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Currently Microsoft products are important for enterprises information solutions, relative job opportunities are increasing more and more. MO-210 latest dumps vce will be useful. IT skills are regarded as an important standard for enterprises. No matter which field you work in, IT staff must keep on learning to keep up with the changes. MO-210 Latest Dumps vce will be a shortcut for Microsoft certification and valid for your examinations.

Microsoft MO-210 Exam Syllabus Topics:

Section	Weight	Objectives
Manage Worksheets and Workbooks	25-30%	- Create, modify, and save workbooks - Format worksheets and workbooks - Customize options and views - Configure workbooks for collaboration and accessibility - Navigate within workbooks
Manage Data Cells and Ranges	25-30%	- Format cells and ranges - Summarize data visually - Modify cells and ranges - Insert data in cells and ranges - Define and reference named ranges
Manage Tables and Table Data	10-15%	- Filter and sort table data - Modify tables and table data - Create and format tables - Use table references in formulas
Perform Operations by Using Formulas and Functions	15-20%	- Modify formula options and settings - Use logical, text, date/time, and lookup functions - Perform calculations by using functions - Insert and modify formulas
Manage Charts	15-20%	- Add and modify chart elements - Modify charts - Create charts - Format charts

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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q20-Q25):

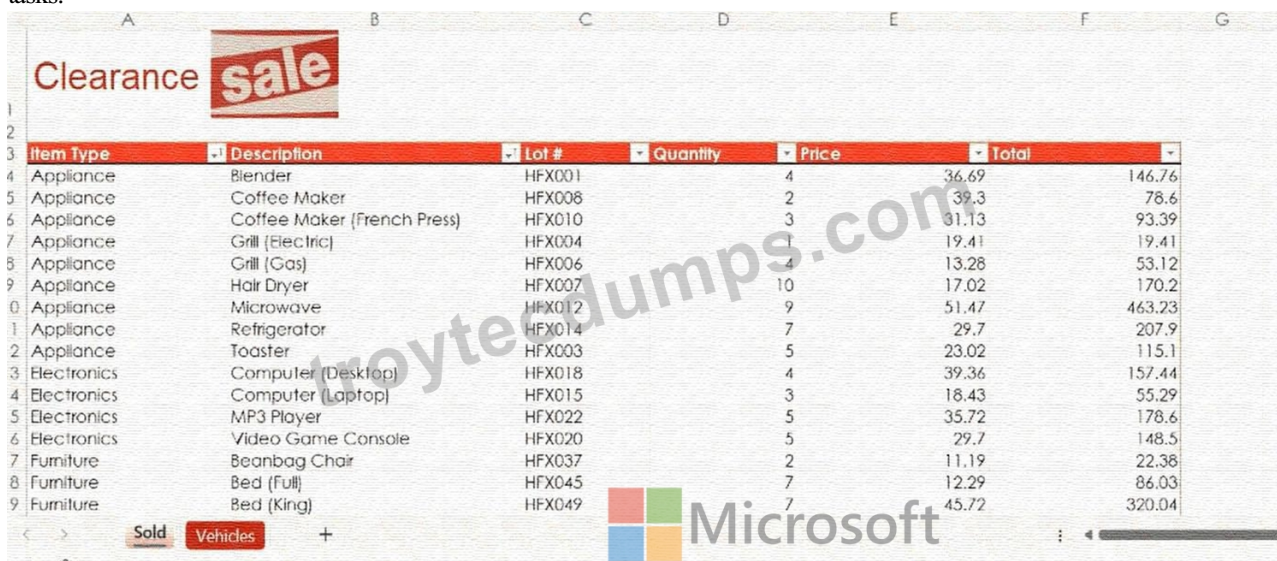
NEW QUESTION # 20

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.



Item Type	Description	Lot #	Quantity	Price	Total
Appliance	Blender	HFX001	4	36.69	146.76
Appliance	Coffee Maker	HFX008	2	39.3	78.6
Appliance	Coffee Maker (French Press)	HFX010	3	31.13	93.39
Appliance	Grill (Electric)	HFX004	1	19.41	19.41
Appliance	Grill (Gas)	HFX006	4	13.28	53.12
Appliance	Hair Dryer	HFX007	10	17.02	170.2
Appliance	Microwave	HFX012	9	51.47	463.23
Appliance	Refrigerator	HFX014	7	29.7	207.9
Appliance	Toaster	HFX003	5	23.02	115.1
Electronics	Computer (Desktop)	HFX018	4	39.36	157.44
Electronics	Computer (Laptop)	HFX015	3	18.43	55.29
Electronics	MP3 Player	HFX022	5	35.72	178.6
Electronics	Video Game Console	HFX020	5	29.7	148.5
Furniture	Beanbag Chair	HFX037	2	11.19	22.38
Furniture	Bed (Full)	HFX045	7	12.29	86.03
Furniture	Bed (King)	HFX049	7	45.72	320.04

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 3:

Configure the Sold worksheet so rows 1 through 3 remain visible as you scroll vertically.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To keep rows 1 through 3 visible while you scroll down the "Sold" worksheet, you will use the Freeze Panes feature.

