

# Microsoft Excel Expert (Excel and Excel 2019)

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### Question 1

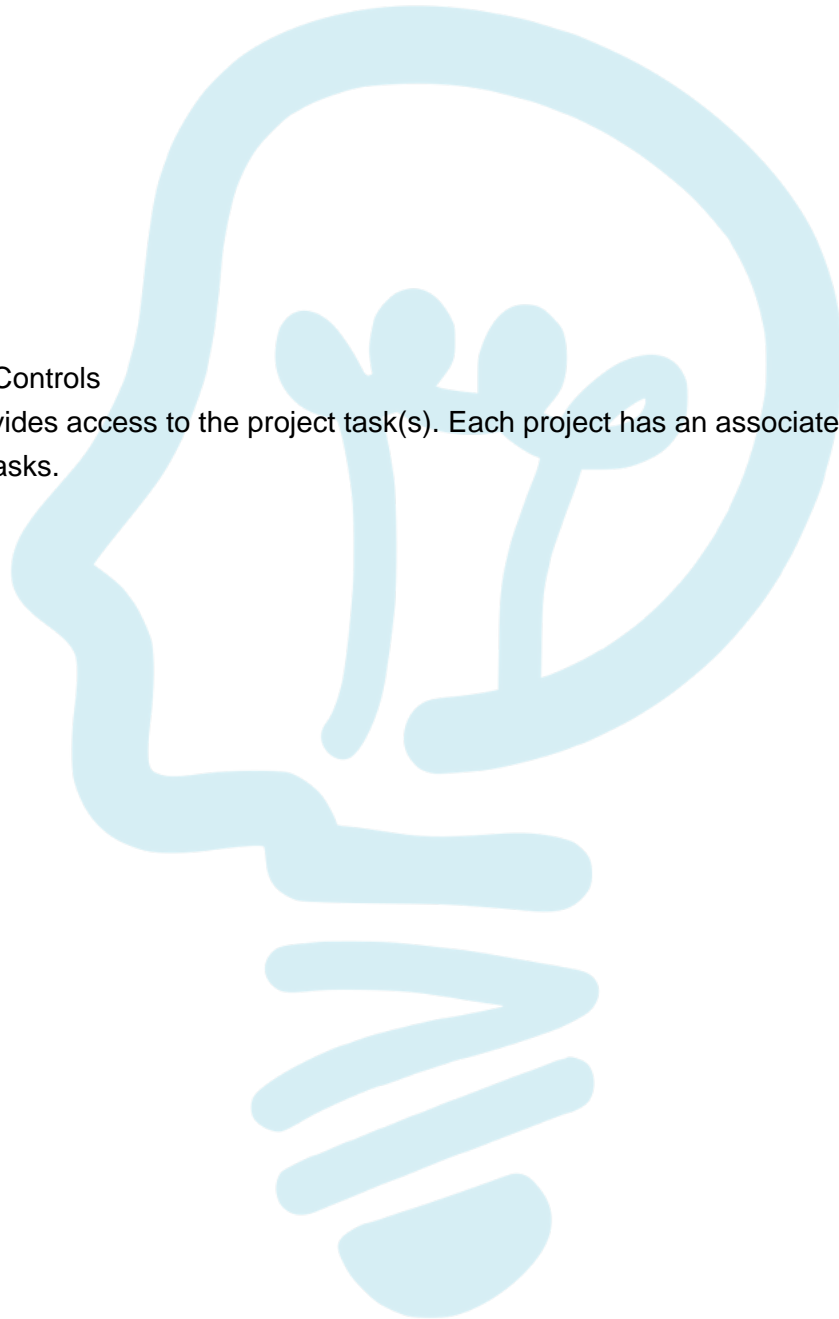
#### SIMULATION

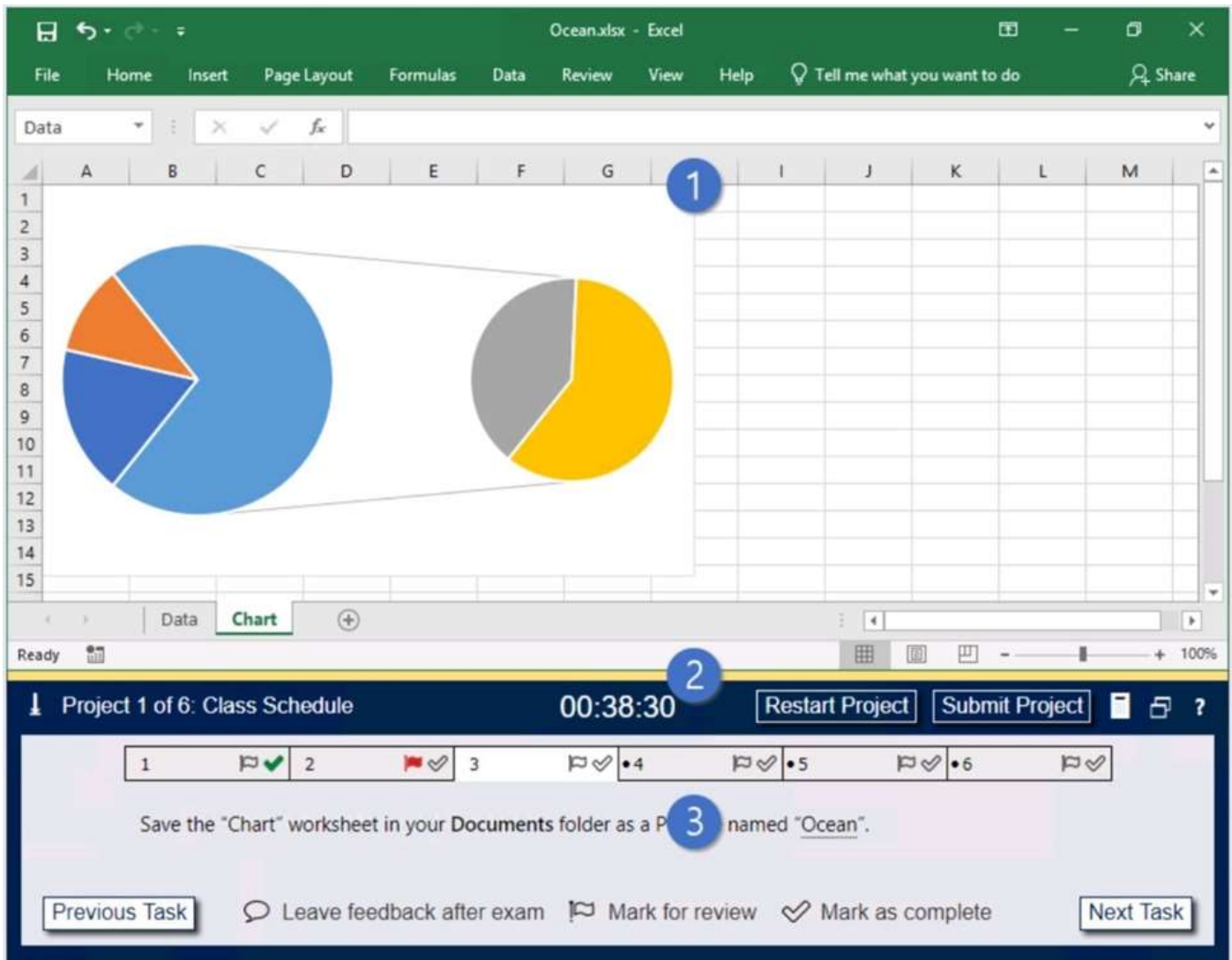
Instructions

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.





1. Project file
2. Split bar
3. Exam panel

You can modify the exam interface to fit your needs in the following ways:

- To increase or decrease the exam panel font size, press Ctrl+Plus or Ctrl+Minus.
- To change the height of the exam panel, drag the split bar between the project file and the exam panel.

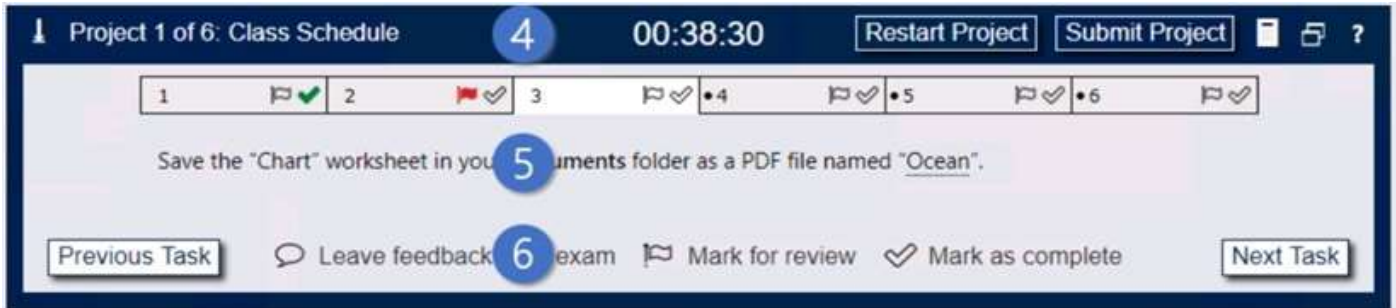
-



To minimize the exam panel, click the Collapse Panel arrow in the upper-left corner of the exam panel. The minimized exam panel displays the Expand Panel button, the project number and name, the remaining time, and the Restart Project and Submit Project buttons. To move between tasks, you must

expand the exam panel.

- To restore the interface to the default appearance, click the Restore button near the upper-right corner of the exam panel.



4. The Information bar at the top of the exam panel displays the current project and total number of projects, the remaining exam time, and the following commands:

- Collapse Panel. Minimizes the exam panel to provide more space for the project file.
- Restart Project. Closes and reopens the current project file without saving your changes.
- Submit Project. Saves your changes, submits the project file, and moves to the next project.
- Calculator. A calculator is available in some exams. You are not required to use the calculator.
- Restore. Restores the size and position of the project file and exam panel to the defaults.
- Help. Displays information about the exam interface.

5. The Content area displays the task tabs and the current task description.

6. The Navigation area at the bottom of the exam panel contains the following commands.

- Previous Task/Next Task. Saves your response and moves to the previous or next task in the current project.
- Leave feedback after exam. Flags the task to indicate that you want to leave feedback about it after the exam.
- Mark for review. Flags the task to indicate that you want to return to it before you finish the exam.
- Mark as complete. Flags the task to indicate that you feel you have completed the task.

In projects that contain multiple tasks, you can switch between tasks by clicking the task tab, Next Task button, or Previous Task button.

End of the instructions.

You are analyzing data about the number of visitors to U.S. National Parks.

Configure Excel so that you can edit content using Albanian as the editing language.

Do not make Albanian the default editing language. If you are prompted to restart Office, dismiss the prompt but do not restart Excel.

1 (exhibit):

2 (exhibit):

3 (exhibit):

4 (exhibit):

5 (exhibit):

6 (exhibit):

7 (exhibit):

8 (exhibit):

9 (exhibit):

**Options:**

A. See explanation below.

1. In the open document, click on File.

2. Click on

**Answer: A**

**Explanation:**

anguage.

4. Under the Choose Editing Languages section, use the drop-down menu to select a new language for Office to use to check spelling and grammar.

5. Click the Add button.

6. Click the OK button.

7. Click the OK button again.

Reference:

<https://www.windowcentral.com/how-change-proofing-language-settings-office>

Option A is correct

Explanation:

1. In the open document, click on File.

2. Click on Options.

3. Click on Language.

4. Under the Choose Editing Languages section, use the drop-down menu to select a new language for Office to use to check spelling and grammar.

5. Click the Add button.

6. Click the OK button.

7. Click the OK button again.

Reference:

