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MPOETC TEST 1 EXAM 2026 FINAL REVIEW

BUNDLED SOLUTION PACKAGE

● 3 main skills for success. Answer: Learning skills

Study skills

Test taking skills

● Learning skills. Answer: - listen actively

— mindset

— preparation

— anticipate what the instructor is going to say next

- participate

— exchange ideas

— share your experiences

— ask questions

-organization

— clarity

-posture

— maintain eye contact

- take notes

— 80% of what you don't write down you lose

- think critically

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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:

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 # 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.

□ 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 Textgroup (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 # 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.

□

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 # 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.

□

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 theHometab, 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 theProfitsworksheet. The grey shading currently visible in your image in rangeB2:G2will be replaced by the style from the first sheet.

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:

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 View 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 # 30

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