DUMPSBOSS.

Microsoft Excel Expert (Excel and Excel 2019)

Microsoft MO-201

Version Demo

Total Demo Questions: 5

Total Premium Questions: 56

Buy Premium PDF

https://dumpsboss.co

support@dumpsboss.co

support@dumpsboss.co
dumpsboss.co

Topic Break Down

Topic	No. of Questions
Topic 1, Manage workbook options and settings	8
Topic 2, Manage and format data	17
Topic 3, Create advanced formulas and macros	15
Topic 4, Manage advanced charts and tables	16
Total	56

QUESTION NO: 1 - (SIMULATION)

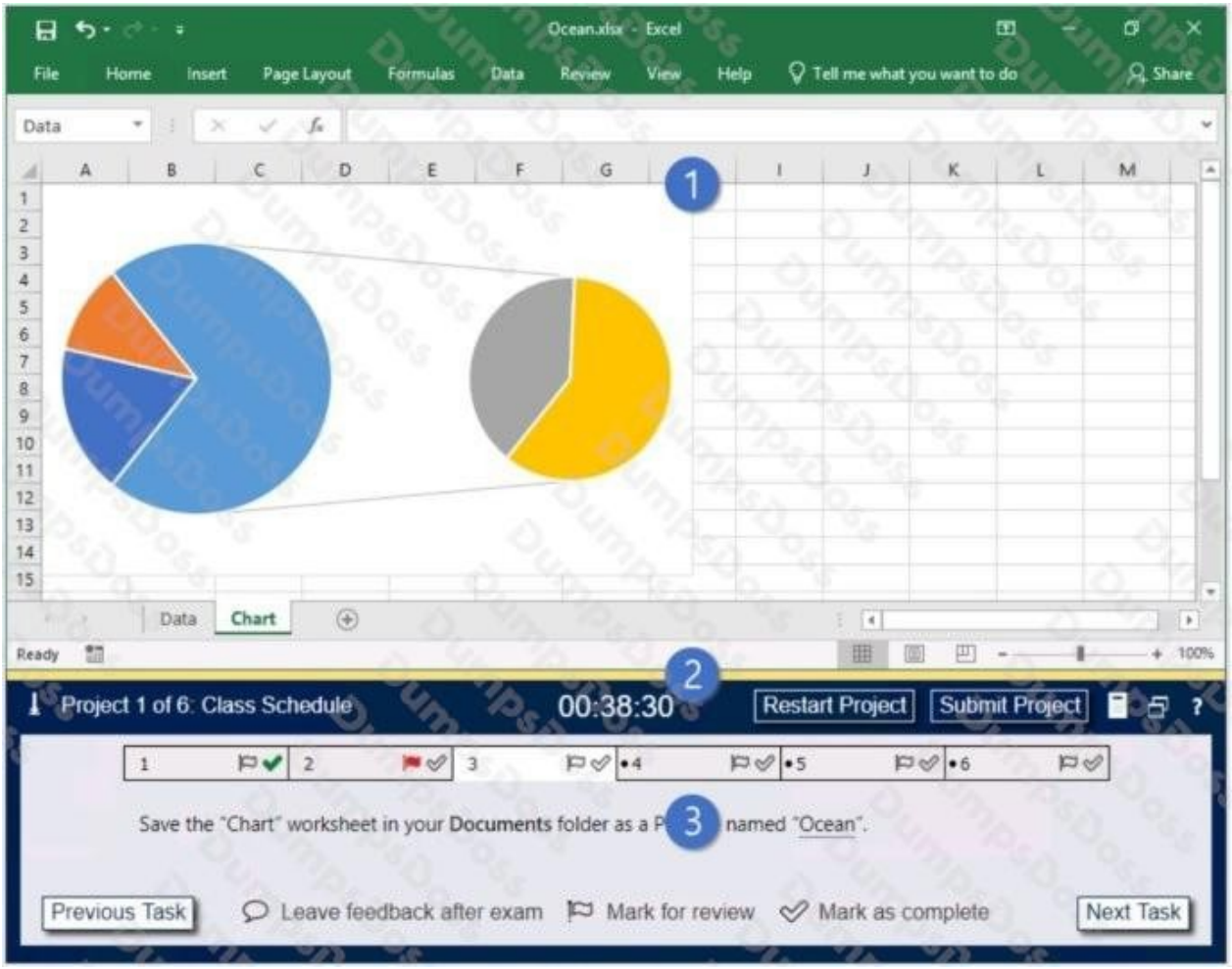
SIMULATION

Instructions

nvironment

nterface 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

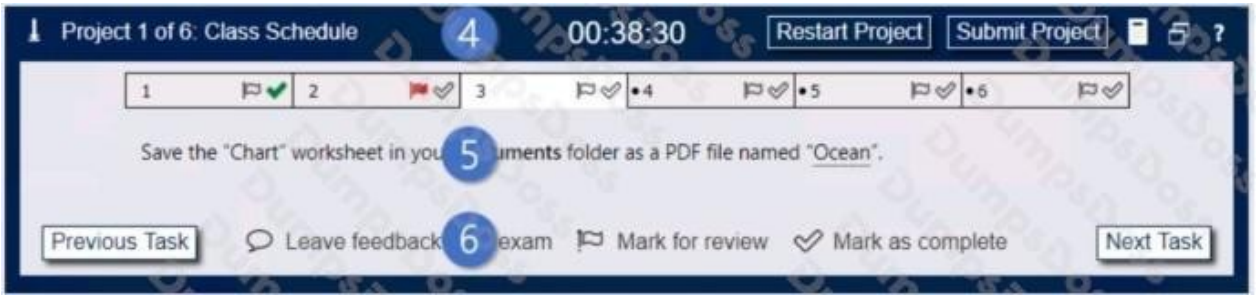
You can modify the exam interface to fit your needs in the following ways:

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 “Royalties” worksheet, the existing formula in the “Royalty Due” column calculates the royalties due to each author. On cell F4, modify the existing formula to return the amount of royalties due to the author only if the amount is greater than $25, and otherwise returns 0.

Exhibit 1 (exhibit):

Exhibit 2 (exhibit):

Exhibit 3 (exhibit):

Exhibit 4 (exhibit):

Exhibit 5 (exhibit):

Exhibit 6 (exhibit):

ANSWER: See the explanation for the answer

Explanation:

On the **Royalties** worksheet, select cell **F4** and wrap its existing royalty calculation in an `IF` function so that the result is returned only when it exceeds 25.

Use this structure, retaining the exact existing formula in both indicated positions:

```
=IF(existing_formula>25,existing_formula,0)
```

For example, if F4 currently contains `=D4*E4`, change it to:

```
=IF(D4*E4>25,D4*E4,0)
```

This returns the calculated royalty when it is greater than `$25`; otherwise, it returns `0`.

QUESTION NO: 2 - (SIMULATION)