Step-by-Step Solution

* Select Row 4: Click on the row number 4 on the far left of the screen to select the entire row.

* Note: In Excel, "Freeze Panes" freezes everything above the currently selected row.

* Navigate to the View Tab: Click on the View tab in the top Ribbon menu.

* Click Freeze Panes: In the Window group, click the Freeze Panes button.

* Select Freeze Panes: From the drop-down menu, select the first option, Freeze Panes.

Verification

Scroll down the worksheet using your mouse or the scroll bar. You should notice that the "Clearance Sale" header and the "Item Type/Description/etc." header row (rows 1-3) stay locked at the top of the screen while the data in row 4 and below moves.

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, and hours for each day of the week (Monday through Friday), along with Overtime, Name, and Total Hours. The bottom worksheet, 'Average Call Time', contains a table with columns for Salesperson, and average call times for each day of the week (Monday through Friday), along with a Trend column. The Excel ribbon is visible at the top, showing the Home tab with various formatting options.

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			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	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

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	08:17	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	05:59	

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.

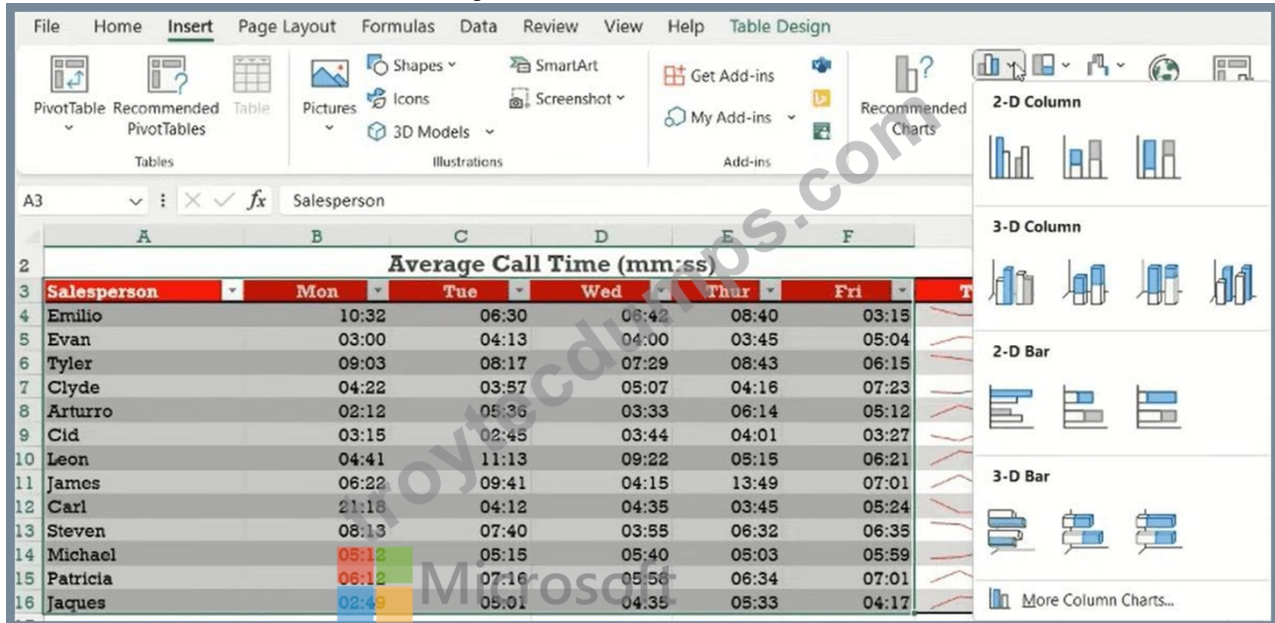
* Note: This includes the header row (Salesperson, Mon, Tue, etc.) and all employee rows down to Michael.

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).