<https://www.windowcentral.com/how-change-proofing-language-settings-office>

## Question 2

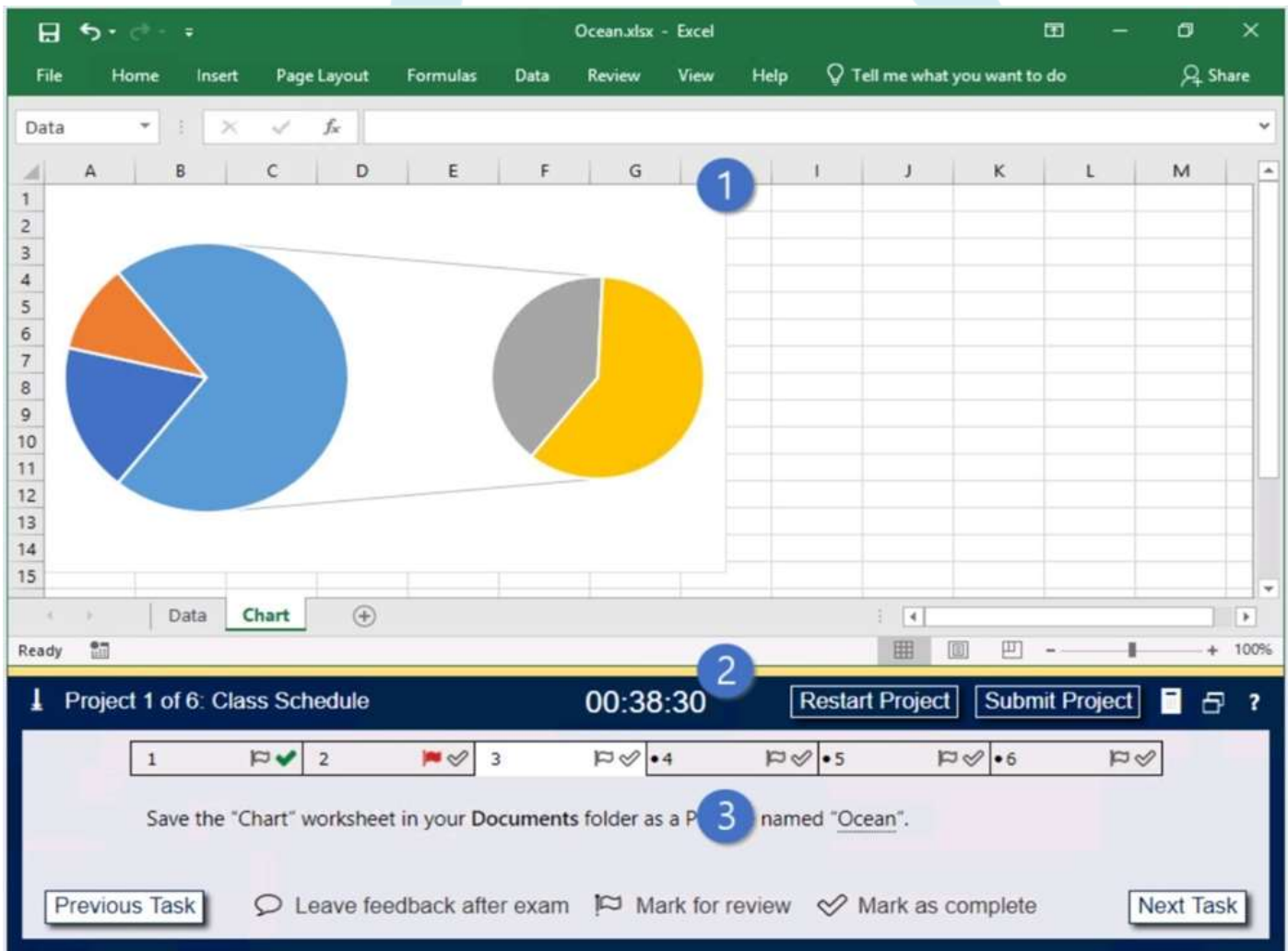
### SIMULATION

Instructions

Exam Environment

Exam Interface and Controls

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1. Project file

2. Split bar

3. Exam panel

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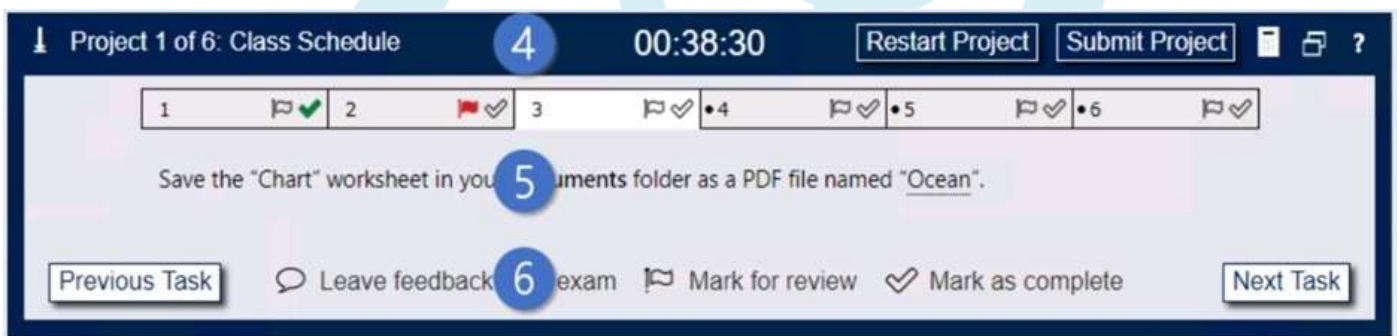
- To increase or decrease the exam panel font size, press Ctrl+Plus or Ctrl+Minus.
- To change the height of the exam panel, drag the split bar between the project file and the exam panel.

-



To minimize the exam panel, click the Collapse Panel arrow in the upper-left corner of the exam panel. The minimized exam panel displays the Expand Panel button, the project number and name, the remaining time, and the Restart Project and Submit Project buttons. To move between tasks, you must expand the exam panel.

- To restore the interface to the default appearance, click the Restore button near the upper-right corner of the exam panel.



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- Submit Project. Saves your changes, submits the project file, and moves to the next project.
- Calculator. A calculator is available in some exams. You are not required to use the calculator.
- Restore. Restores the size and position of the project file and exam panel to the defaults.
- Help. Displays information about the exam interface.

5. The Content area displays the task tabs and the current task description.

6. The Navigation area at the bottom of the exam panel contains the following commands.

- Previous Task/Next Task. Saves your response and moves to the previous or next task in the current project.
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- Mark for review. Flags the task to indicate that you want to return to it before you finish the exam.
- Mark as complete. Flags the task to indicate that you feel you have completed the task.

In projects that contain multiple tasks, you can switch between tasks by clicking the task tab, Next Task button, or Previous Task button.

End of the instructions.

On the "2019 Visitors" worksheet, modify the conditional formatting rule to format rows for parks that have a "Size" greater than 1,000 square miles.

Exhibit 1 (exhibit):

Exhibit 2 (exhibit):

Exhibit 3 (exhibit):

Exhibit 4 (exhibit):

Exhibit 5 (exhibit):

Exhibit 6 (exhibit):

Exhibit 7 (exhibit):

Exhibit 8 (exhibit):

Exhibit 9 (exhibit):

**Options:**

A. See explanation below.

1. Select the entire dataset.

2. Go to Home → Conditional Formatting → Highlighting Cell Rules → Greater Than.. / Less Than..

3. Select the 'Greater than' option. In the dialogue box, enter the number in the field on the left. The intent

is to highlight cells that have a number greater than this specified number.

4. Specify the format to be applied to the cells that meet the condition by using the drop-down on the right,

or specify your own format using the Custom Format option.

5. Click OK.

Reference:

<https://trumpexcel.com/excel-conditional-formatting/>

**Answer: A**

**Explanation:**



1. Select the entire dataset.
2. Go to Home → Conditional Formatting → Highlighting Cell Rules → Greater Than.. / Less Than..
3. Select the 'Greater than' option. In the dialogue box, enter the number in the field on the left. The intent is to highlight cells that have a number greater than this specified number.
4. Specify the format to be applied to the cells that meet the condition by using the drop-down on the right, or specify your own format using the Custom Format option.
5. Click OK.

Reference:

<https://trumpexcel.com/excel-conditional-formatting/>

### Question 3

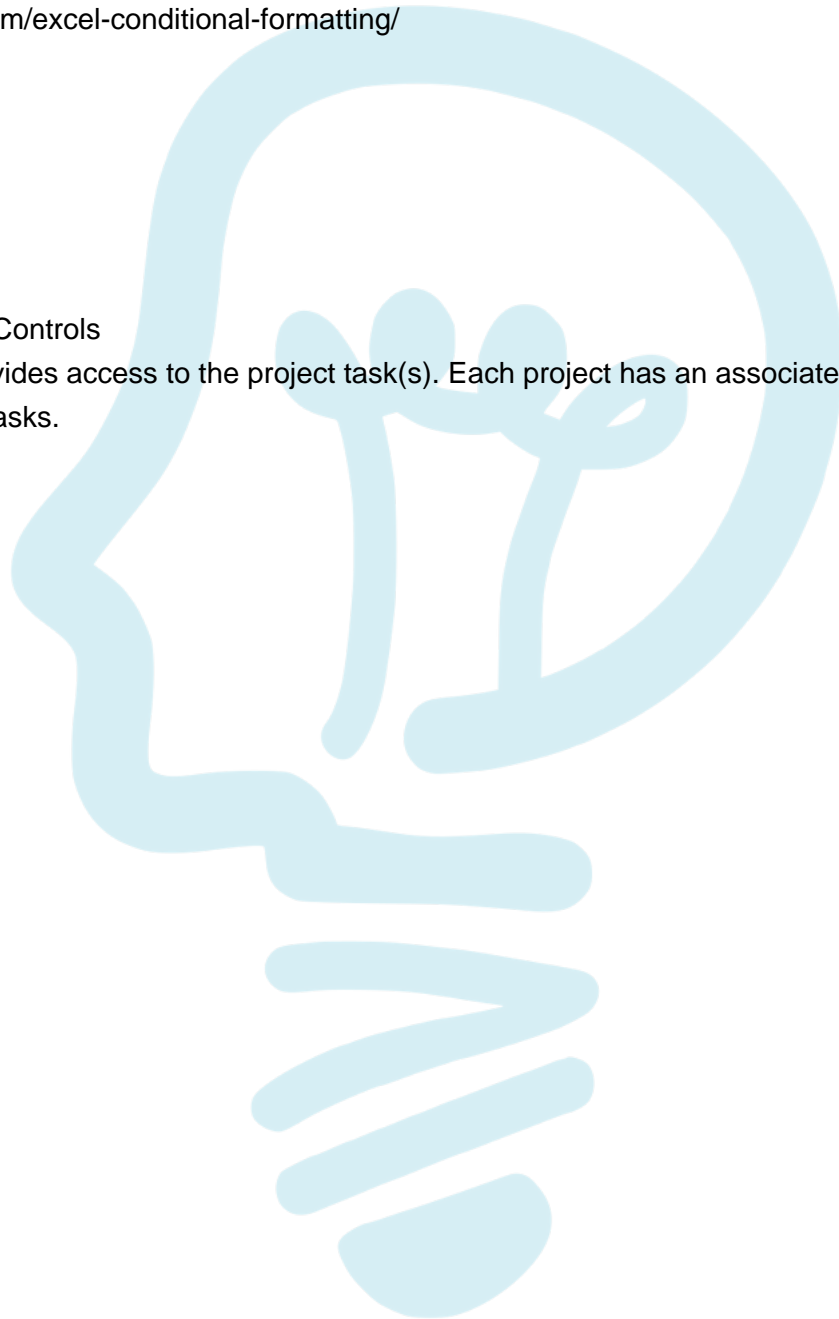
#### SIMULATION

##### Instructions

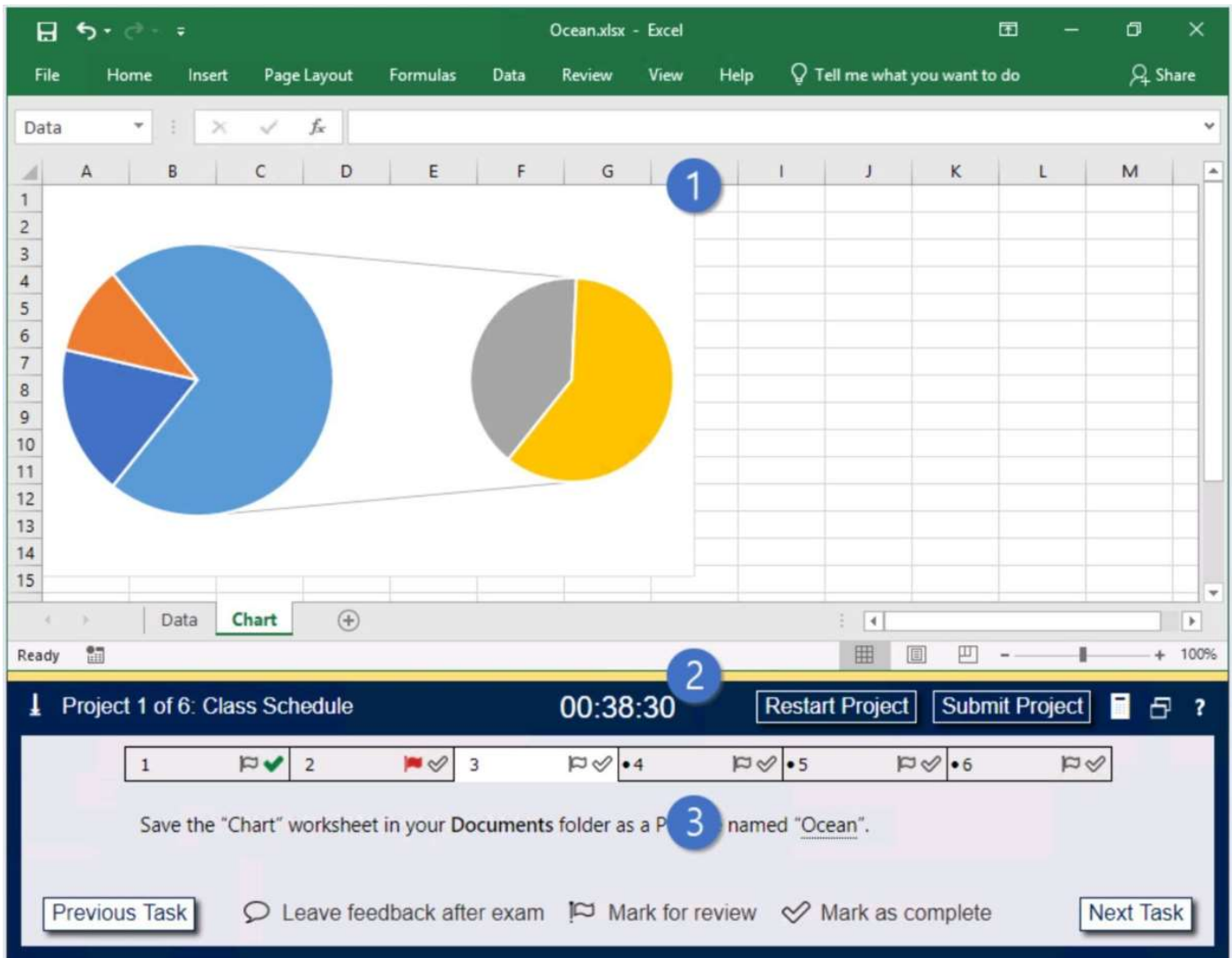
##### Exam Environment

##### Exam Interface and Controls

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- To change the height of the exam panel, drag the split bar between the project file and the exam panel.

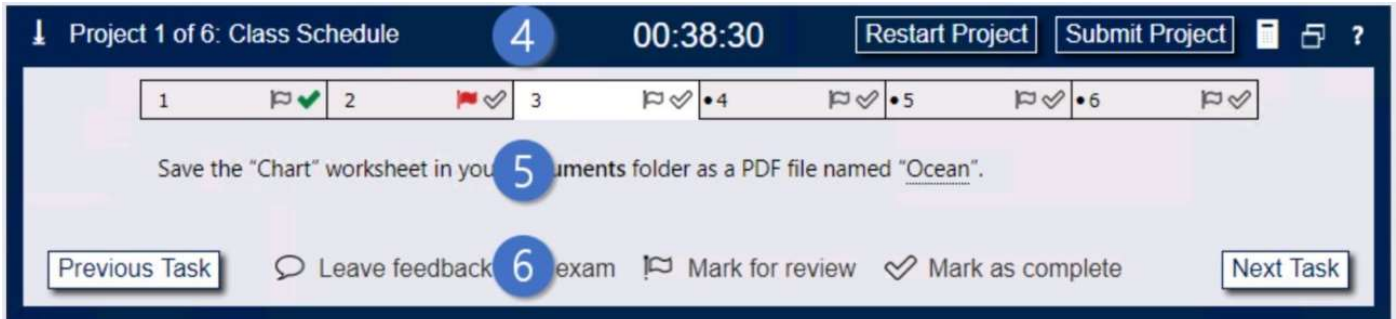
-



To minimize the exam panel, click the Collapse Panel arrow in the upper-left corner of the exam panel. The minimized exam panel displays the Expand Panel button, the project number and name, the remaining time, and the Restart Project and Submit Project buttons. To move between tasks, you must

expand the exam panel.