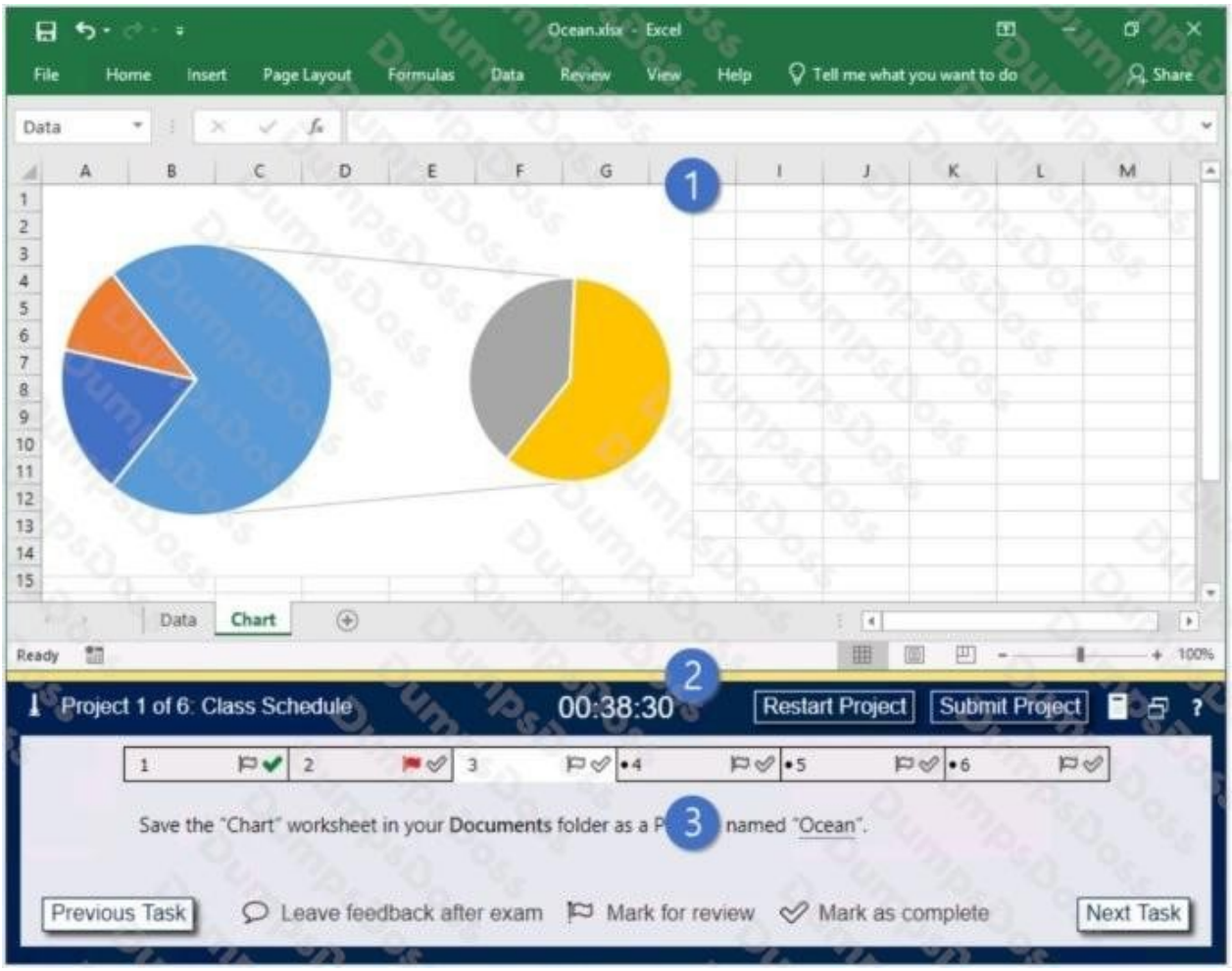
SIMULATION

Instructions

nvironment

nterface 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

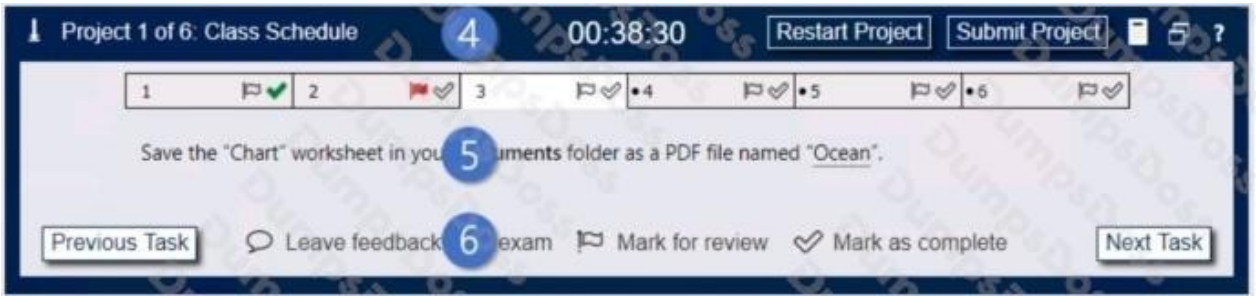
3. Exam panel

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 work for Lucerne Publishing. You are compiling sales and royalty data for authors the company represents.

Configure Excel to disable all macros in the workbook without notification.

Exhibit 1 (exhibit):

Exhibit 2 (exhibit):

Exhibit 3 (exhibit):

Exhibit 4 (exhibit):

Exhibit 5 (exhibit):

Exhibit 6 (exhibit):

ANSWER: See the explanation for the answer

Explanation:

Configure the Excel Trust Center macro setting as follows:

1. Select `File` > `Options`.
2. Choose `Trust Center`, then select `Trust Center Settings...`.
3. Select `Macro Settings`.
4. Select `Disable all macros without notification`.
5. Click `OK`, and click `OK` again to close Excel Options.