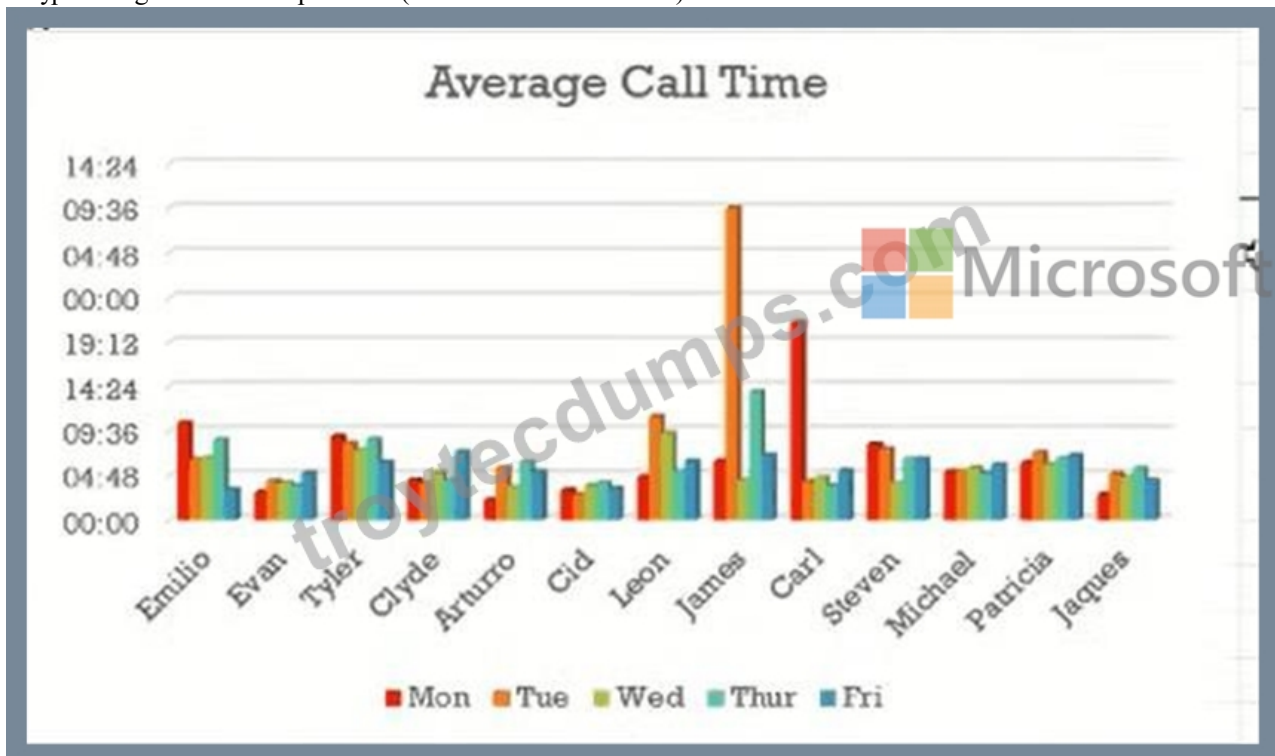
* Under the 3-D Column section, select the first option: 3-D Clustered Column.



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.

A

B

C

D

E

F

G

Motorhome Rentals

Microsoft

troytec.com

	Capacity	Fleet Name	May	June	July	Aug	Sept	Oct	Nov	Dec
2										
3	2	Sierra	2700		3600				2880	2700
4	2	Redwood	2780		3720				2980	2790
5	4	Sequoia	3020		4025				3220	3020
6	4	Fern	3880		5175				4140	3880
7	6	Vista	4940		6010				5270	4940
8	6	Seascape	4940		6590				5270	4940
9	8	Outlook	5180		6000				5530	5180
10	8	Peaks	8440		10000				9000	8440

Rentals

+

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 the Wrap Text feature.

Step-by-Step Solution

- * Select the Header Row: In your "Rentals" worksheet, click and drag to select the cell range A2:F2 (the orange heading row containing "Capacity," "Fleet Name," etc.).
- * Navigate to the Home Tab: Ensure you are on the Home tab of the Ribbon.
- * Apply Wrap Text:
- * Look for the Alignment group.
- * Click the Wrap Text button (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.

