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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q12-Q17):

NEW QUESTION # 12
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 2:
Add the value New Rates to the Title property of the document.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To add a value to the Title property of an Excel document, you need to access the Backstage view. This metadata is helpful for organizing and searching for files.

Step-by-Step Solution

* Click on theFiletab in the top-left corner of the Excel ribbon.
* Ensure thatInfois selected in the left-hand sidebar.
* On the right side of the screen, you will see a section labeledProperties.
* Locate the field namedTitle. If it says "Add a title," click directly on that text.
* TypeNew Ratesinto the text box.
* Click anywhere else on the screen or pressEnterto save the property.
* Click theBack arrowin the top-left corner to return to your worksheet.

▫

NEW QUESTION # 13

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 aworkbook.
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 fromA2 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 # 14

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 the Employee Hours tab 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).

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 # 15

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 # 16

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.
Task5:
Display the formulas that are in the cells of the Qtr 2 worksheet.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To display the formulas within the cells of the Qtr 2 worksheet instead of the resulting values, you can use the Show Formulas command.
Step 1: Navigate to the Qtr 2 Worksheet
Open your Excel workbook.
Click on the Qtr 2 sheet tab at the bottom of the screen.
Step 2: Enable "Show Formulas" via the Ribbon
Go to the Formulas tab on the Ribbon at the top of the Excel window.
Locate the Formula Auditing group.
Click the Show Formulas button.
Alternative Method: Keyboard Shortcut
You can quickly toggle this view on and off by pressing:
Ctrl + ` (the accent mark or backtick key, usually located to the left of the "1" key).
What to Expect
Once activated, Excel will:
Expand column widths to accommodate the formula text.
Hide the calculated results and show the actual syntax (e.g., instead of seeing $411,912, you will see =SUM (B10:D10)).
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NEW QUESTION # 17

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