- To restore the interface to the default appearance, click the Restore button near the upper-right corner of the exam panel.



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- Submit Project. Saves your changes, submits the project file, and moves to the next project.
- Calculator. A calculator is available in some exams. You are not required to use the calculator.
- Restore. Restores the size and position of the project file and exam panel to the defaults.
- Help. Displays information about the exam interface.

5. The Content area displays the task tabs and the current task description.

6. The Navigation area at the bottom of the exam panel contains the following commands.

- Previous Task/Next Task. Saves your response and moves to the previous or next task in the current project.
- Leave feedback after exam. Flags the task to indicate that you want to leave feedback about it after the exam.
- Mark for review. Flags the task to indicate that you want to return to it before you finish the exam.
- Mark as complete. Flags the task to indicate that you feel you have completed the task.

In projects that contain multiple tasks, you can switch between tasks by clicking the task tab, Next Task button, or Previous Task button.

End of the instructions.

On the "Summary" worksheet, starting in cell A4, consolidate data from the 2014-2018 "by Region" worksheets. Display the average number of the "Recreation Visits" for each "Region". Use labels in both the top row and left column.

Delete the blank "Park Name" column from the consolidated data.

Exhibit 1 (exhibit):

Exhibit 2 (exhibit):

Exhibit 3 (exhibit):

Exhibit 4 (exhibit):

Exhibit 5 (exhibit):

Exhibit 6 (exhibit):

Exhibit 7 (exhibit):

Exhibit 8 (exhibit):

Exhibit 9 (exhibit):

**Options:**

A. See explanation below.

1. Open the worksheets you want to consolidate.
2. Ensure the data in each spreadsheet is listed in a consistent format. Make sure the labels on each spreadsheet are listed in a consistent format. For example, if you have the date listed in the top row, and the product listed in the left column, make sure this is the same format for each spreadsheet. Make sure the rows and columns are in the same location for each spreadsheet. Delete any blank rows or columns in the spreadsheets.
3. Open a the "Summary" worksheet.
4. Click the cell that you want the consolidated rows and/or columns to start. Click the row and/or column that is consistent with where the tables are located in the other spreadsheets.
5. Click Data. It's in the menu bar at the top of Excel. This displays the Data panel at the top of the page.
6. Click the Consolidate icon. It's the icon that resembles two sheets with a blue arrow in between them pointing to a blue third sheet. This opens the consolidate menu.
7. Select a function. Use the drop-down menu below "Function" to select the method that the data will be

consolidated. For example, if you want to add all the data together, select Sum. You can also select

Count, Average, Min, Max and other functions.

8. Select a reference source. This is the first spreadsheet that you want to consolidate. If you want to

consolidate sheets within the same file, click the arrow icon to the right of the bar below "References".

9. Highlight the data you want to consolidate. If you are consolidating data from a separate sheet within the

same file, click and drag to highlight data and labels you want to consolidate. This will display sheet

name followed by an exclamation mark followed by the row and column range in the references column

(For example: "Q1SalesSheet!\$A\$2:\$F\$5").

10. Click Add. It's to the right of the "All References" list box. This adds the reference and range you select

to the list of references. Repeat steps 6 through 10 for all sheets and files you want to consolidate.

11. Select the row or column for the labels. Click one or both checkboxes next to "Top row" and/or "Left

column" to select which row or column contains the labels.

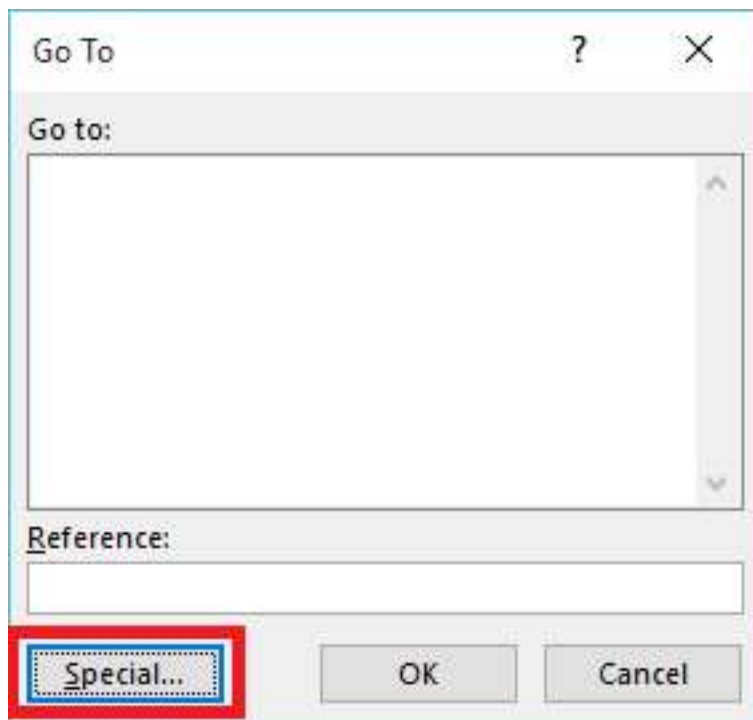
12. Click the checkbox next to "Create links to sources" (optional). By checking this option, the consolidated data will be updated automatically if one of the source references is updated

13. Click Ok. This adds the consolidated data to the "Summary" worksheet. You can see the source data

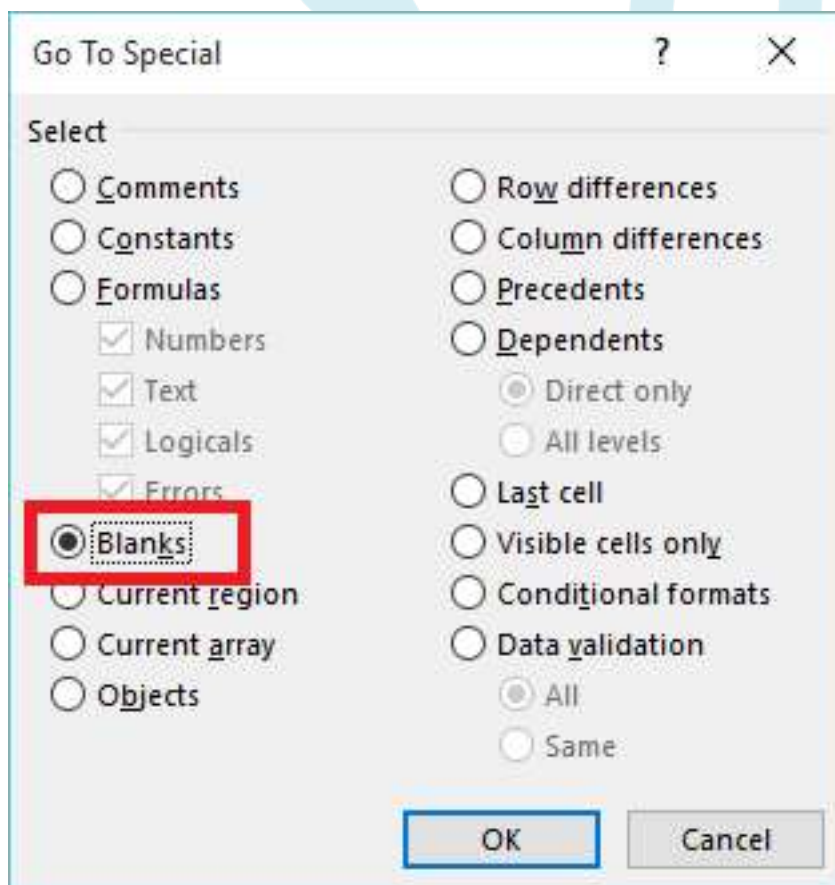
from the consolidated data by clicking the plus icons (+) to the left of the cell numbers on the left side.

1. With your spreadsheet open, press F5 on the keyboard. The 'Go To' window will open.

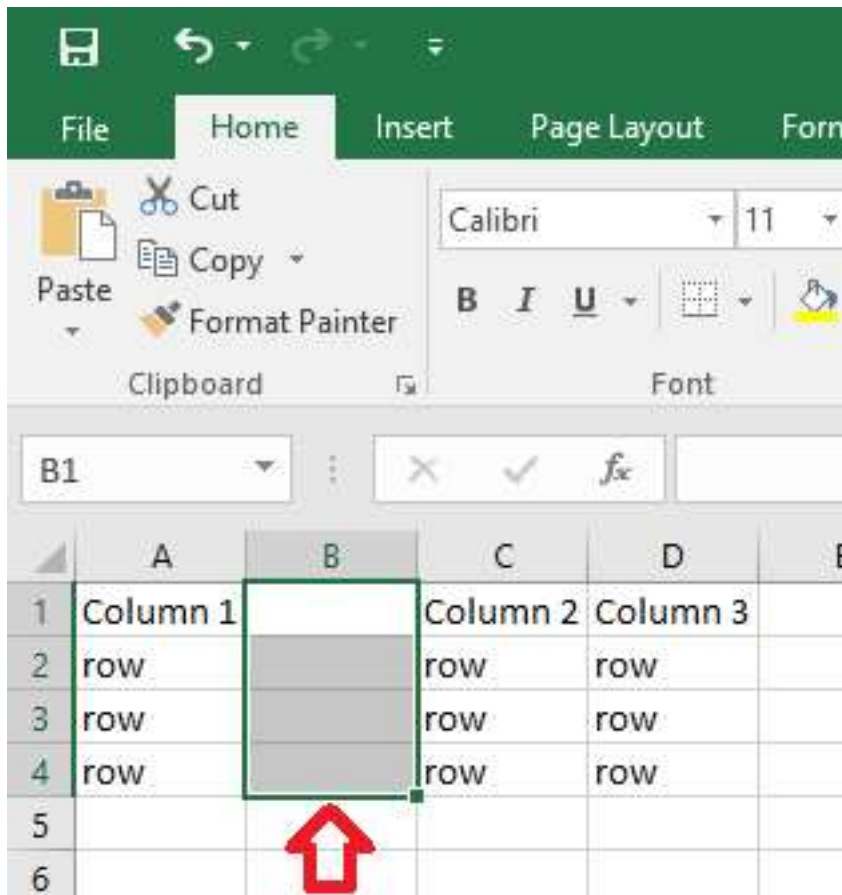
2. Click on the 'Special' button



3. Click on 'Blanks' then click 'OK'

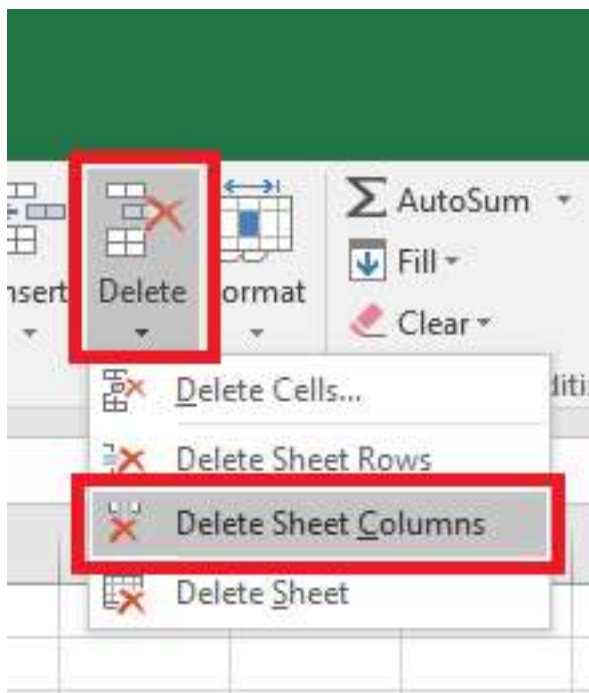


4. This will select all the empty fields within your table.



5. In the 'Home' ribbon, click on the arrow below the 'Delete' button then click on 'Delete Sheet Columns'





6. Your empty columns have now been removed.

Reference:

<https://www.wikihow.com/Consolidate-in-Excel#/Image:Consolidate-in-Excel-Step-5-Version-4.jpg>

<https://www.itsupportguides.com/knowledge-base/office-2016/excel-2016-how-to-delete-all-empty-columns/>

**Answer: A**

**Explanation:**

1. Open the worksheets you want to consolidate.
2. Ensure the data in each spreadsheet is listed in a consistent format. Make sure the labels on each spreadsheet are listed in a consistent format. For example, if you have the date listed in the top row, and the product listed in the left column, make sure this is the same format for each spreadsheet. Make sure the rows and columns are in the same location for each spreadsheet. Delete any blank rows or columns in the spreadsheets.
3. Open a the "Summary" worksheet.
4. Click the cell that you want the consolidated rows and/or columns to start. Click the row and/or column that is consistent with where the tables are located in the other spreadsheets.
5. Click Data. It's in the menu bar at the top of Excel. This displays the Data panel at the top of the page.
6. Click the Consolidate icon. It's the icon that resembles two sheets with a blue arrow in between them pointing to a blue third sheet. This opens the consolidate menu.
7. Select a function. Use the drop-down menu below "Function" to select the method that the data will be consolidated. For example, if you want to add all the data together, select Sum. You can also select Count, Average, Min, Max and other functions.
8. Select a reference source. This is the first spreadsheet that you want to consolidate. If you want to consolidate sheets within the same file, click the arrow icon to the right of the bar below "References".



9. Highlight the data you want to consolidate. If you are consolidating data from a separate sheet within the same file, click and drag to highlight data and labels you want to consolidate. This will display sheet name followed by an exclamation mark followed by the row and column range in the references column (For example: "Q1SalesSheet!\$A\$2:\$F\$5").

10. Click Add. It's to the right of the "All References" list box. This adds the reference and range you select to the list of references. Repeat steps 6 through 10 for all sheets and files you want to consolidate.