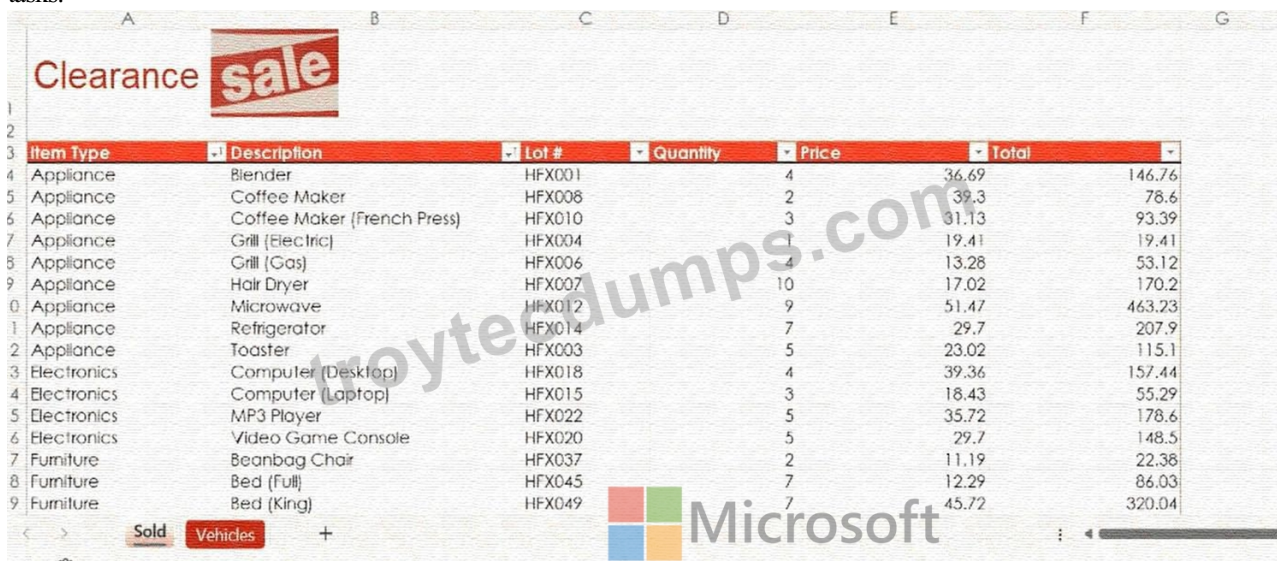
NEW QUESTION # 23

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.



The screenshot shows an Excel spreadsheet with a 'Clearance sale' banner. The data is organized in columns: Item Type, Description, Lot #, Quantity, Price, and Total. The rows list various items for sale, including appliances, electronics, and furniture, with their respective quantities, unit prices, and total values.

Item Type	Description	Lot #	Quantity	Price	Total
Appliance	Blender	HFX001	4	36.69	146.76
Appliance	Coffee Maker	HFX008	2	39.3	78.6
Appliance	Coffee Maker (French Press)	HFX010	3	31.13	93.39
Appliance	Grill (Electric)	HFX004	1	19.41	19.41
Appliance	Grill (Gas)	HFX006	4	13.28	53.12
Appliance	Hair Dryer	HFX007	10	17.02	170.2
Appliance	Microwave	HFX012	9	51.47	463.23
Appliance	Refrigerator	HFX014	7	29.7	207.9
Appliance	Toaster	HFX003	5	23.02	115.1
Electronics	Computer (Desktop)	HFX018	4	39.36	157.44
Electronics	Computer (Laptop)	HFX015	3	18.43	55.29
Electronics	MP3 Player	HFX022	5	35.72	178.6
Electronics	Video Game Console	HFX020	5	29.7	148.5
Furniture	Beanbag Chair	HFX037	2	11.19	22.38
Furniture	Bed (Full)	HFX045	7	12.29	86.03
Furniture	Bed (King)	HFX049	7	45.72	320.04

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:

