

MO-210考試指南 & MO-210考試重點



在這個都把時間看得如此寶貴的社會裏，選擇KaoGuTi來幫助你通過Microsoft MO-210 認證考試是划算的。如果你選擇了KaoGuTi，我們承諾我們將盡力幫助你通過考試，並且還會為你提供一年的免費更新服務。如果你考試失敗，我們會全額退款給你。

如果你選擇了KaoGuTi，KaoGuTi可以確保你100%通過Microsoft MO-210 認證考試，如果考試失敗，KaoGuTi將全額退款給你。

>> MO-210考試指南 <<

熱門的MO-210考試指南，Microsoft Microsoft Office Specialist: Microsoft Word Expert認證MO-210考試題庫提供免費下載

你肯定聽說過KaoGuTi的MO-210考古題吧？但是，你用過嗎？我們經常會聽到“KaoGuTi的考古題真是好資料，多虧了它我才通過了考試”這樣的話。KaoGuTi從使用過考古題的人們那裏得到了很多的好評。這是因為它確實能幫助考生們節省很多時間，並保證大家順利通過考試。

最新的 Microsoft Office Specialist: Microsoft Word Expert MO-210 免費考試真題 (Q23-Q28):

問題 #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.

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Farm Feeds:

You are the assistant manager for a farm pet feed store. You are creating an inventory report.

Task 3:

On the Feed Inventory worksheet, remove the hyperlink functionality, but leave the text in cell C27.

答案：

解題說明：

See the solution in Explanation below.

Explanation:

To complete Task 3: Remove the hyperlink functionality from cell C27 on the Feed Inventory worksheet, follow these specific steps to ensure the text remains while the link is deleted.

Step 1: Select the "Feed Inventory" Worksheet

Ensure you are on the correct sheet by clicking the Feed Inventory tab at the bottom of the window.

Step 2: Navigate to Cell C27

Locate cell C27 in the Description column. Based on your project files, this is likely a URL or a linked piece of text at the bottom of the table.

Step 3: Remove the Hyperlink

You want to strip the "clickable" link without deleting the actual words inside the cell.

- * Right-click directly on cell C27.

- * From the context menu that appears, select Remove Hyperlink (it is usually located at the very bottom of the list).

Step 4: Verify the Text Remains

The text should change from blue/underlined back to standard black text, but the characters themselves will stay in the cell.

問題 #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.

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 4:

Save the Rentals worksheet as a CSV (comma delimited) file named Rentals.csv to the GmetrixTemplates folder.

答案：

解題說明：

See the solution in Explanation below.

Explanation:

To save a specific worksheet as a CSV file, you need to use the Save As function. This allows you to change the file format from a standard Excel Workbook to a Comma Separated Values file.

Step-by-Step Solution

- * Ensure you are currently on the Rentals worksheet (look for the tab name at the bottom of your screen).

- * Click the File tab in the top-left corner.

- * Select Save As from the left-hand menu.

- * Click Browse to open the File Explorer window.

- * In the File Explorer, navigate to the GmetrixTemplates folder (usually located in your Documents folder).

- * In the File name box, type Rentals.

- * Click the Save as type drop-down menu and select CSV (Comma delimited) (*.csv).

- * Click Save.

- * Note: If Excel displays a warning message stating that some features in your workbook might be lost when saving as CSV, click Yes to continue.

問題 #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 2:

On the Employee Hours worksheet, add a row to the table that automatically calculates total hours worked by all employees.

答案:

解題說明:

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.

問題 #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.

Overview:

Car Warranty

You are the supervisor for a Car Warranty Center. You use Excel to report employee hours and telephone calls.

Task 4:

In cell I4 of the Employee Hours sheet, use a function to copy the name from cell A4 and format the name so all letters are upper case.

答案:

解題說明:

See the solution in Explanation below.

Explanation:

To complete Task 4, you will use the UPPER function in Excel. This function converts all characters in a specified cell into capital letters.

Step 1: Navigate to Cell I4

Ensure you are on the Employee Hours worksheet and click on cell I4 (the first cell under the Name column).

Step 2: Enter the UPPER Function

Type the following formula into cell I4:

=UPPER(A4)

- * A4: This refers to the cell containing the name "emilio".

- * UPPER: This command tells Excel to change those letters to "EMILIO".

Step 3: Fill the Column

Since your data is in a table format, Excel may automatically populate the rest of the column. If it does not:

- * Click on cell I4.
- * Hover over the bottom-right corner of the cell until you see the thin black cross (+).
- * Double-click that cross or drag it down to cell I14 to convert the remaining names to uppercase.

Final Result Check:

- * Cell A4 shows "emilio".
- * Cell I4 should now show EMILIO.

問題 #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.

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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.

答案:

解題說明:

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 Text group (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.

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問題 #28

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KaoGuTi是一個優秀的IT認證考試資料網站，在KaoGuTi您可以找到關於Microsoft MO-210認證考試的考試心得和考試材料。您也可以在KaoGuTi免費下載部分關於Microsoft MO-210考試的考題和答案。KaoGuTi還將及時免費為您提供有關Microsoft MO-210考試材料的更新。並且我們的銷售的考試考古題資料都提供答案。我們的IT專家團隊將不斷的利用行業經驗來研究出準確詳細的考試練習題來協助您通過考試。總之，我們將為您提供你所需要的一切關於Microsoft MO-210認證考試的一切材料。

MO-210考試重點: https://www.kaoguti.com/MO-210_exam-pdf.html

所有，只要有 Microsoft MO-210 考古題在手，什麼考試都不是問題，Microsoft MO-210 考試指南 關於審題，第一次是剛剛接觸考題時，要全面的看完考題，把握條件的關鍵詞，從考題中獲得盡可能多的信息，然後再去辨別解題方向；第二次是在解題遇到困難時，應該再次審題，看看自己有沒有遺漏什麼條件，想一想題目中還有什麼隱含條件，再去考慮解題策略；第三次是在考題回答完成後，再次回顧考題，看看自己的解答是否和考題要求一致，自己的回答是否合理，Microsoft MO-210 考試指南 如果我們的軟體有任何更新版本，都會立即推送給客戶，如果你對 KaoGuTi 的關於 Microsoft MO-210 認證考試的培訓方案感興趣，你可以先在互聯網上免費下載部分關於 Microsoft MO-210 認證考試的練習題和答案作為免費嘗試。

白石城不在任何王侯的疆域之內，而是建立在壹片荒原當中，安師妹快走，這蠢貨交給我就行了，所有，只要有 Microsoft MO-210 考古題在手，什麼考試都不是問題，關於審題，第一次是剛剛接觸考題時，要全面的看完考題，把握條件的關鍵詞，從考題中獲得盡可能多的信息，然後再去辨別解題方向；第二次是在解題遇到困難時，應該再次審題，MO-210 看看自己有沒有遺漏什麼條件，想一想題目還有什麼隱含條件，再去考慮解題策略；第三次是在考題回答完成後，再次回顧考題，看看自己的解答是否和考題要求一致，自己的回答是否合理。

Microsoft MO-210考試指南：Microsoft Excel (Microsoft 365 Apps)和最新的Microsoft認證培訓

如果我們的軟體有任何更新版本，都會立即推送給客戶，如果你對KaoGuTi的關於Microsoft MO-210 認證考試的培訓方案感興趣，你可以先在互聯網上免費下載部分關於Microsoft MO-210 認證考試的練習題和答案作為免費嘗試。

因為這是國際廣泛認可的資格，因此參加Microsoft的認證考試的人也越來越多了。

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