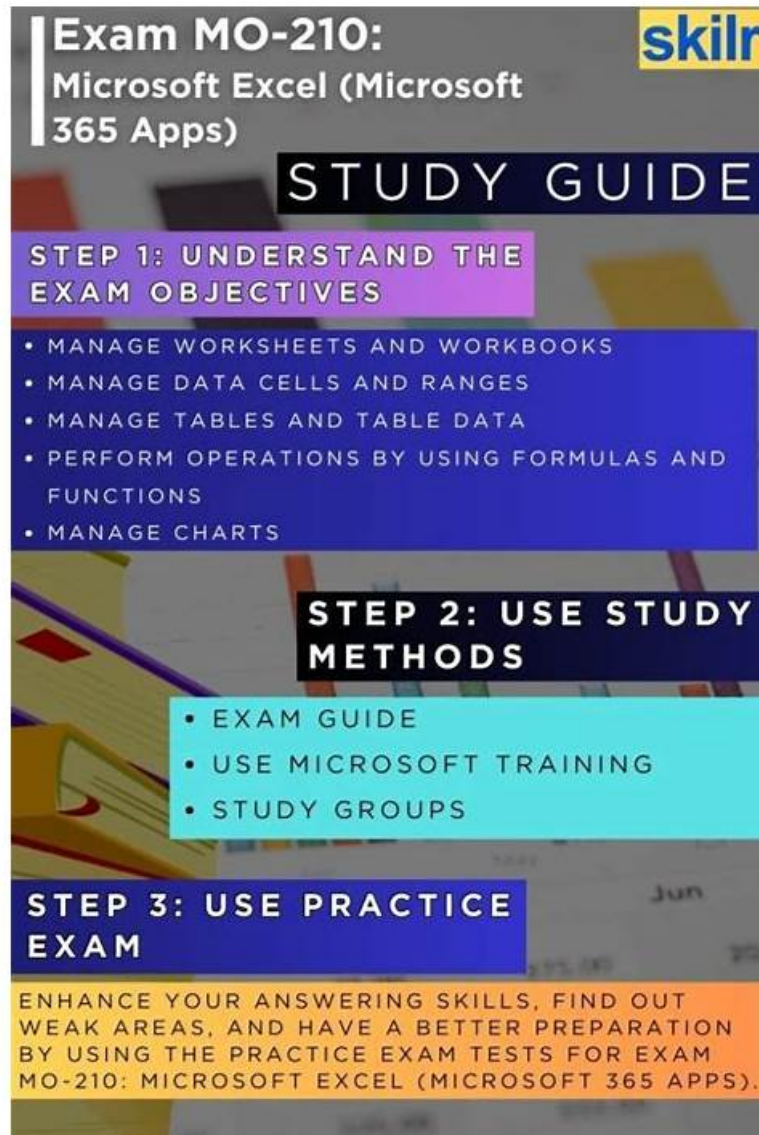# Free Microsoft MO-210 Braindumps & Reliable MO-210 Test Braindumps

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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q31-Q36):

NEW QUESTION # 31
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 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 theEmployee 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 cellA4where it says "emilio"). Once you click inside the table, a new tab calledTable Designwill appear at the very top of your Ribbon.

Step 3: Enable the Total Row

* Go to theTable Designtab on the Ribbon.

* In theTable Style Optionsgroup, check the box labeledTotal Row.

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

Step 4: Configure the Total Hours Calculation

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

* Click on the cell at the bottom of theTotal Hourscolumn (J15).

* A smalldrop-down arrowwill appear next to the cell. Click it.

* SelectSumfrom 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 # 32

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 3:

Set cells A1:F11 so they will be the only cells that print.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To ensure that only a specific range of cells is printed, you need to define a Print Area. This prevents Excel from printing empty pages or extra data outside of your selection.
Step-by-Step Solution
* Select the range: Use your mouse to click on cell A1 and drag your cursor down to cell F11 to highlight the entire area.
* Navigate to Page Layout: Click on the Page Layout tab in the top Ribbon.
* Set the Print Area:
* Locate the Page Setup group.
* Click on the Print Area button.
* From the drop-down menu, select Set Print Area.
Once this is set, Excel will only print the content within A1:F11, even if there is data elsewhere on the sheet.
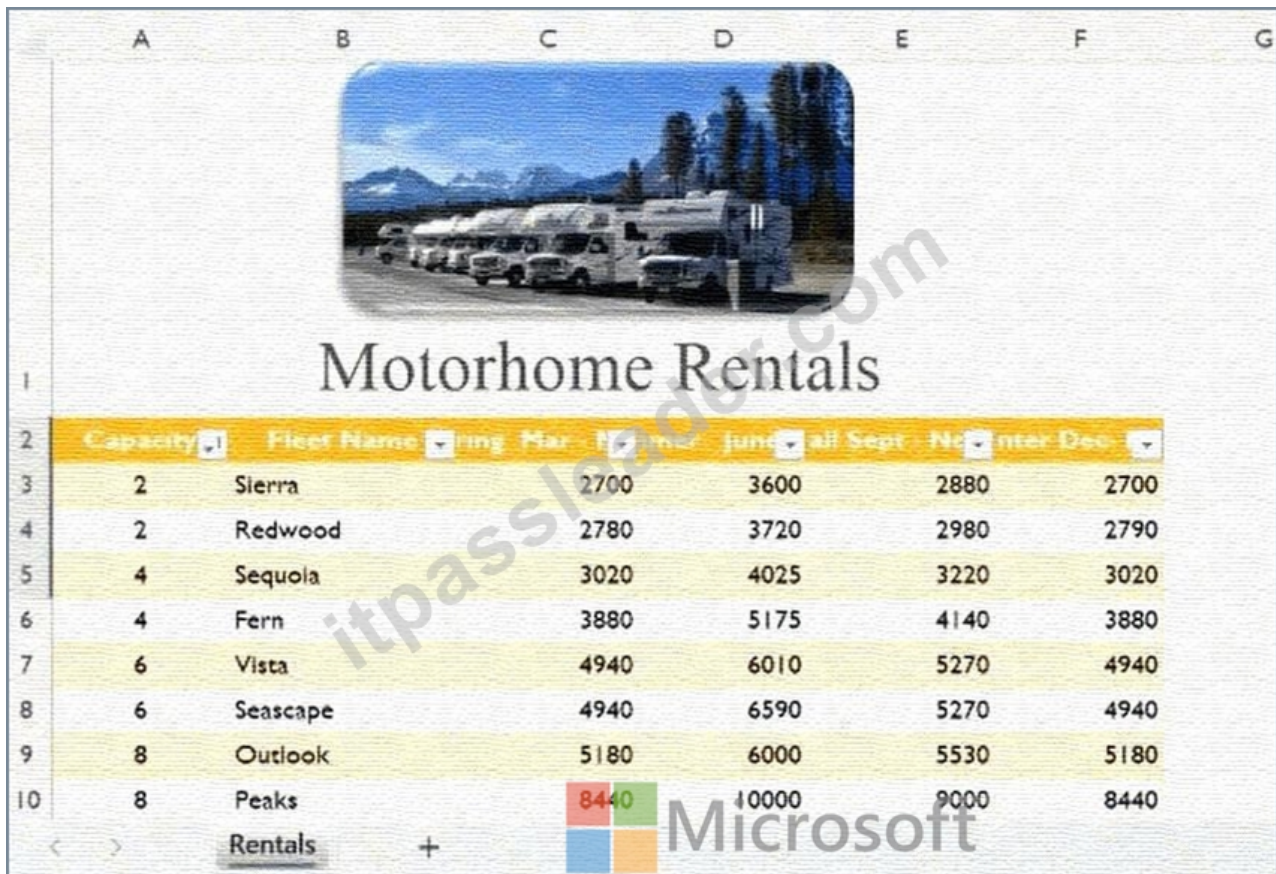
NEW QUESTION # 33
Instructions
Exam Environment
Exam Interface and Controls
The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project tasks.

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.
Task5:
On the Vehicles worksheet, in the Code column cell B4, create a formula that returns the two leftmost letters of the vehicle style displayed in cell D4.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To extract specific characters from the start of a text string in Excel, you use the LEFT function.
Step-by-Step Solution
* Navigate to the Worksheet: Click on the Vehicles worksheet tab at the bottom of your Excel window.
* Select Cell B4: Click on cell B4 (under the "Code" column).
* Enter the Formula: Type the following formula exactly as shown: =LEFT(D4, 2)
* Press Enter: Once you press Enter, Excel will look at the "Vehicle Style" in cell D4 and return only the first two letters.
Explanation of the Formula

* LEFT: This is the function used to start counting characters from the beginning (left side) of a cell.
* D4: This tells Excel which cell contains the text you want to extract from (the Vehicle Style).
* 2: This specifies the number of characters you want to retrieve.