This disables every macro in the workbook and does not display a notification or enable-content prompt.

QUESTION NO: 3 - (SIMULATION)

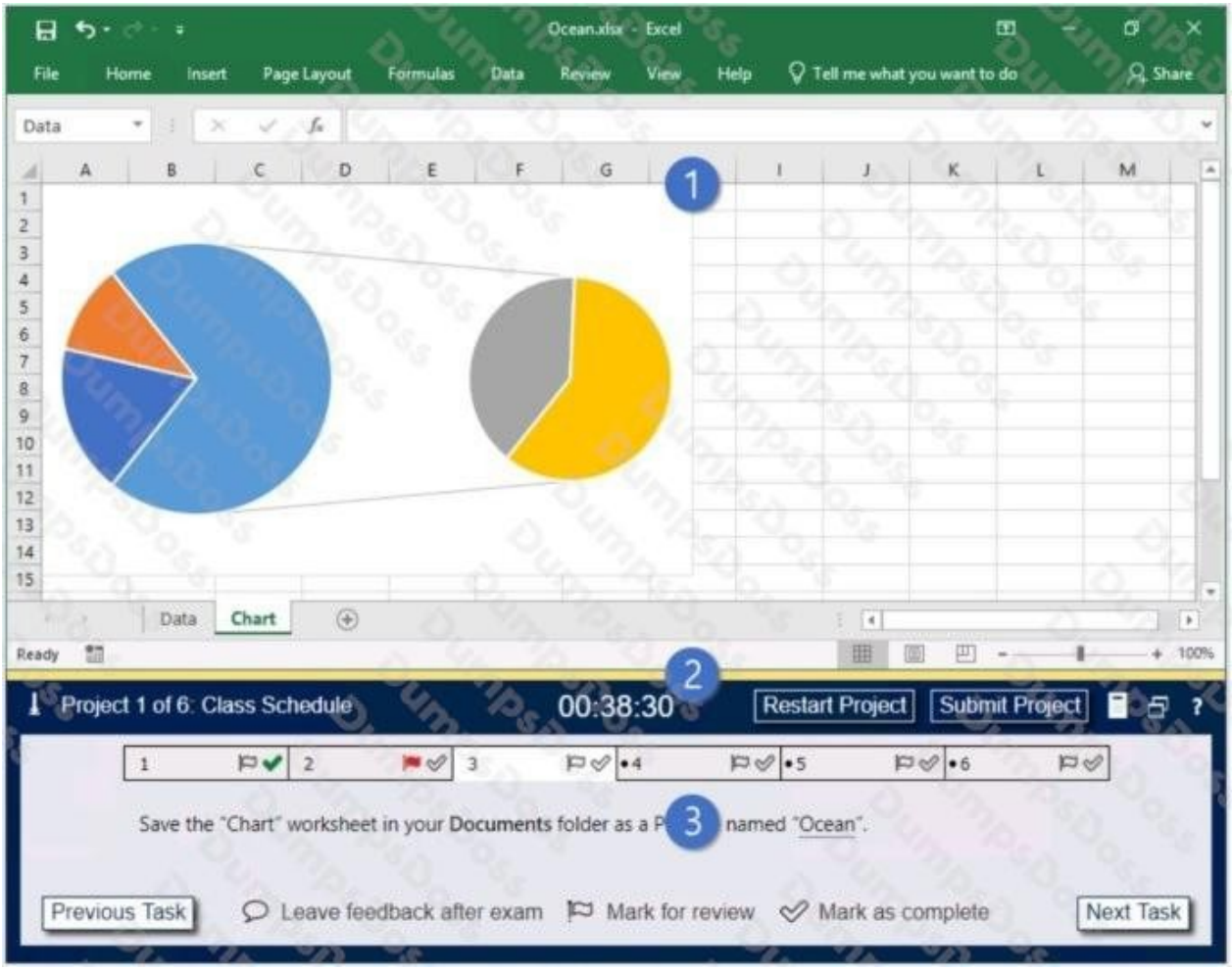
SIMULATION

Instructions

nvironment

nterface 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

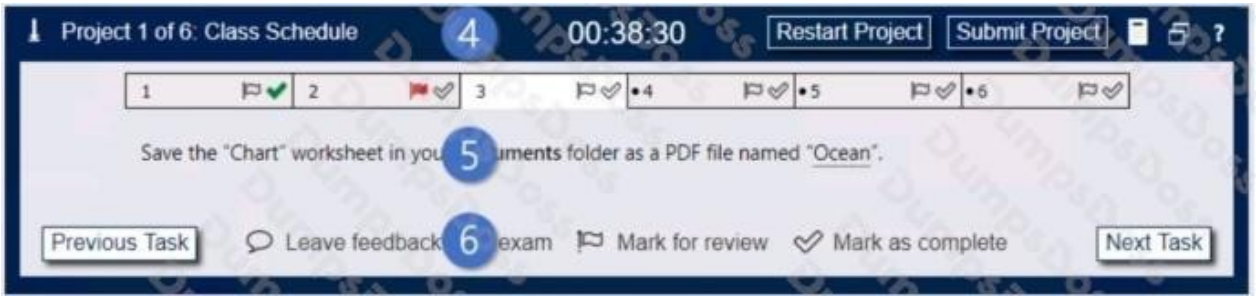
3. Exam panel

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 “Retail” worksheet, display arrows that indicate the cell values that are dependent on the value in C4.

Exhibit 1 (exhibit):

Exhibit 2 (exhibit):

Exhibit 3 (exhibit):

Exhibit 4 (exhibit):

Exhibit 5 (exhibit):

Exhibit 6 (exhibit):

ANSWER: See the explanation for the answer

Explanation:

On the **Retail** worksheet, select cell `C4`. Then go to **Formulas** > **Formula Auditing** and select **Trace Dependents**.

This displays the tracer arrows from C4 to every cell whose value depends on C4.

QUESTION NO: 4 - (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 “Year-to-Date Sales” worksheet, in cells L5:L15, enter a formula that returns the average “Total Sales” for the region in cell J5 and the “Representative” in cell K5.

ANSWER: See the explanation for the answer

Explanation:

In L5, use AVERAGEIFS to average the **Total Sales** values only where both the **Region** equals J5 and the **Representative** equals K5.

If the source data is an Excel table, enter a formula in this form (using the actual table name):

```
=AVERAGEIFS(TableName[Total Sales],TableName[Region],J5,TableName[Representative],K5)
```

For example, if the table is named `Sales`:

```
=AVERAGEIFS(Sales[Total Sales],Sales[Region],J5,Sales[Representative],K5)
```

Press Enter, then fill/copy the formula from `L5` down through `L15`. The references to `J5` and `K5` will adjust for each row.

Do not use a simple `AVERAGE` formula; it would not apply the required Region and Representative criteria.

