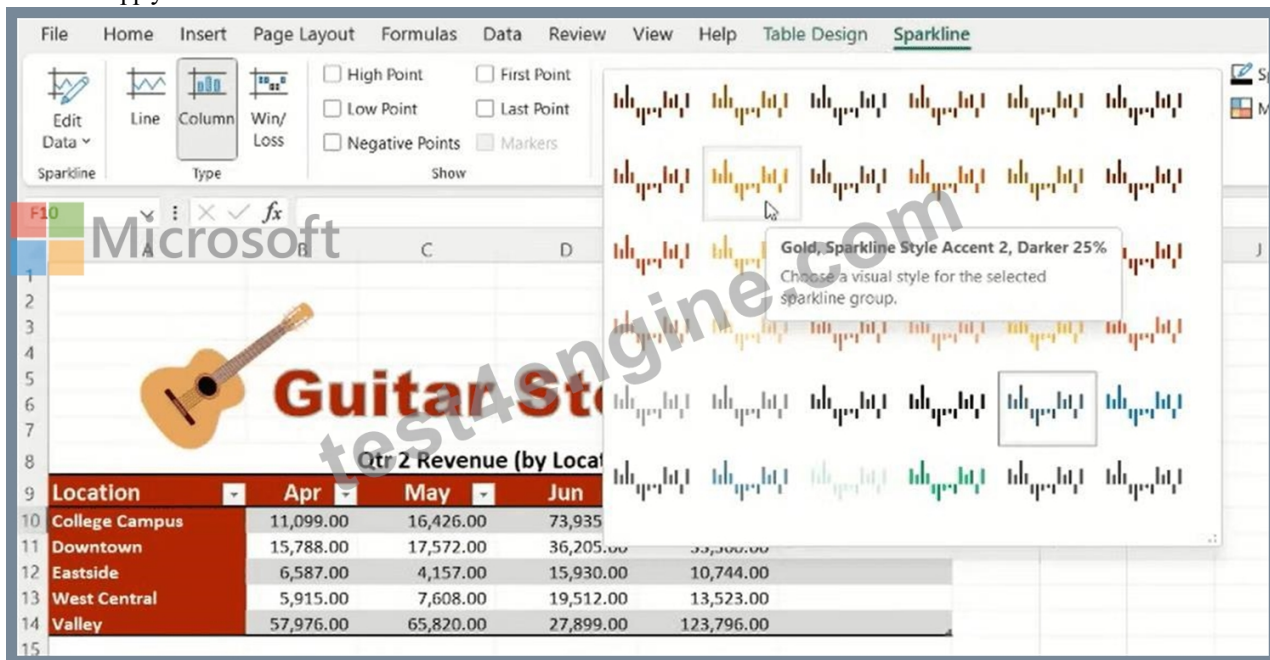
* Ensure the Location Range is set to \$F\$10.

* 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 # 25

Instructions

Exam Environment

Exam Interface and Controls

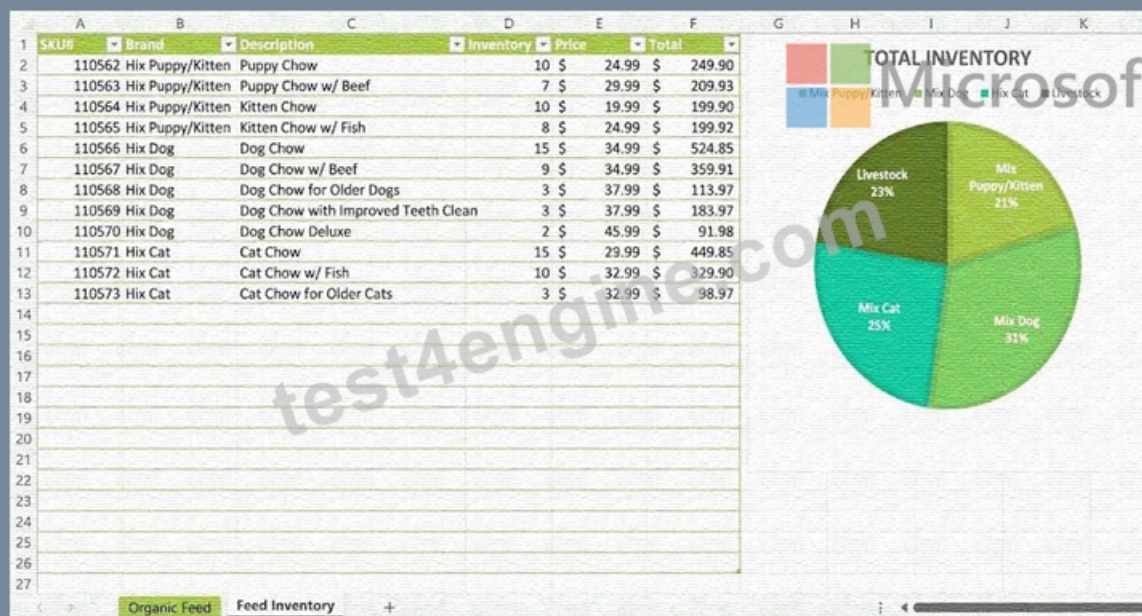
The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project tasks.



Farm Fresh Feeds



SKU#	Brand	Description	Inventory	Price	Total
100814	Norbert's Niblets	Organic Gourmet Puppy Food	3	\$ 35.99	\$ 107.97
100814	Norbert's Niblets	Organic Gourmet Kitten Food	3	\$ 35.99	\$ 107.97
100814	Norbert's Niblets	Organic Gourmet Dog Food	7	\$ 39.99	\$ 279.93
100814	Norbert's Niblets	Organic Gourmet Cat Food	4	\$ 39.99	\$ 159.96
100814	Norbert's Niblets	Organic Gourmet Horse Food	8	\$ 54.99	\$ 439.92
100814	Norbert's Niblets	Organic Gourmet Pig Food	8	\$ 52.99	\$ 423.92
100814	Norbert's Niblets	Organic Gourmet Cow Food	8	\$ 59.99	\$ 679.92



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 # 26

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Besides, the demo for the Microsoft Excel (Microsoft 365 Apps) MO-210 vce test engine is the screenshot format which allows you to scan.

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