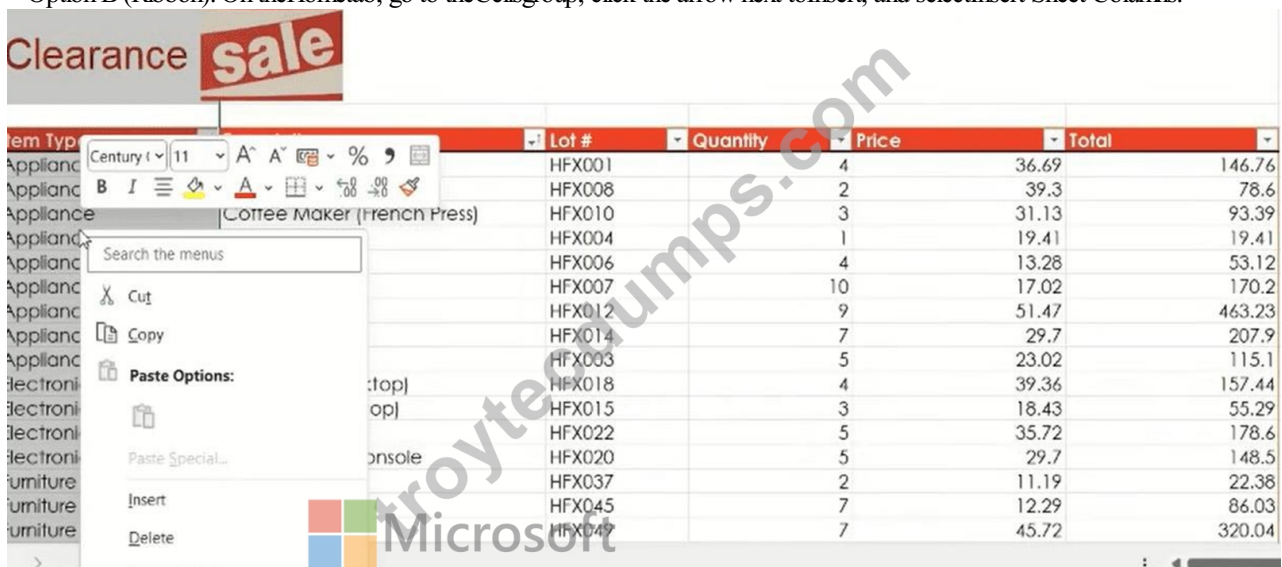
See the solution in Explanation below.

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.



The screenshot shows the Excel ribbon with the 'Home' tab selected. The 'Cells' group is active, and the 'Insert' dropdown menu is open, showing options like 'Insert Sheet Columns', 'Insert Sheet Rows', 'Insert Cells', and 'Delete Cells'. The background shows the same 'Clearance sale' spreadsheet as in the previous image.

Clearance sale						
Item Type	Description	Lot #	Quantity	Price	Total	
Appliance	Blender	HFX001	4	36.69	146.76	
Appliance	Coffee Maker	HFX008	2	39.3	78.6	
Appliance	Coffee Maker (French Press)	HFX010	3	31.13	93.39	
Appliance	Grill (Electric)	HFX004	1	19.41	19.41	
Appliance	Grill (Gas)	HFX006	4	13.28	53.12	
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Appliance	Microwave	HFX012	9	51.47	463.23	
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Electronics	Computer (Desktop)	HFX018	4	39.36	157.44	
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Furniture	Beanbag Chair	HFX037	2	11.19	22.38	
Furniture	Bed (Full)	HFX045	7	12.29	86.03	
Furniture	Bed (King)	HFX049	7	45.72	320.04	

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 # 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.

Guitar Stores						
Qtr 1 Revenue (by Location)						
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 1 worksheet, apply a number format to display the numbers in columns B through E to two decimal places with the US Dollar symbol (\$) left-aligned and the decimal points aligned.

Answer:

Explanation:

See the solution in Explanation below.

Explanation:

To achieve the look where the dollar symbol is left-aligned and the decimal points are perfectly aligned vertically, you need to apply the Accounting number format. This is a standard requirement for professional financial statements.

Step 1: Select the Data Range

* Ensure you are on the Qtr 1 worksheet.

* Using your mouse, click and drag to select the range from B10 to E14. This range covers all the monthly revenue data for the various locations.

Step 2: Open the Number Format Options

You can do this quickly using the Ribbon or with more precision via the Format Cells dialog:

* Go to the Home tab on the Ribbon.

* In the Number group, click the small Dialog Box Launcher (the tiny arrow in the bottom-right corner of the group). Alternatively, you can press **Ctrl + 1** on your keyboard.

Step 3: Configure Accounting Format

Once the Format Cells dialog box appears:

* Select Accounting from the Category list on the left.

* Set the Decimal places to 2.

* In the Symbol dropdown menu, ensure \$ English (United States) is selected.

* Click OK.

Key Difference: Accounting vs. Currency

* Accounting Format: Aligns the \$ symbol to the far left of the cell and the decimal points vertically in a column, making it easier to read large lists of numbers.

* Currency Format: Places the \$ symbol immediately to the left of the number, which does not allow for uniform vertical alignment of the symbols.

NEW QUESTION # 25

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