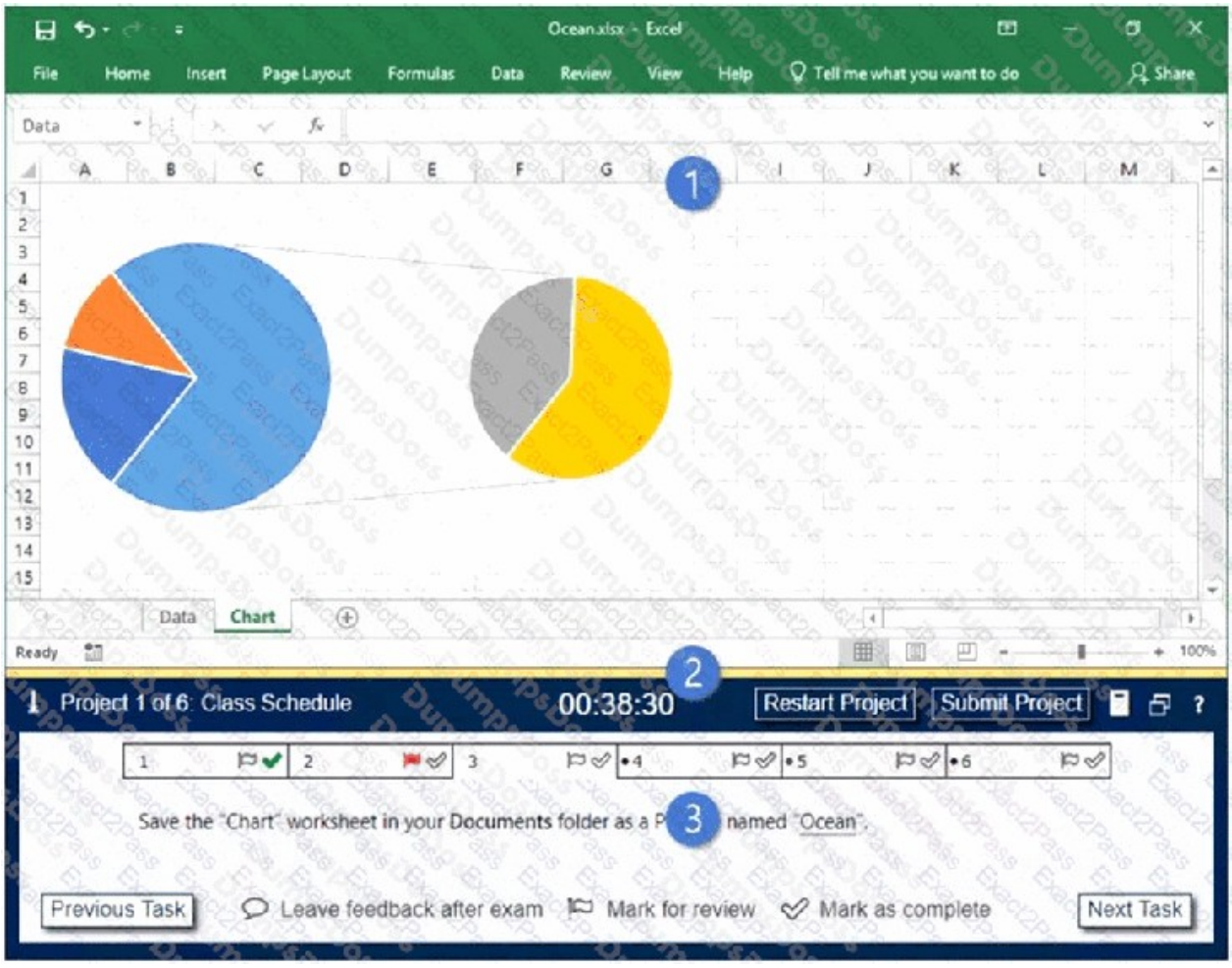
QUESTION NO: 5 - (SIMULATION)

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

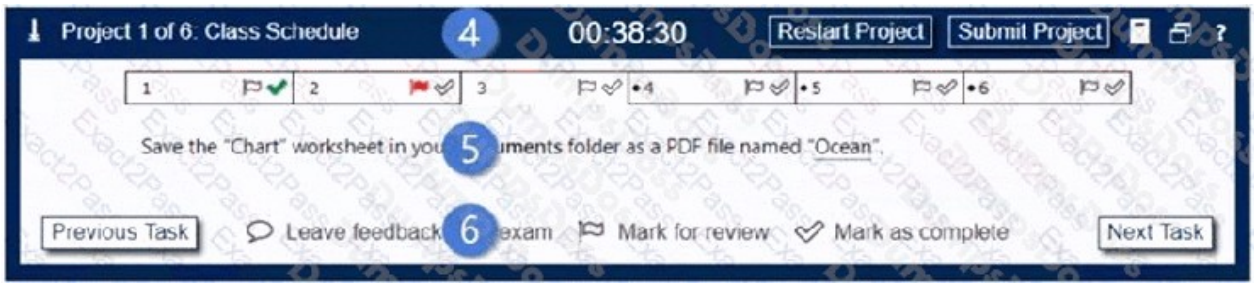
You can modify the exam interface to fit your needs in the following ways:

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 exa m. 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 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.

ANSWER: See the explanation for the answer

Explanation:

On the **Employees** worksheet, select cell **F4** and enter:

Press **Enter**. Then use the fill handle to copy the formula from **F4** down through **F19**.

The `MATCH` function uses an approximate match to identify the applicable years-of-service level in column H, and `INDEX` returns its corresponding bonus from column I. The dollar signs keep the Years of Service Bonus table ranges fixed while the employee reference changes for each row.