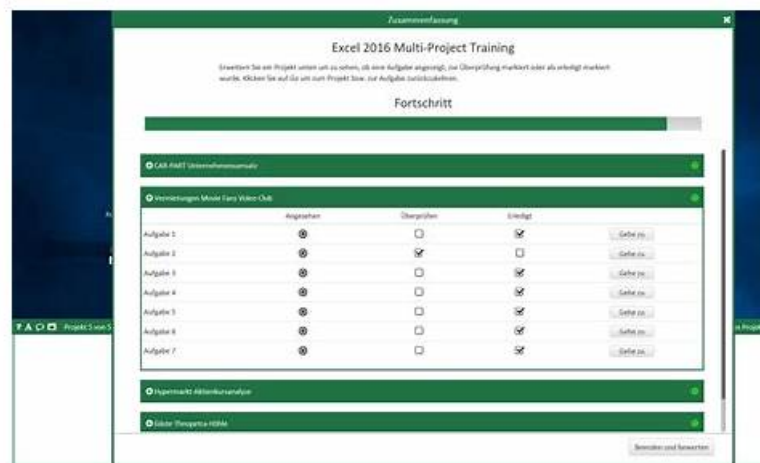# MO-210 Valid Exam Blueprint, Simulated MO-210 Test

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>> **MO-210 Valid Exam Blueprint** <<

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Microsoft Excel (Microsoft 365 Apps) Sample Questions (Q23-Q28):

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.

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 4:
Filter the Profits worksheet to display only flavors with Total Profit that are Above Average.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:

To filter theProfitsworksheet to display only the flavors with aTotal Profitthat isAbove Average, follow these steps:
Step 1: Access the Profits Worksheet
* Click on theProfitsworksheet tab at the bottom of the Excel window.
Step 2: Apply the Above Average Filter
* Look at theTotal Profitheader (CellG3). If you don't see a small drop-down arrow next to it, go to the Datatab and clickFilter.
* Click theFilter Drop-down Arrowin theTotal Profitheader cell.
* Hover your mouse overNumber Filtersin the menu that appears.
* From the side menu, selectAbove Average.

Step 3: Verify the Results
* Excel will automatically calculate the average of all values in the "Total Profit" column and hide any rows that fall below that number.
* You will notice the row numbers on the left are now blue, indicating a filter is active.

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.
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.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To save a specific worksheet as a CSV file, you need to use theSave Asfunction. 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 theRentalsworksheet (look for the tab name at the bottom of your screen).
* Click theFiletab in the top-left corner.
* SelectSave Asfrom the left-hand menu.
* ClickBrowseto open the File Explorer window.
* In the File Explorer, navigate to theGmetrixTemplatesfolder (usually located in your Documents folder).
* In theFile namebox, typeRentals.
* Click theSave as typedrop-down menu and selectCSV (Comma delimited) (*.csv).
* ClickSave.
* Note:If Excel displays a warning message stating that some features in your workbook might be lost when saving as CSV, clickYesto continue.

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:
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 # 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.
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. Insertthe Chart Title Average Call Time. Position the new chart below the table.

Answer:

Explanation:
See the solution in Explanation below.
Explanation:
To completeTask 5, you will create a 3-D Clustered Column chart on theAverage Call Timeworksheet to visualize the weekly performance of each salesperson.
Step 1: Navigate to the Worksheet
Click on theAverage Call Timetab 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), butexcludethe
"Trend" column:
* Click and drag to select cellsA3 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 theInserttab on the Ribbon.
* In theChartsgroup, click theInsert Column or Bar Charticon (it looks like small vertical bars).
* Under the3-D Columnsection, 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.
* TypeAverage Call Timeand pressEnter(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 positionedbelow the table.
* Placement Tip:Usually, starting the chart around row 17 or 18 is ideal so it doesn't overlap your data.

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 4:
Convert the table on the Recent Releases worksheet to a cell range.

Answer:

Explanation:
Here are the complete solutions below.
Explanation:

Step 1: Select the Table
* Navigate to theRecent Releasesworksheet.
* Clickanywhereinside the data table (for example, click on the text "A Little to the Left").
* Note:You do not need to highlight the whole table; just clicking one cell inside it is enough to activate the hidden menu.
Step 2: Go to the "Table Design" Tab
* Look at the Ribbon at the very top of the Excel window.
* Because you clicked inside the table, a new tab calledTable Design(or sometimes justDesign) will appear on the far right side of the Ribbon.
* Click on theTable Designtab.
Step 3: Click "Convert to Range"
* In theTable Designtoolbar, look for theToolsgroup (usually on the left side).
* Click the button labeledConvert to Range.
Visual Reference:
Step 4: Confirm the Action
* A confirmation dialog box will pop up asking:"Do you want to convert the table to a normal range?"
* ClickYes.
Result:The table functionality (like the little filter arrows next to the headers) will disappear, but the cell colors and data will remain exactly where they are. The data is now a standard "Range."

NEW QUESTION # 28
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