11. Select the row or column for the labels. Click one or both checkboxes next to "Top row" and/or "Left column" to select which row or column contains the labels.

12. Click the checkbox next to "Create links to sources" (optional). By checking this option, the consolidated data will be updated automatically if one of the source references is updated

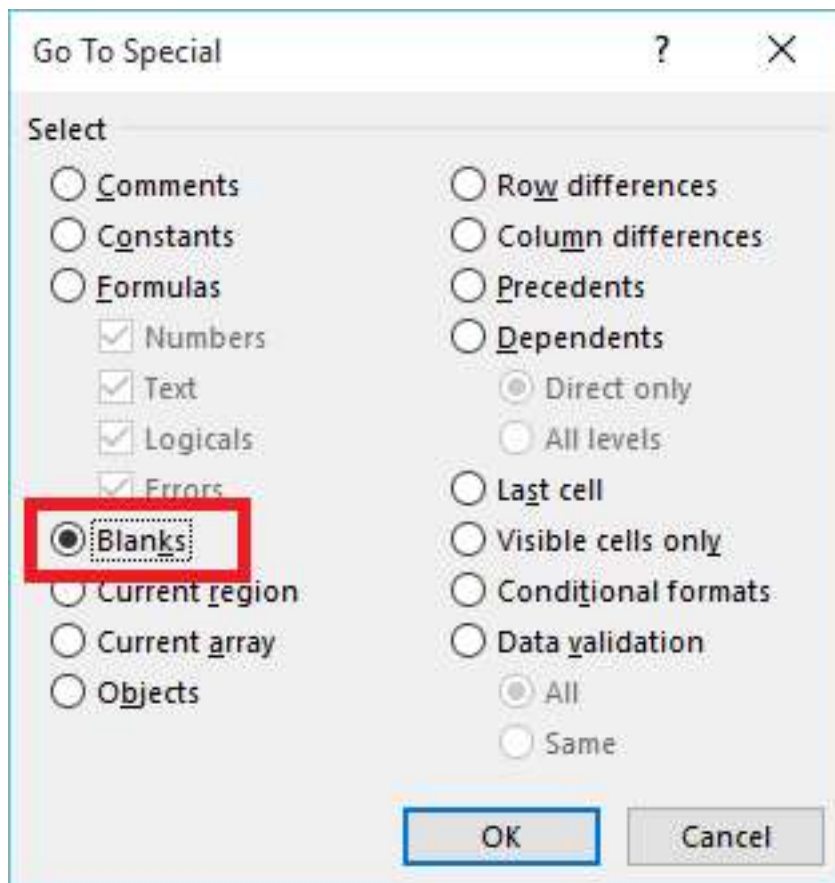
13. Click Ok. This adds the consolidated data to the "Summary" worksheet. You can see the source data from the consolidated data by clicking the plus icons (+) to the left of the cell numbers on the left side.

1. With your spreadsheet open, press F5 on the keyboard. The 'Go To' window will open.

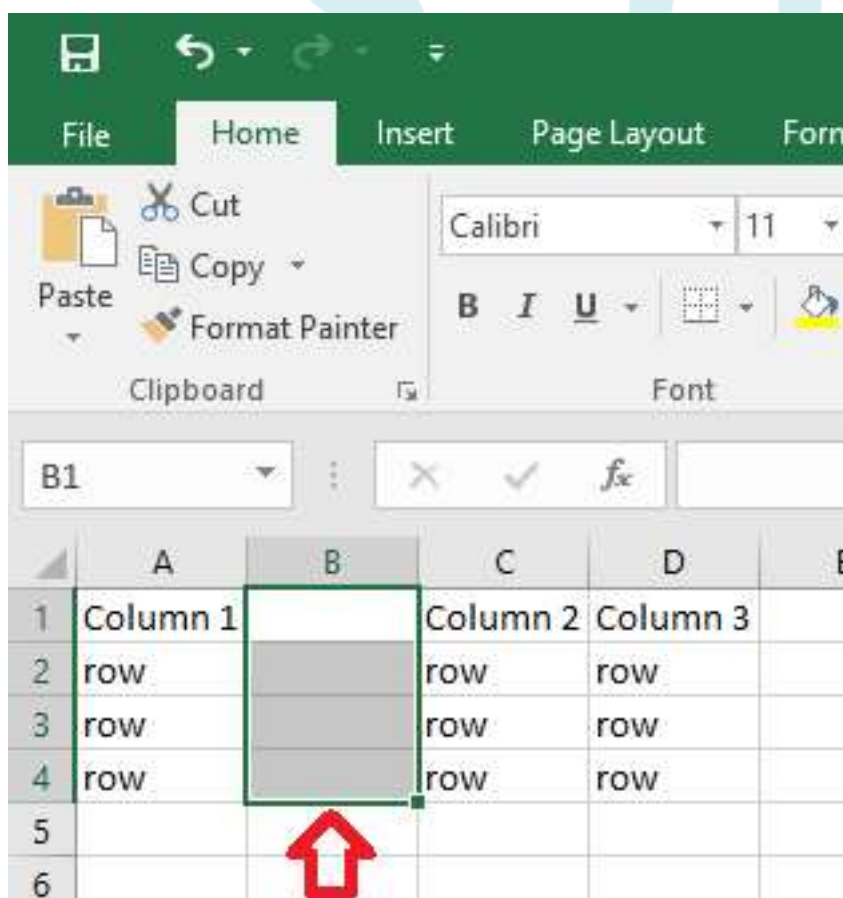
2. Click on the 'Special' button



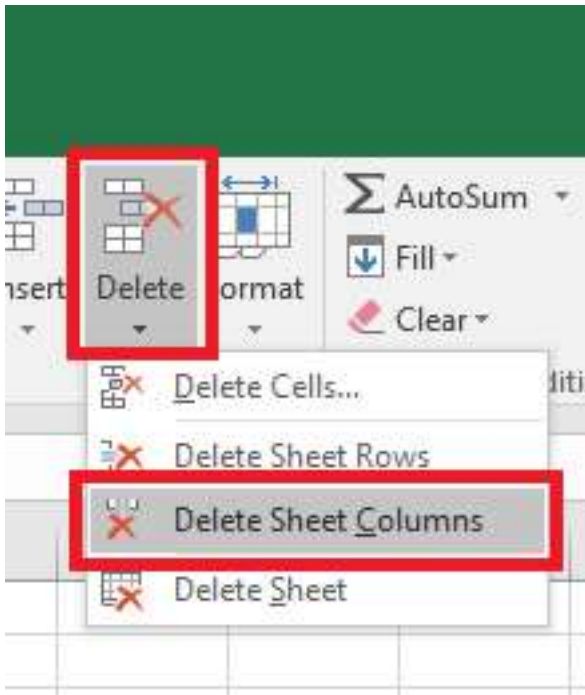
3. Click on 'Blanks' then click 'OK'



4. This will select all the empty fields within your table.



5. In the 'Home' ribbon, click on the arrow below the 'Delete' button then click on 'Delete Sheet Columns'



6. Your empty columns have now been removed.

Reference:

<https://www.wikihow.com/Consolidate-in-Excel#/Image:Consolidate-in-Excel-Step-5-Version-4.jpg>

<https://www.itsupportguides.com/knowledge-base/office-2016/excel-2016-how-to-delete-all-empty-columns/>

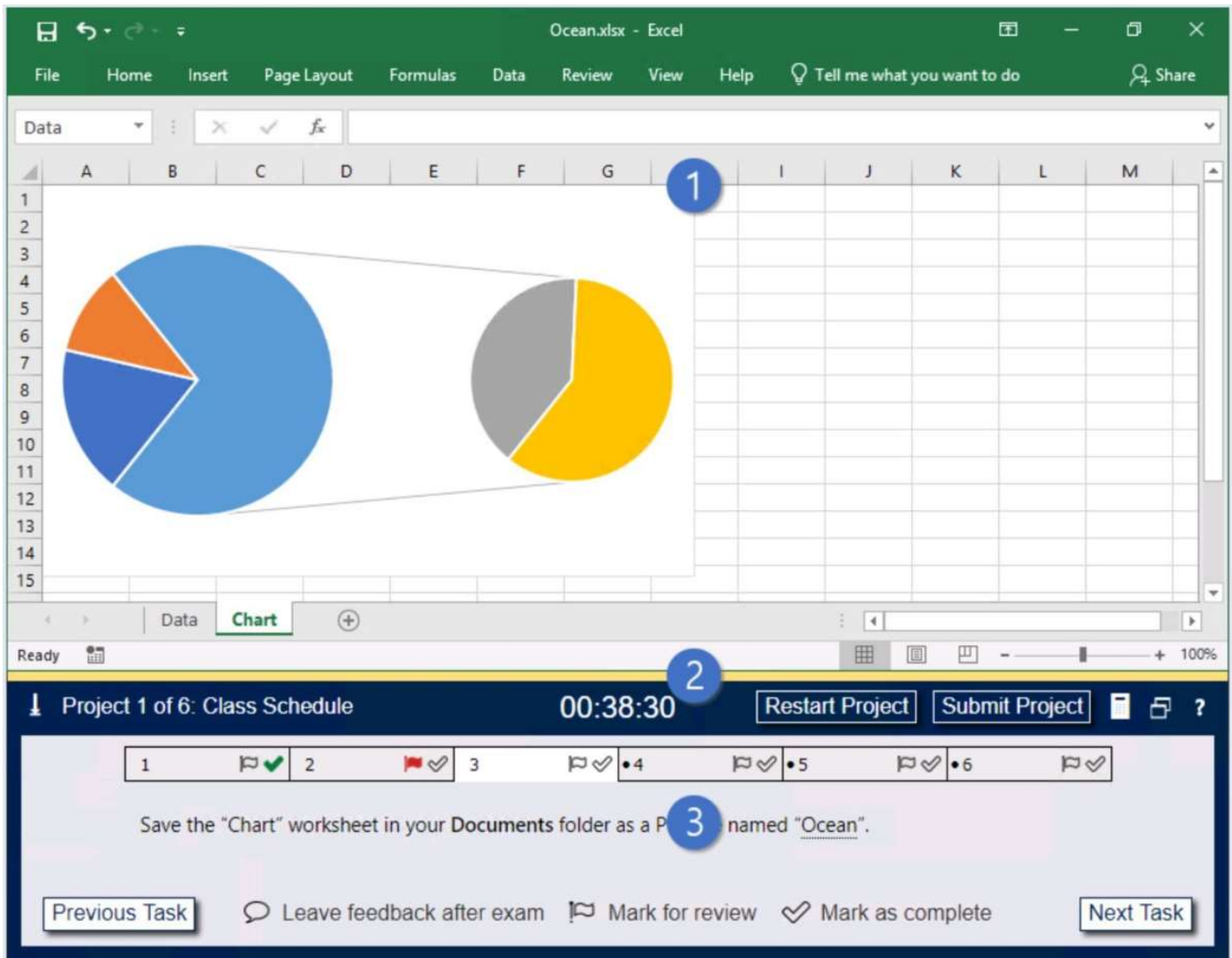
## Question 4

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.



1. Project file
2. Split bar
3. Exam panel

You can modify the exam interface to fit your needs in the following ways:

- To increase or decrease the exam panel font size, press Ctrl+Plus or Ctrl+Minus.
- To change the height of the exam panel, drag the split bar between the project file and the exam panel.

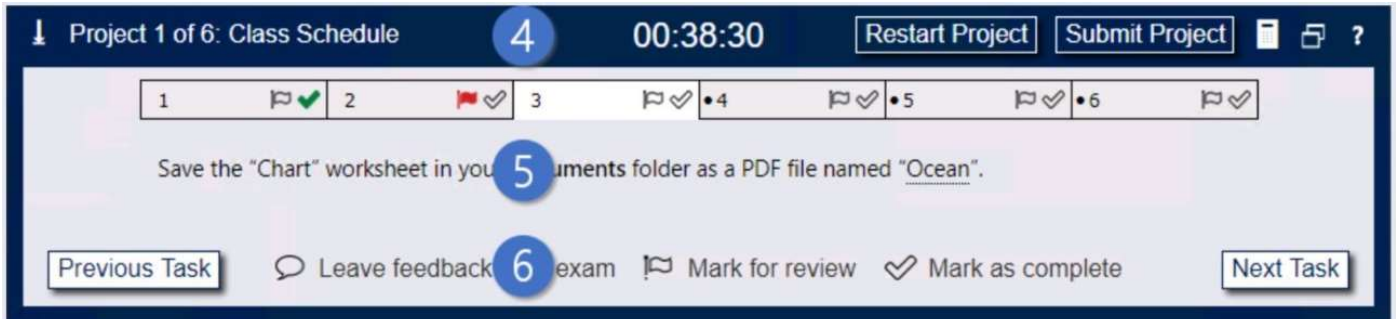
-



To minimize the exam panel, click the Collapse Panel arrow in the upper-left corner of the exam panel. The minimized exam panel displays the Expand Panel button, the project number and name, the remaining time, and the Restart Project and Submit Project buttons. To move between tasks, you must

expand the exam panel.

- To restore the interface to the default appearance, click the Restore button near the upper-right corner of the exam panel.



4. The Information bar at the top of the exam panel displays the current project and total number of projects, the remaining exam time, and the following commands:

- Collapse Panel. Minimizes the exam panel to provide more space for the project file.
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- Submit Project. Saves your changes, submits the project file, and moves to the next project.
- Calculator. A calculator is available in some exams. You are not required to use the calculator.
- Restore. Restores the size and position of the project file and exam panel to the defaults.
- Help. Displays information about the exam interface.

5. The Content area displays the task tabs and the current task description.

6. The Navigation area at the bottom of the exam panel contains the following commands.

- Previous Task/Next Task. Saves your response and moves to the previous or next task in the current project.
- Leave feedback after exam. Flags the task to indicate that you want to leave feedback about it after the exam.
- Mark for review. Flags the task to indicate that you want to return to it before you finish the exam.
- Mark as complete. Flags the task to indicate that you feel you have completed the task.

In projects that contain multiple tasks, you can switch between tasks by clicking the task tab, Next Task button, or Previous Task button.

End of the instructions.

