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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:

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 Coststab and then the Charttab.

* 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 # 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:

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 4:

Filter the Profits worksheet to display only flavors with Total Profit that are Above Average.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To filter the Profits worksheet to display only the flavors with a Total Profit that is Above Average, follow these steps:

Step 1: Access the Profits Worksheet

* Click on the Profits worksheet tab at the bottom of the Excel window.

Step 2: Apply the Above Average Filter

* Look at the Total Profit header (Cell G3). If you don't see a small drop-down arrow next to it, go to the Data tab and click Filter.

* Click the Filter Drop-down Arrow in the Total Profit header cell.

* Hover your mouse over Number Filters in the menu that appears.

* From the side menu, select Above Average.

Step 3: Verify the Results

* Excel will automatically calculate the average of all values in the "Total Profit" column and hide any rows that fall below that number.

* You will notice the row numbers on the left are now blue, indicating a filter is active.

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:

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 builtin 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 theCosts worksheet.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To transfer the formatting from theProfitsworksheet to theCostsworksheet while maintaining consistency, follow these steps:

Step 1: Copy the Source Formatting

* Click on theProfitsworksheet tab at the bottom of your Excel window.

* Select the cell rangeA2:G2.

* On theHome tab, in theClipboardgroup, click theFormat Painterbutton (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 theCostsworksheet tab (the one shown in your provided image).

* Click directly onCell 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 theCostsworksheet should now match the style (font, background color, and borders) of the Profitsworksheet. The grey shading currently visible in your image in rangeB2:G2will be replaced by the style from the first sheet.

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.

□ 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 40hours. otherwise display the word No. Copy the function from H4: H16.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To completeTask 3, you will use theIF functionto 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 theEmployee Hoursworksheet and click on cellH4(the first cell under theOvertime column).

Step 2: Enter the IF Function

Type the following formula into cellH4:

=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 # 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.

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 2:

Open a second window and view the two instances of the workbook side-by-side.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To view two instances of your Excel workbook side-by-side, follow these steps:

Step 1: Open a Second Window

* Go to the View tab on the Ribbon.

* In the Window group, click on New Window.

* Note: This creates a second view of your current file. You will notice the file name in the title bar now says "Filename - 2".

Step 2: Arrange Side-by-Side

* Navigate back to the View tab.

* In the same Window group, click the View Side by Side button.

* If the windows do not align automatically, click Arrange All and select Vertical to see them left-to-right.

Verification

You should now see two separate windows of the same "Clearance Sale" workbook on your screen. Any change you make in one window will instantly update in the other, allowing you to view different worksheets (like "Sold" and "Vehicles") at the same time.

NEW QUESTION # 23

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