NEW QUESTION # 34
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.
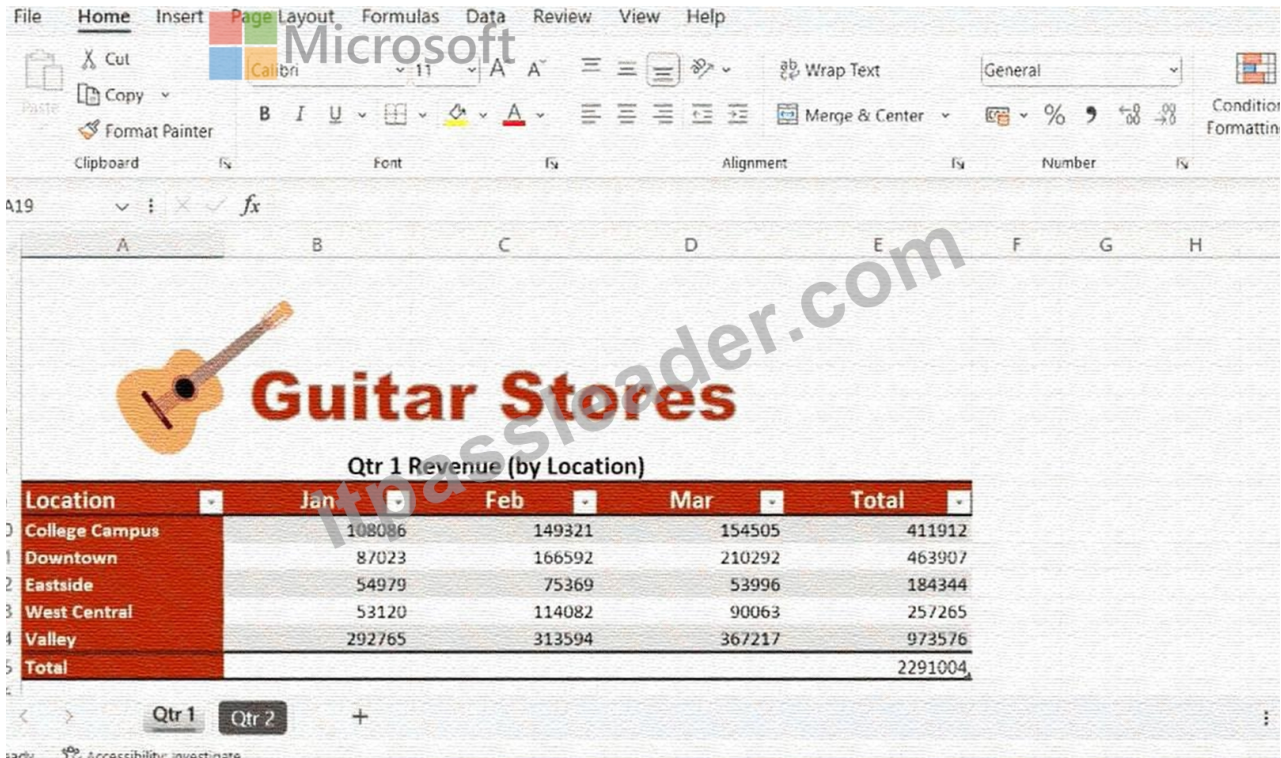
Overview:
Guitar Stores
You and a partner own several Guitar Stores. You are analyzing your revenue from the past two quarters.
Task 2:
Without using the New Sheet button, move the pie chart on the Qtr 2 worksheet to its own chart sheet named Qtr 2 Chart.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To move the pie chart to its own dedicated chart sheet without using the "New Sheet" button, follow these steps:
Step 1: Select the Pie Chart
Click anywhere on the Pie Chart located on the Qtr 2 worksheet. This action will activate the contextual chart tabs on the Ribbon.
Step 2: Open the Move Chart Dialog
Once the chart is selected, look at the top of your Excel window:
Go to the Chart Design tab (this tab only appears when a chart is selected).
On the far right of the Ribbon, in the Location group, click the Move Chart button.
Step 3: Configure the New Chart Sheet
A Move Chart dialog box will appear. To move the chart to its own sheet:
Select the New sheet: radio button.
In the text box next to "New sheet:", delete the default text and type Qtr 2 Chart.
Click OK.
Result
Excel will create a new sheet tab at the bottom of your workbook named Qtr 2 Chart that contains only the pie chart, scaled to fill the entire page.

NEW QUESTION # 35

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 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 # 36

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