On the "Volunteer Analysis" chart sheet, drill down into the data to display the number of volunteer hours

for  
each month.  
Exhibit 1 (exhibit):  
Exhibit 2 (exhibit):  
Exhibit 3 (exhibit):  
Exhibit 4 (exhibit):  
Exhibit 5 (exhibit):  
Exhibit 6 (exhibit):  
Exhibit 7 (exhibit):  
Exhibit 8 (exhibit):  
Exhibit 9 (exhibit):

**Options:**

A. See explanation below.

If a chart has multiple fields in the Axis box, you set it to show levels and you see only one level at a time, starting with the top level.

To enable drill-down, access the Design tab > Show Levels > Enable Drill Down One Level at a Time.

if you double-click on one of the bars, you will see the bars for the underlying data.

Reference:

<https://support.microsoft.com/en-us/office/add-drill-down-to-a-power-view-chart-or-matrix-d67c5026-62f7-4766-9b22-3a8448c13ecd>

**Answer: A**

**Explanation:**

If a chart has multiple fields in the Axis box, you set it to show levels and you see only one level at a time, starting with the top level.

To enable drill-down, access the Design tab > Show Levels > Enable Drill Down One Level at a Time.

if you double-click on one of the bars, you will see the bars for the underlying data.

Reference:

<https://support.microsoft.com/en-us/office/add-drill-down-to-a-power-view-chart-or-matrix-d67c5026-62f7-4766-9b22-3a8448c13ecd>

## Question 5

### SIMULATION

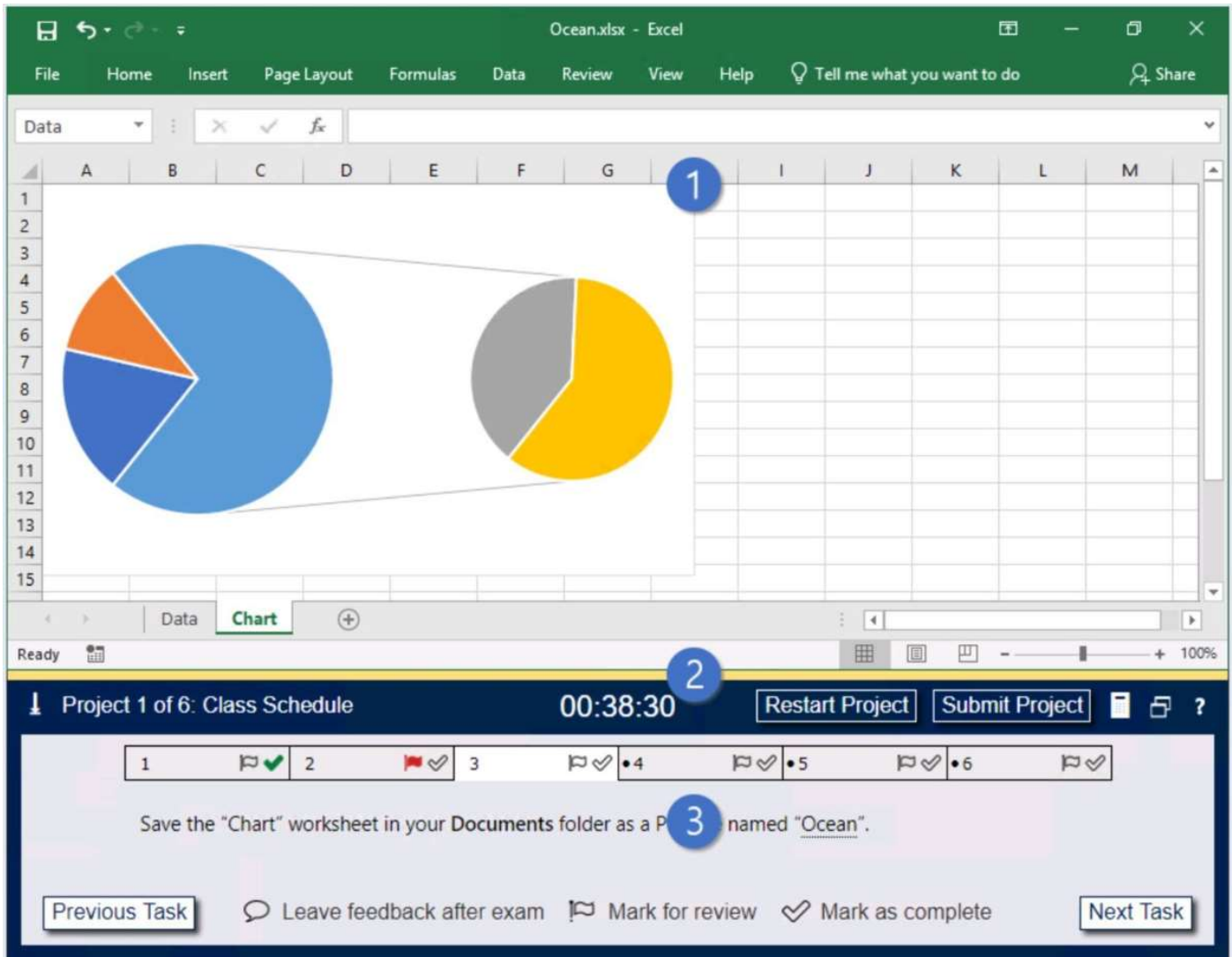
#### Instructions



## Exam Environment

## Exam Interface and Controls

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1. Project file
2. Split bar
3. Exam panel

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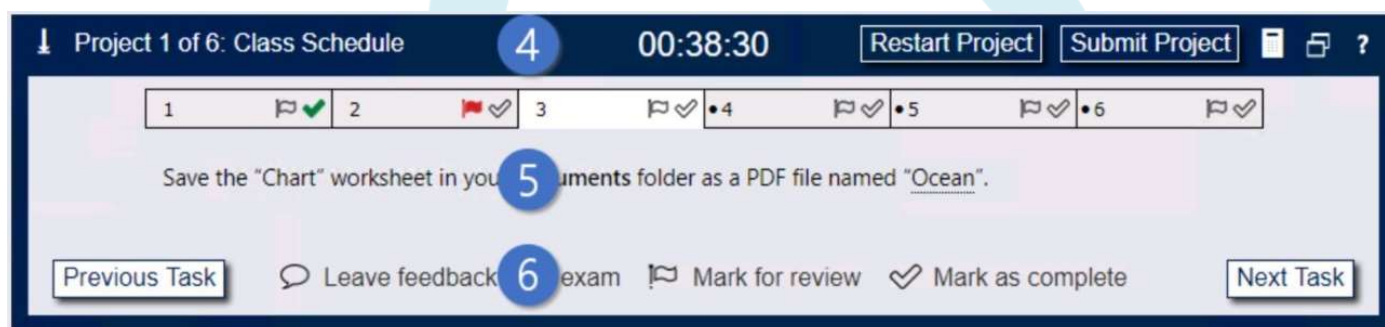
- To increase or decrease the exam panel font size, press Ctrl+Plus or Ctrl+Minus.
- To change the height of the exam panel, drag the split bar between the project file and the exam panel.





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- Submit Project. Saves your changes, submits the project file, and moves to the next project.
- Calculator. A calculator is available in some exams. You are not required to use the calculator.
- Restore. Restores the size and position of the project file and exam panel to the defaults.
- Help. Displays information about the exam interface.

5. The Content area displays the task tabs and the current task description.

6. The Navigation area at the bottom of the exam panel contains the following commands.

- Previous Task/Next Task. Saves your response and moves to the previous or next task in the current project.
- Leave feedback after exam. Flags the task to indicate that you want to leave feedback about it after the exam.

- Mark for review. Flags the task to indicate that you want to return to it before you finish the exam.

- Mark as complete. Flags the task to indicate that you feel you have completed the task.

In projects that contain multiple tasks, you can switch between tasks by clicking the task tab, Next Task button, or Previous Task button.

End of the instructions.

From the "Employees" worksheet, create a macro named "Header". Store the macro in the current workbook. Configure the macro to insert the "Sheet Name" in the left header cell of the active page and the "Page Number" in the right header cell.

Exhibit 1 (exhibit):

Exhibit 2 (exhibit):

Exhibit 3 (exhibit):

Exhibit 4 (exhibit):

Exhibit 5 (exhibit):

**Options:**

A. See explanation below.

The Developer tab isn't displayed by default, but you can add it to the ribbon.

On the File tab, go to

**Answer: A**

**Explanation:**

ze the Ribbon and under Main Tabs, select the Developer check box.

Record a macro

1. In the Code group on the Developer tab, click Record Macro.
2. Optionally, enter a name for the macro in the Macro name box and a description in the Description box, and then click OK to start recording.



3. Select Page layout from the Ribbon and expand Page Setup.
4. Select the Header/Footer tab and click Custom Header.
5. In the Left section, click the Insert Sheet Name button.
6. In the Right section, click the Insert Page Number button.
7. Click OK. Then click OK again.

8. On the Developer tab, click Stop Recording.



9. On the Developer tab, click Macros to view the available Macros.

10. Select the Macro and click Run.

Reference:

<https://support.microsoft.com/en-us/office/show-the-developer-tab-e1192344-5e56-4d45-931b-e5fd9bea2d45>

<https://support.microsoft.com/en-us/office/quick-start-create-a-macro-741130ca-080d-49f5-9471-1e5fb3d581a8>

Option A is correct

Explanation:

The Developer tab isn't displayed by default, but you can add it to the ribbon.

On the File tab, go to Options > Customize Ribbon.

Under Customize the Ribbon and under Main Tabs, select the Developer check box.

Record a macro

1. In the Code group on the Developer tab, click Record Macro.

2. Optionally, enter a name for the macro in the Macro name box and a description in the Description box, and then click OK to start recording.



3. Select Page layout from the Ribbon and expand Page Setup.

4. Select the Header/Footer tab and click Custom Header.

5. In the Left section, click the Insert Sheet Name button.

6. In the Right section, click the Insert Page Number button.

7. Click OK. Then click OK again.

8. On the Developer tab, click Stop Recording.



9. On the Developer tab, click Macros to view the available Macros.

10. Select the Macro and click Run.

Reference:

<https://support.microsoft.com/en-us/office/show-the-developer-tab-e1192344-5e56-4d45-931b-e5fd9bea2d45>

<https://support.microsoft.com/en-us/office/quick-start-create-a-macro-741130ca-080d-49f5-9471-1e5fb3d581a8>

## Question 6

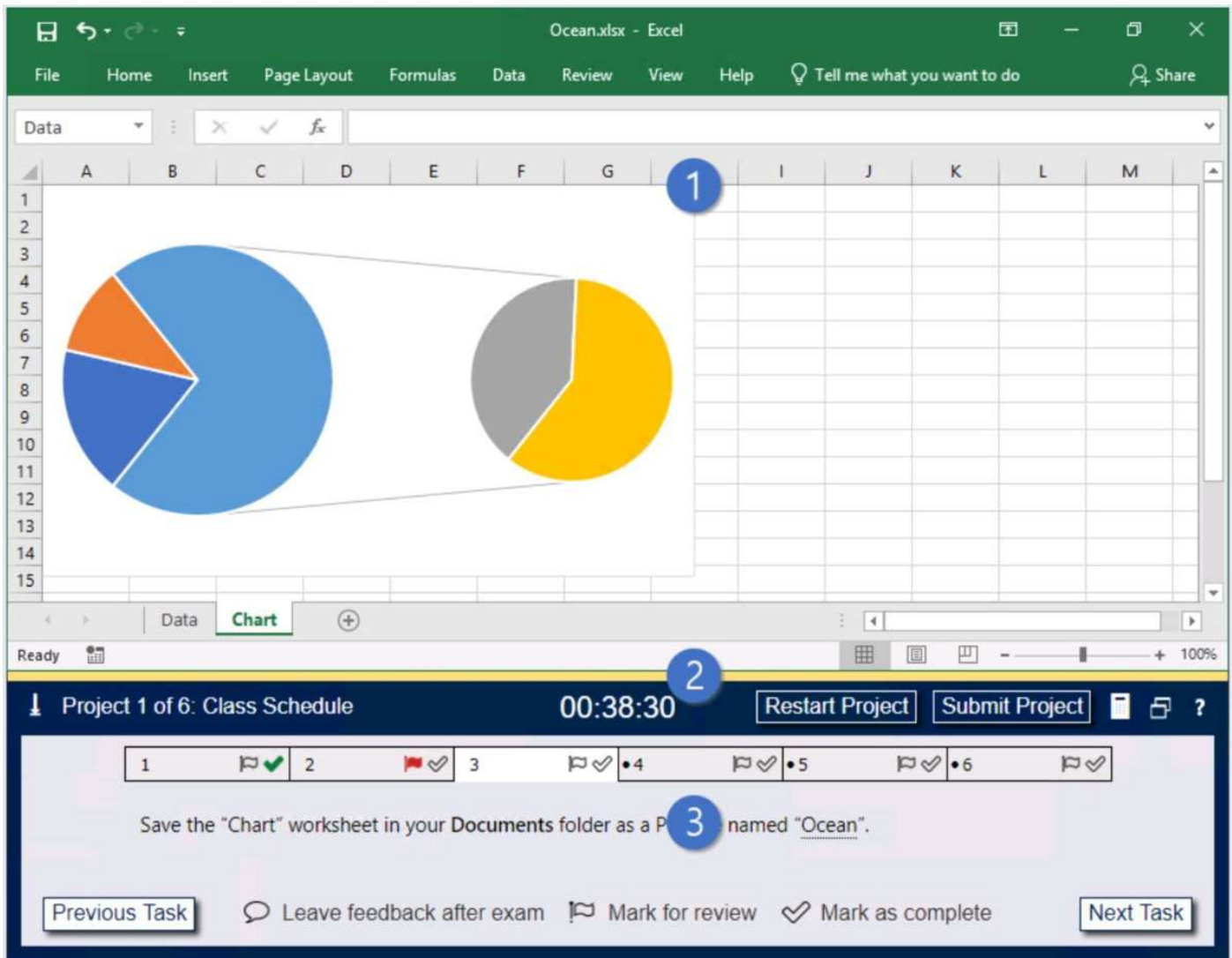
### SIMULATION

#### 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.



1. Project file
2. Split bar
3. Exam panel

You can modify the exam interface to fit your needs in the following ways:

- To increase or decrease the exam panel font size, press Ctrl+Plus or Ctrl+Minus.
- To change the height of the exam panel, drag the split bar between the project file and the exam panel.

