Vendor: Microsoft

Exam Code:MO-200

Exam Name: Microsoft Excel (Excel and Excel 2019)

Version: Demo

QUESTION 1

On the ''Enrollment'

Correct Answer: A

Select a blank cell and press insert. Pick column sparklines. Select the data range. Click and drag the bottom right corner for more.

QUESTION 2

On the ''Summary'

Correct Answer: A

Right click inside chart. Press select data. Press add. Add series name and series value (make sure to delete previous data.

QUESTION 3

You are revising a sales summary report for Northwind Traders.

On the ''Summary'

Correct Answer: A

Conditional formatting, highlight cell rules, greater than and then pick the color.

QUESTION 4

On the ''Instructional Hours'

Correct Answer: A

Click on the green plus sign and press axis titles.

QUESTION 5

Remove hidden properties and personal information from the workbook. Do not remove any other content.

A. Check the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

File, check for issues, inspect, remove all. Click close.

QUESTION 6

On the 'Comparison

Correct Answer: A

Right click and open axis options. Check the box that says values in reverse order.

QUESTION 7

On the ''Prices'

Correct Answer: A

Home Tab/ Styles group/ cell styles

QUESTION 8

On the ''Classes'

Correct Answer: A

design, convert to range

QUESTION 9

At NOD Publishers, you are preparing a workbook for the company\\'s annual review.

On the ''Summary worksheet, from the existing text in cell A2, insert a hyperlink to ''http://www:nodpublishers.com with a ScreenTip that displays ''Company Website'

Correct Answer: A

Insert, hyperlink.

QUESTION 10

On the ''Authors'

Correct Answer: A

=IF(books sold>10,000, "500", "100"). Select and drag to apply to other rows

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QUESTION 11

On the ''Revenue'

Correct Answer: A

Select a cell within your data. Press home and then format as table. Click the table style and select your range.

QUESTION 12

On the ''Contact'

Correct Answer: A

=LOWER(LEFT(FIRST), LAST), "@domain.com"