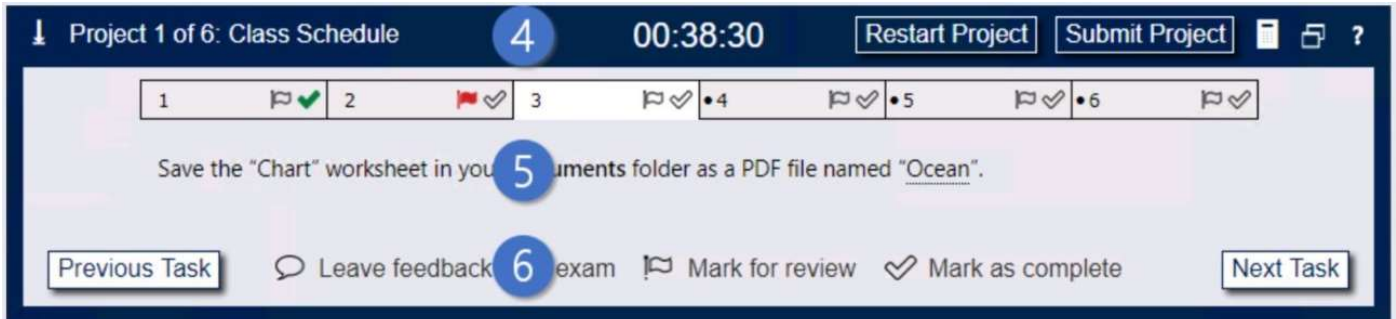
-



To minimize the exam panel, click the Collapse Panel arrow in the upper-left corner of the exam panel. The minimized exam panel displays the Expand Panel button, the project number and name, the remaining time, and the Restart Project and Submit Project buttons. To move between tasks, you must

expand the exam panel.

- To restore the interface to the default appearance, click the Restore button near the upper-right corner of the exam panel.



4. The Information bar at the top of the exam panel displays the current project and total number of projects, the remaining exam time, and the following commands:

- Collapse Panel. Minimizes the exam panel to provide more space for the project file.
- Restart Project. Closes and reopens the current project file without saving your changes.
- Submit Project. Saves your changes, submits the project file, and moves to the next project.
- Calculator. A calculator is available in some exams. You are not required to use the calculator.
- Restore. Restores the size and position of the project file and exam panel to the defaults.
- Help. Displays information about the exam interface.

5. The Content area displays the task tabs and the current task description.

6. The Navigation area at the bottom of the exam panel contains the following commands.

- Previous Task/Next Task. Saves your response and moves to the previous or next task in the current project.
- Leave feedback after exam. Flags the task to indicate that you want to leave feedback about it after the exam.
- Mark for review. Flags the task to indicate that you want to return to it before you finish the exam.
- Mark as complete. Flags the task to indicate that you feel you have completed the task.

In projects that contain multiple tasks, you can switch between tasks by clicking the task tab, Next Task button, or Previous Task button.



End of the instructions.

On the "Plan Analysis" worksheet, modify the PivotTable to group the data by the values in the "Full Package Price" column. Group the values in steps of 100 beginning at 0 and ending at 200.

Exhibit 1 (exhibit):

Exhibit 2 (exhibit):

Exhibit 3 (exhibit):

Exhibit 4 (exhibit):

Exhibit 5 (exhibit):

**Options:**

A. See explanation below.

In the PivotTable, right-click a value and select Group.

In the Grouping box, select Starting at and Ending at checkboxes, and edit the values if needed. (0 and 200 respectively)

Under By, enter a number that specifies the interval for each group. (100)

Select OK.

Reference:

[https://support.microsoft.com/en-us/office/group-or-ungroup-data-in-a-pivottable-c9d1ddd0-6580-47d1-](https://support.microsoft.com/en-us/office/group-or-ungroup-data-in-a-pivottable-c9d1ddd0-6580-47d1-82bc-c84a5a340725#:~:text=In%20the%20PivotTable%2C%20right%2Dclick,edit%20the%20values%20if%20needed.)

[82bc-c84a5a340725#:~:text=In%20the%20PivotTable%2C%20right%2Dclick,edit%20the%20values%20if%20needed.](https://support.microsoft.com/en-us/office/group-or-ungroup-data-in-a-pivottable-c9d1ddd0-6580-47d1-82bc-c84a5a340725#:~:text=In%20the%20PivotTable%2C%20right%2Dclick,edit%20the%20values%20if%20needed.)

**Answer: A**

**Explanation:**

In the PivotTable, right-click a value and select Group.

In the Grouping box, select Starting at and Ending at checkboxes, and edit the values if needed. (0 and 200 respectively)

Under By, enter a number that specifies the interval for each group. (100)

Select OK.

Reference:

<https://support.microsoft.com/en-us/office/group-or-ungroup-data-in-a-pivottable-c9d1ddd0-6580-47d1-82bc-c84a5a340725#:~:text=In%20the%20PivotTable%2C%20right%2Dclick,edit%20the%20values%20if%20needed.>

## Question 7



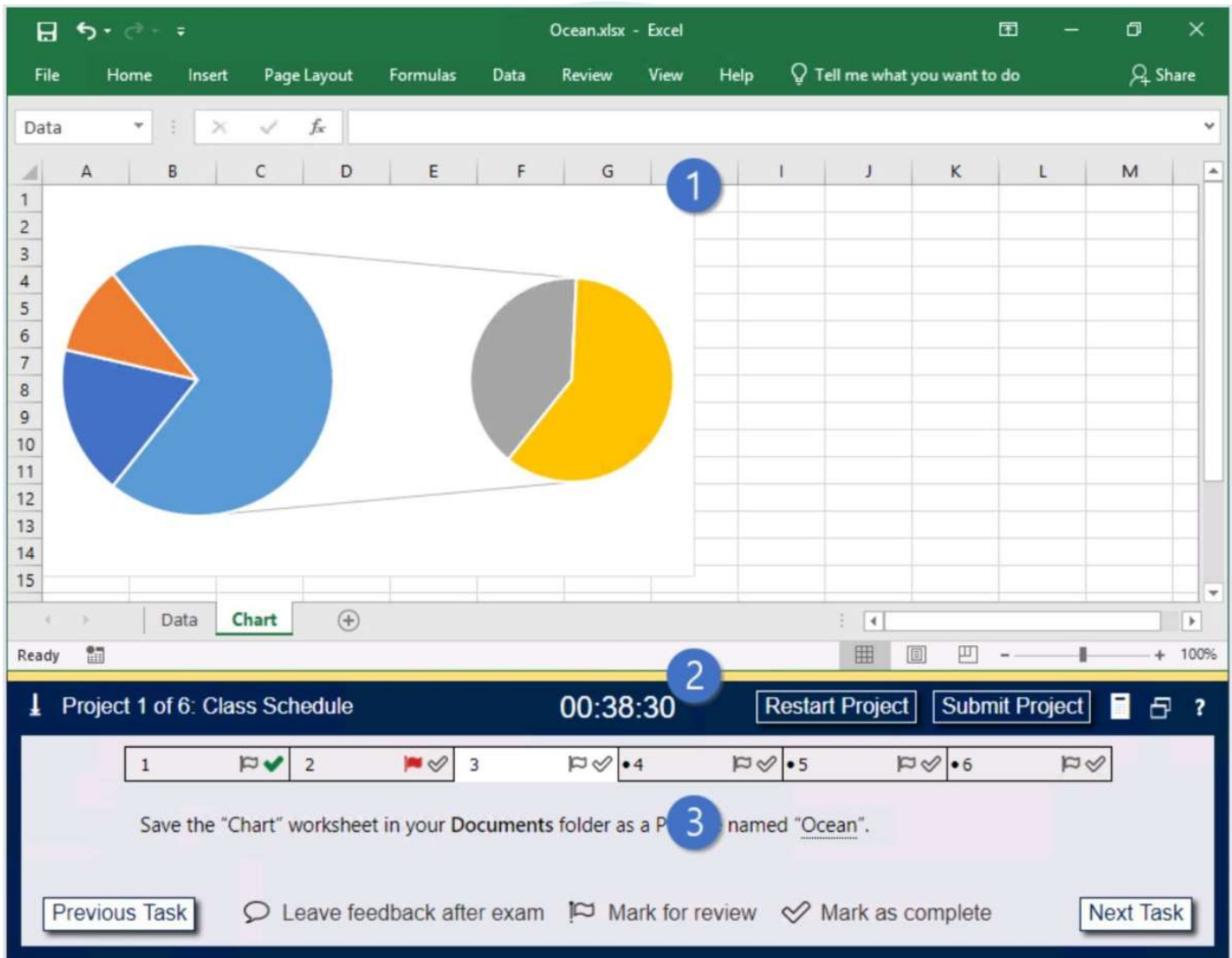
## SIMULATION

## 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.



1. Project file
2. Split bar
3. Exam panel

You can modify the exam interface to fit your needs in the following ways:

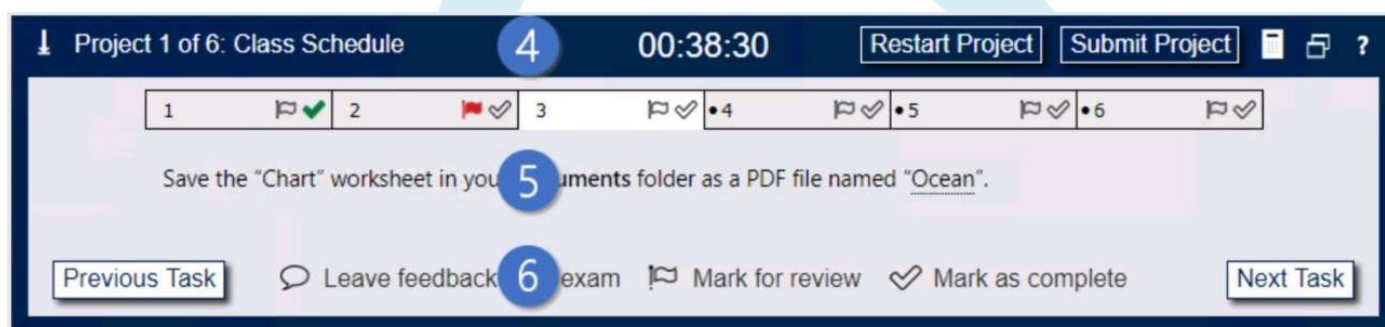
To increase or decrease the exam panel font size, press Ctrl+Plus or Ctrl+Minus.

To change the height of the exam panel, drag the split bar between the project file and the exam panel.



To minimize the exam panel, click the Collapse Panel arrow in the upper-left corner of the exam panel. The minimized exam panel displays the Expand Panel button, the project number and name, the remaining time, and the Restart Project and Submit Project buttons. To move between tasks, you must expand the exam panel.

To restore the interface to the default appearance, click the Restore button near the upper-right corner of the exam panel.



4. The Information bar at the top of the exam panel displays the current project and total number of projects, the remaining exam time, and the following commands:

Collapse Panel. Minimizes the exam panel to provide more space for the project file.

Restart Project. Closes and reopens the current project file without saving your changes.

Submit Project. Saves your changes, submits the project file, and moves to the next project.

Calculator. A calculator is available in some exams. You are not required to use the calculator.

Restore. Restores the size and position of the project file and exam panel to the defaults.

Help. Displays information about the exam interface.

5. The Content area displays the task tabs and the current task description.

6. The Navigation area at the bottom of the exam panel contains the following commands.

Previous Task/Next Task. Saves your response and moves to the previous or next task in the current project.

Leave feedback after exam. Flags the task to indicate that you want to leave feedback about it after the exam.

Mark for review. Flags the task to indicate that you want to return to it before you finish the exam.

Mark as complete. Flags the task to indicate that you feel you have completed the task.

In projects that contain multiple tasks, you can switch between tasks by clicking the task tab, Next Task button, or Previous Task button.

End of the instructions.

On the "Popular Videos" worksheet, for cells B4:C17, create a conditional formatting rule that displays the five lowest values in bold Dark Red font.

Exhibit 1 (exhibit):

Exhibit 2 (exhibit):

Exhibit 3 (exhibit):

Exhibit 4 (exhibit):

Exhibit 5 (exhibit):

**Options:**

A. See explanation below.

Select the entire dataset.

Go to Home → Conditional Formatting → Top/Bottom Rules → Top 10 Items (or %) / Bottom 10 Items (or %).

Select Bottom 10 items and a dialogue box will open. Change the number from 10 to 5 using the down arrow.

Specify the format to be applied to the cells that meet the condition by using the drop-down on the right and selecting the Custom Format option.

In the dialog box that appears, select Bold from under Font style, then click the drop down arrow under

Color and select Dark Red from the Standard colors.

Click OK.

Reference:

<https://trumpexcel.com/excel-conditional-formatting/>

**Answer: A**

**Explanation:**

Select the entire dataset.

Go to Home → Conditional Formatting → Top/Bottom Rules → Top 10 Items (or %) / Bottom 10 Items (or %).

Select Bottom 10 items and a dialogue box will open. Change the number from 10 to 5 using the down arrow.

Specify the format to be applied to the cells that meet the condition by using the drop-down on the right and selecting the Custom Format option.

In the dialog box that appears, select Bold from under Font style, then click the drop down arrow under Color and select Dark Red from the Standard colors.

Click OK.

Reference:

<https://trumpexcel.com/excel-conditional-formatting/>

## Question 8

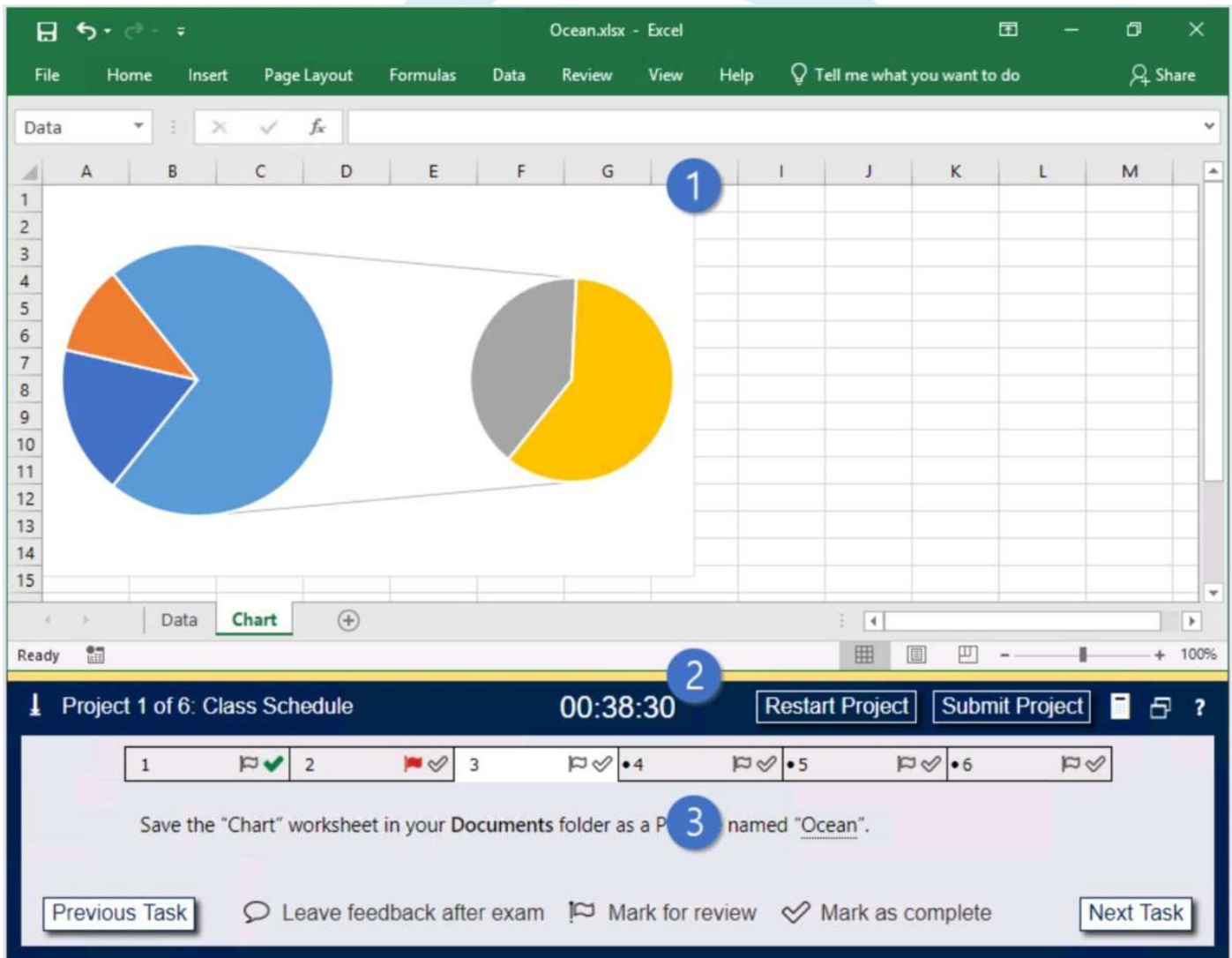
### SIMULATION

#### 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.



1. Project file

2. Split bar

3. Exam panel

You can modify the exam interface to fit your needs in the following ways:

- To increase or decrease the exam panel font size, press Ctrl+Plus or Ctrl+Minus.

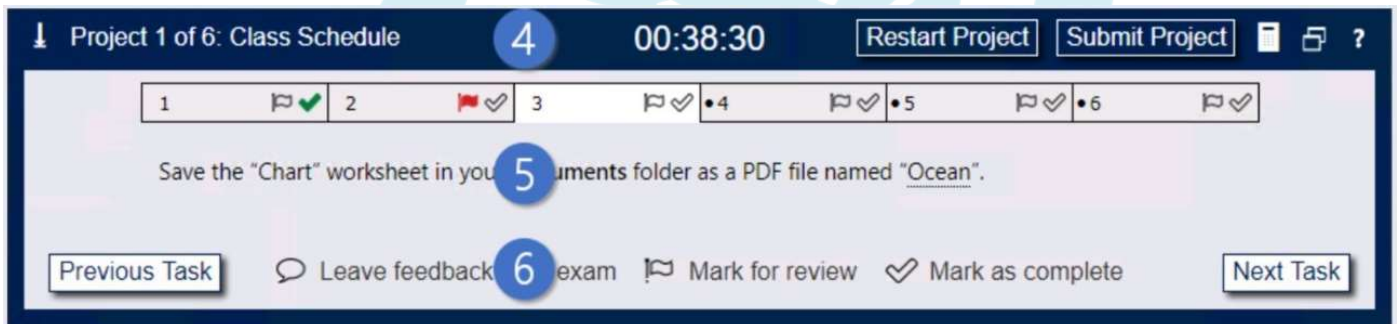
- To change the height of the exam panel, drag the split bar between the project file and the exam panel.

-



To minimize the exam panel, click the Collapse Panel arrow in the upper-left corner of the exam panel. The minimized exam panel displays the Expand Panel button, the project number and name, the remaining time, and the Restart Project and Submit Project buttons. To move between tasks, you must expand the exam panel.

- To restore the interface to the default appearance, click the Restore button near the upper-right corner of the exam panel.



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- Submit Project. Saves your changes, submits the project file, and moves to the next project.
- Calculator. A calculator is available in some exams. You are not required to use the calculator.
- Restore. Restores the size and position of the project file and exam panel to the defaults.
- Help. Displays information about the exam interface.

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- Leave feedback after exam. Flags the task to indicate that you want to leave feedback about it after the exam.

- Mark for review. Flags the task to indicate that you want to return to it before you finish the exam.

- Mark as complete. Flags the task to indicate that you feel you have completed the task.

In projects that contain multiple tasks, you can switch between tasks by clicking the task tab, Next Task button, or Previous Task button.

End of the instructions.

On the "Employees" worksheet, in cell C4, enter a formula that returns the office phone number from the "Contact\_Information" cell range using an exact match for the "Region" in column B.

Exhibit 1 (exhibit):

Exhibit 2 (exhibit):

Exhibit 3 (exhibit):

Exhibit 4 (exhibit):

Exhibit 5 (exhibit):

**Options:**

A. See explanation below.

In cell C4, type =M4 and press Enter.

**Answer: A**

**Explanation:**

In cell C4, type =M4 and press Enter.

## Question 9

### SIMULATION

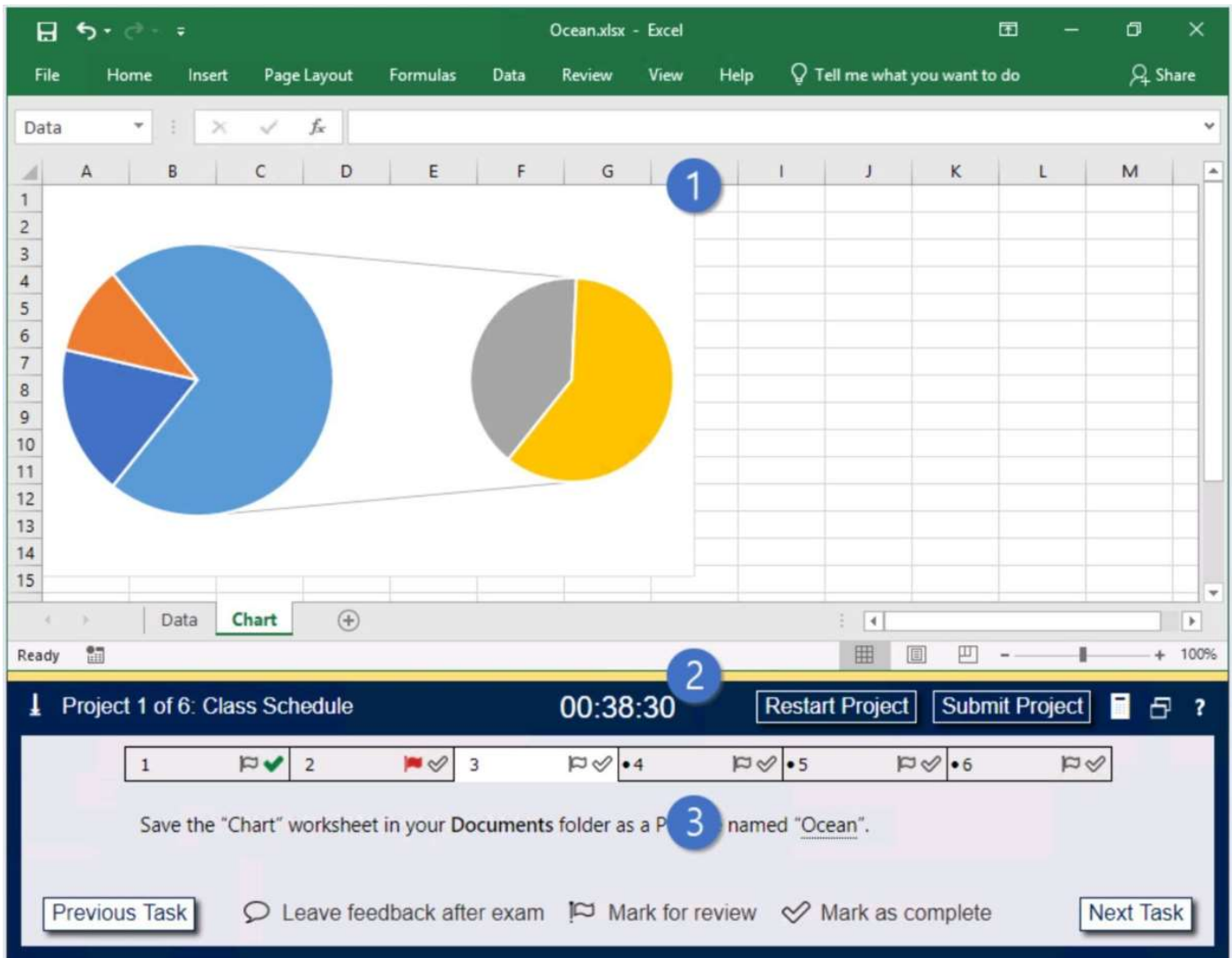
#### Instructions

#### 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.





1. Project file
2. Split bar
3. Exam panel

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To increase or decrease the exam panel font size, press Ctrl+Plus or Ctrl+Minus.

To change the height of the exam panel, drag the split bar between the project file and the exam panel.

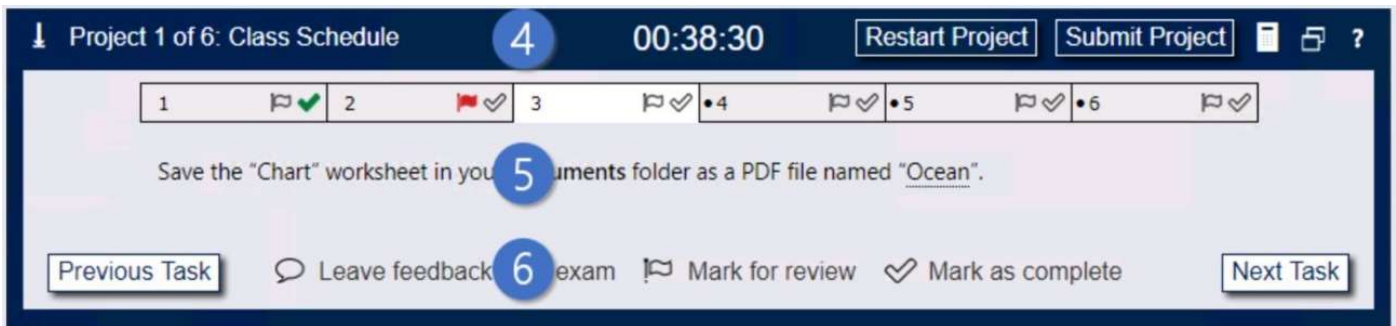


To minimize the exam panel, click the Collapse Panel arrow in the upper-left corner of the exam panel. The minimized exam panel displays the Expand Panel button, the project number and name, the remaining time, and the Restart Project and Submit Project buttons. To move between tasks, you must expand the exam panel.

To restore the interface to the default appearance, click the Restore button near the upper-right corner of



the exam panel.



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Calculator. A calculator is available in some exams. You are not required to use the calculator.

Restore. Restores the size and position of the project file and exam panel to the defaults.

Help. Displays information about the exam interface.

5. The Content area displays the task tabs and the current task description.

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Mark as complete. Flags the task to indicate that you feel you have completed the task.

In projects that contain multiple tasks, you can switch between tasks by clicking the task tab, Next Task button, or Previous Task button.

End of the instructions.

On the "Employees" worksheet, in cell F4, enter a formula that returns the employee's bonus from the "Years of Service Bonus" table.

Adjust the formula and then copy it to cells F5:F19.

Exhibit 1 (exhibit):

Exhibit 2 (exhibit):

Exhibit 3 (exhibit):

Exhibit 4 (exhibit):

Exhibit 5 (exhibit):

Exhibit 6 (exhibit):

### Options:

A. See explanation below.

Select cell F4.

Enter the following formula: `=INDEX($I$2:$I$7,MATCH(B4,$H$2:$H$7,1),1)`

Press Enter.

Reference:

<https://trumpexcel.com/index-match/>

**Answer: A**

**Explanation:**

Select cell F4.

Enter the following formula: `=INDEX($I$2:$I$7,MATCH(B4,$H$2:$H$7,1),1)`

Press Enter.

Reference:

<https://trumpexcel.com/index-match/>

## Question 10

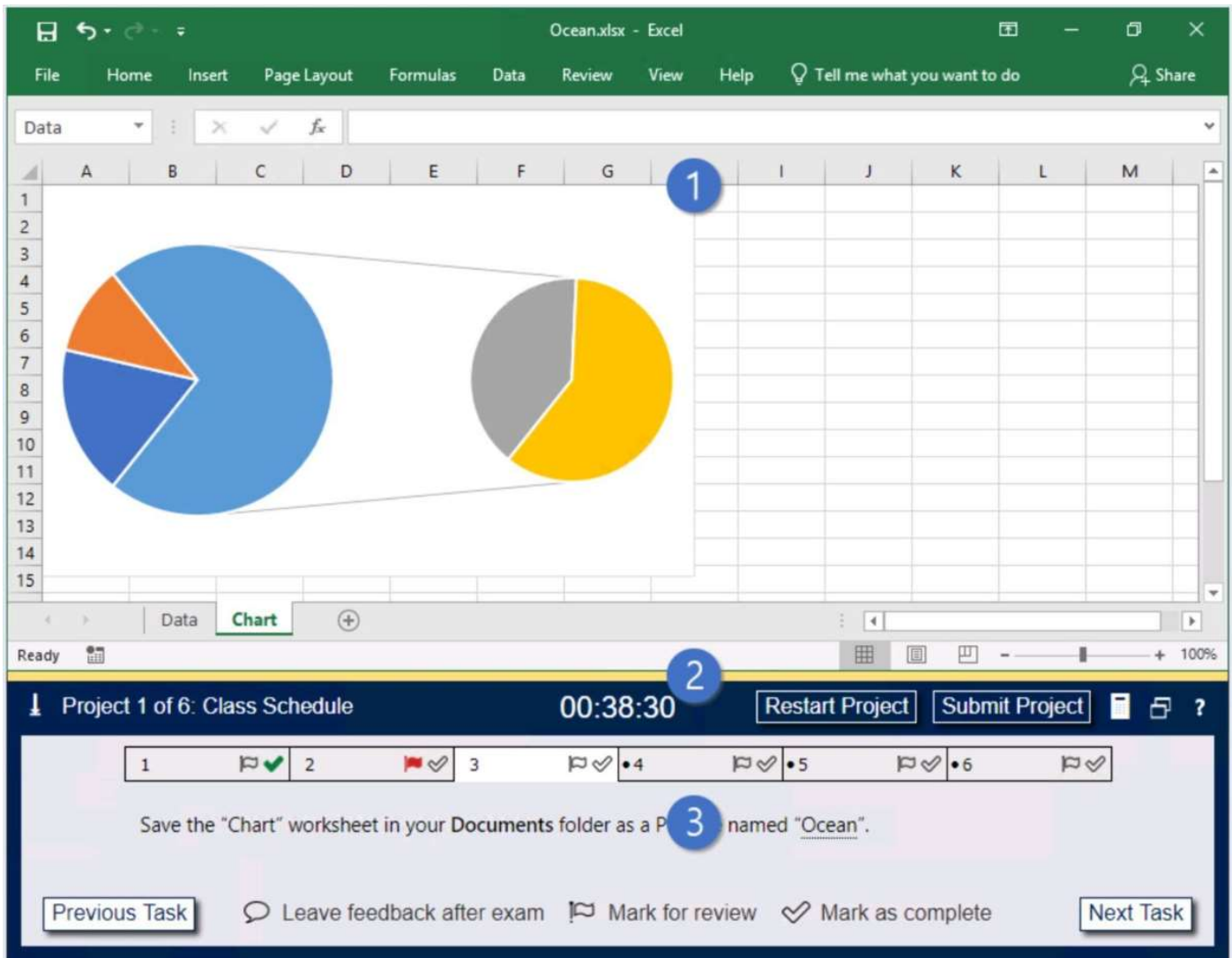
### SIMULATION

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.



1. Project file
2. Split bar
3. Exam panel

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To increase or decrease the exam panel font size, press Ctrl+Plus or Ctrl+Minus.

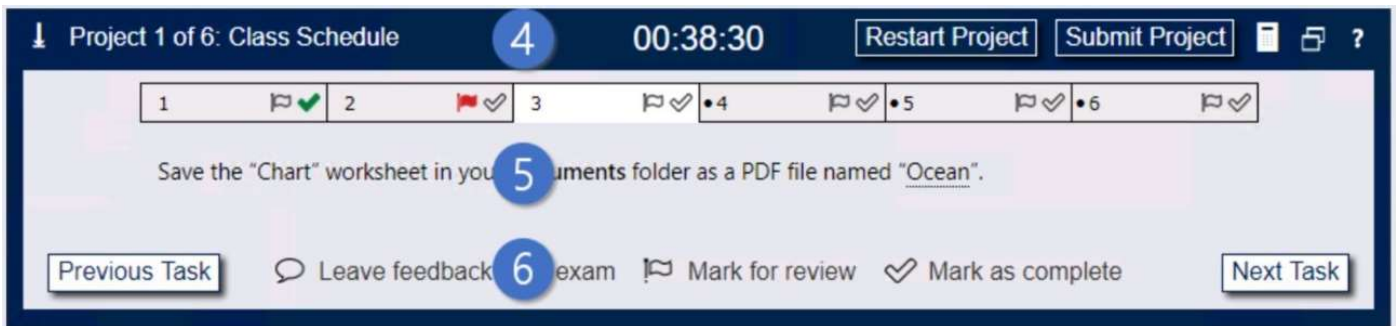
To change the height of the exam panel, drag the split bar between the project file and the exam panel.



To minimize the exam panel, click the Collapse Panel arrow in the upper-left corner of the exam panel. The minimized exam panel displays the Expand Panel button, the project number and name, the remaining time, and the Restart Project and Submit Project buttons. To move between tasks, you must expand the exam panel.

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the exam panel.



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Restore. Restores the size and position of the project file and exam panel to the defaults.

Help. Displays information about the exam interface.

5. The Content area displays the task tabs and the current task description.

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Mark for review. Flags the task to indicate that you want to return to it before you finish the exam.

Mark as complete. Flags the task to indicate that you feel you have completed the task.

In projects that contain multiple tasks, you can switch between tasks by clicking the task tab, Next Task button, or Previous Task button.

End of the instructions.

On the "New Products" worksheet, create a Histogram chart that shows the "Retail Price" of the products in bins with widths of \$10.

The chart size and position do not matter.

Exhibit 1 (exhibit):

Exhibit 2 (exhibit):

Exhibit 3 (exhibit):

Exhibit 4 (exhibit):

Exhibit 5 (exhibit):

Exhibit 6 (exhibit):

### Options:

A. See explanation below.

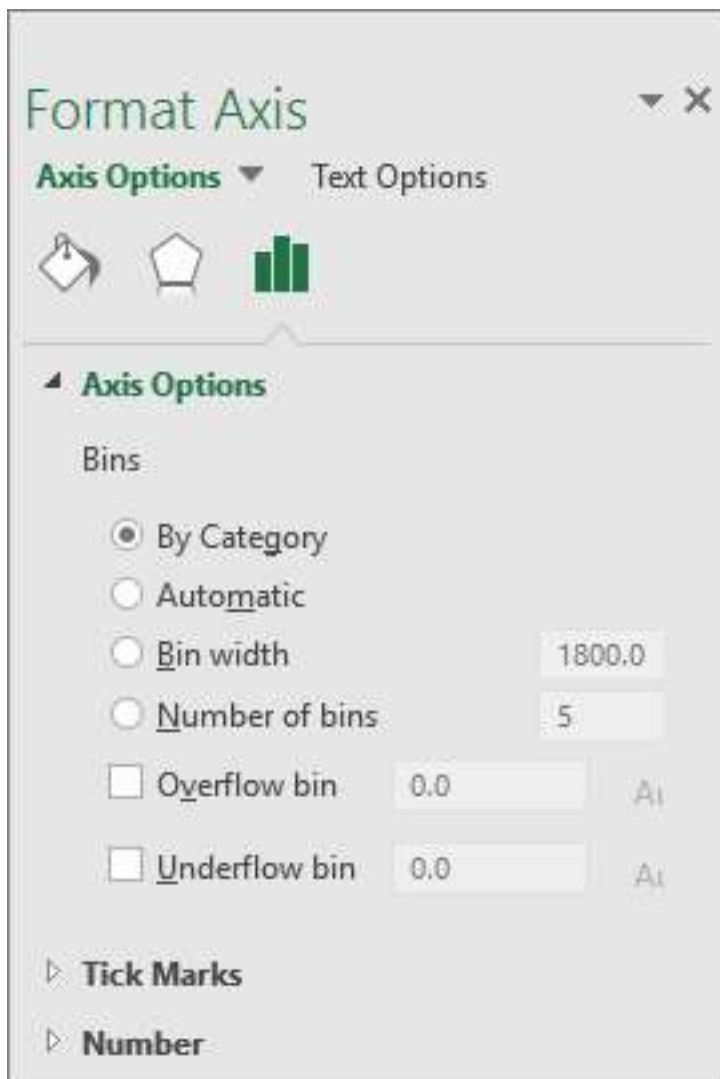
1. Select your data.
2. Click Insert > Insert Statistic Chart > Histogram.
3. Right-click the horizontal axis of the chart, click Format Axis, and then click Axis

**Answer: A**

**Explanation:**

Use the information in the following table to decide which options you want to set in the Format Axis task pane.

Option	Description
<b>By Category</b>	Choose this option when the categories (horizontal axis) are text-based instead of numerical. The histogram will group the same categories and sum the values in the value axis. <b>Tip:</b> To count the number of appearances for text strings, add a column and fill it with the value "1", then plot the histogram and set the bins to <b>By Category</b> .
<b>Automatic</b>	This is the default setting for histograms. The bin width is calculated using Scott's normal reference rule.
<b>Bin width</b>	<b>Enter a positive decimal number for the number of data points in each range.</b>
<b>Number of bins</b>	Enter the number of bins for the histogram (including the overflow and underflow bins).
<b>Overflow bin</b>	Select this check box to create a bin for all values above the value in the box to the right. To change the value, enter a different decimal number in the box.
<b>Underflow bin</b>	Select this check box to create a bin for all values below or equal to the value in the box to the right. To change the value, enter a different decimal number in the box.



Reference:

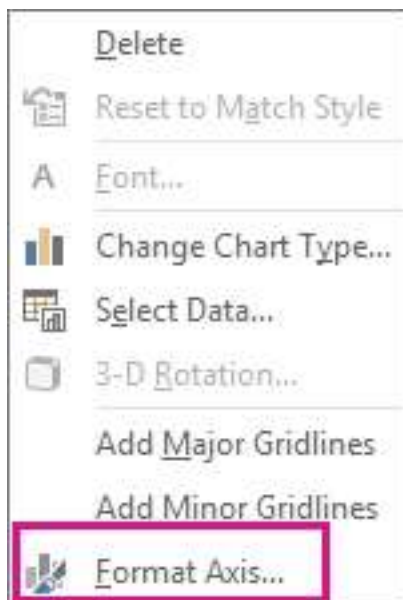
<https://support.microsoft.com/en-us/office/create-a-histogram-85680173-064b-4024-b39d-80f17ff2f4e8>

Option A is correct

Explanation:

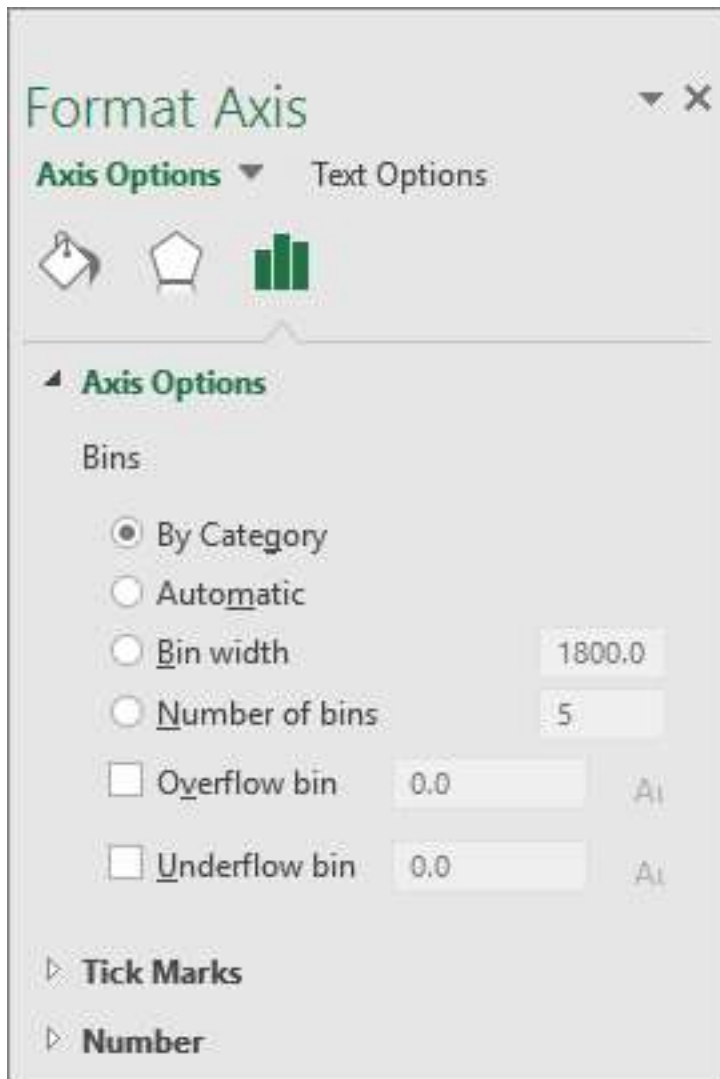
1. Select your data.
2. Click Insert > Insert Statistic Chart > Histogram.
3. Right-click the horizontal axis of the chart, click Format Axis, and then click Axis Options.





4. Use the information in the following table to decide which options you want to set in the Format Axis task pane.

Option	Description
<b>By Category</b>	Choose this option when the categories (horizontal axis) are text-based instead of numerical. The histogram will group the same categories and sum the values in the value axis. <b>Tip:</b> To count the number of appearances for text strings, add a column and fill it with the value "1", then plot the histogram and set the bins to <b>By Category</b> .
<b>Automatic</b>	This is the default setting for histograms. The bin width is calculated using Scott's normal reference rule.
<b>Bin width</b>	<b>Enter a positive decimal number for the number of data points in each range.</b>
<b>Number of bins</b>	Enter the number of bins for the histogram (including the overflow and underflow bins).
<b>Overflow bin</b>	Select this check box to create a bin for all values above the value in the box to the right. To change the value, enter a different decimal number in the box.
<b>Underflow bin</b>	Select this check box to create a bin for all values below or equal to the value in the box to the right. To change the value, enter a different decimal number in the box.



Reference:

<https://support.microsoft.com/en-us/office/create-a-histogram-85680173-064b-4024-b39d-80f17ff2f4e8>

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