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Microsoft Excel (Microsoft 365 Apps)

Microsoft MO-210

Version Demo

Total Demo Questions: 5

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Topic Break Down

Topic	No. of Questions
Topic 1, Manage workbook options and settings	15
Topic 2, Manage and format data	16
Topic 3, Create advanced formulas and macros	4
Topic 4, Manage advanced charts and tables	19
Total	54

QUESTION NO: 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.

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 3:

On the Chart worksheet, include the Total Profit data on the Flavor Expenses, Income and Profit chart.

ANSWER: See the explanation for the answer

Explanation:

On the **Chart** worksheet, select the **Flavor Expenses, Income and Profit** chart. Go to **Chart Design > Select Data**.

Under **Legend Entries (Series)**, select **Add**.

Set **Series name** to `Profits!$G$3` (Total Profit).

Set **Series values** to `Profits!$G$4:$G$23`.

Select **OK** in the Edit Series dialog box, then select **OK** again in Select Data Source.

This adds the **Total Profit** series to the existing chart.

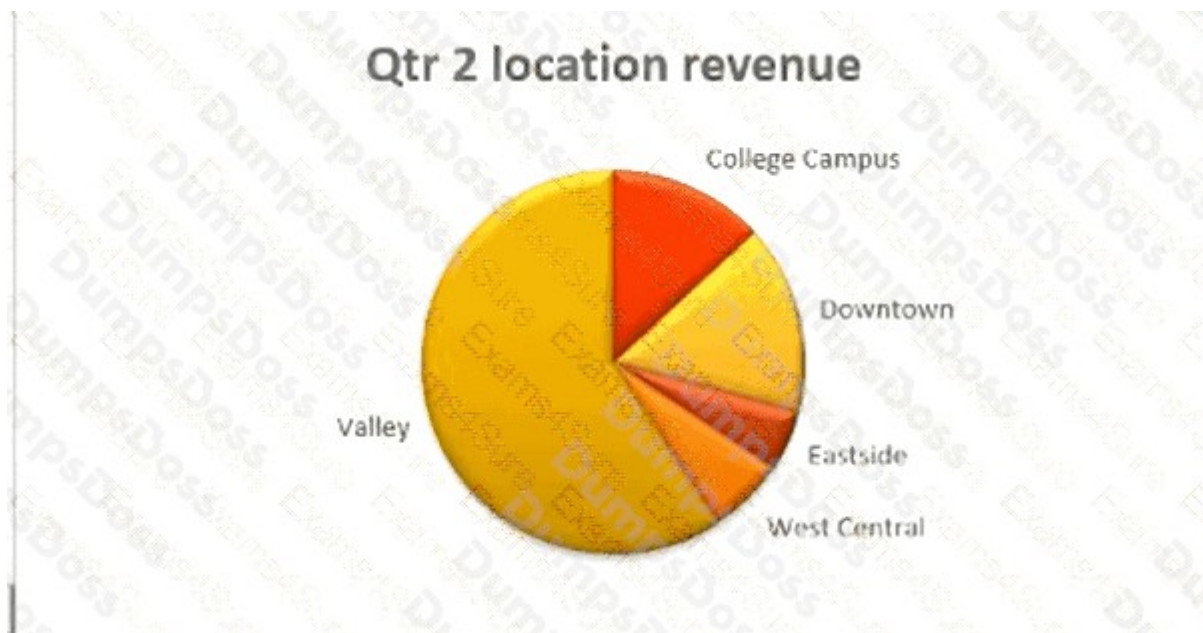
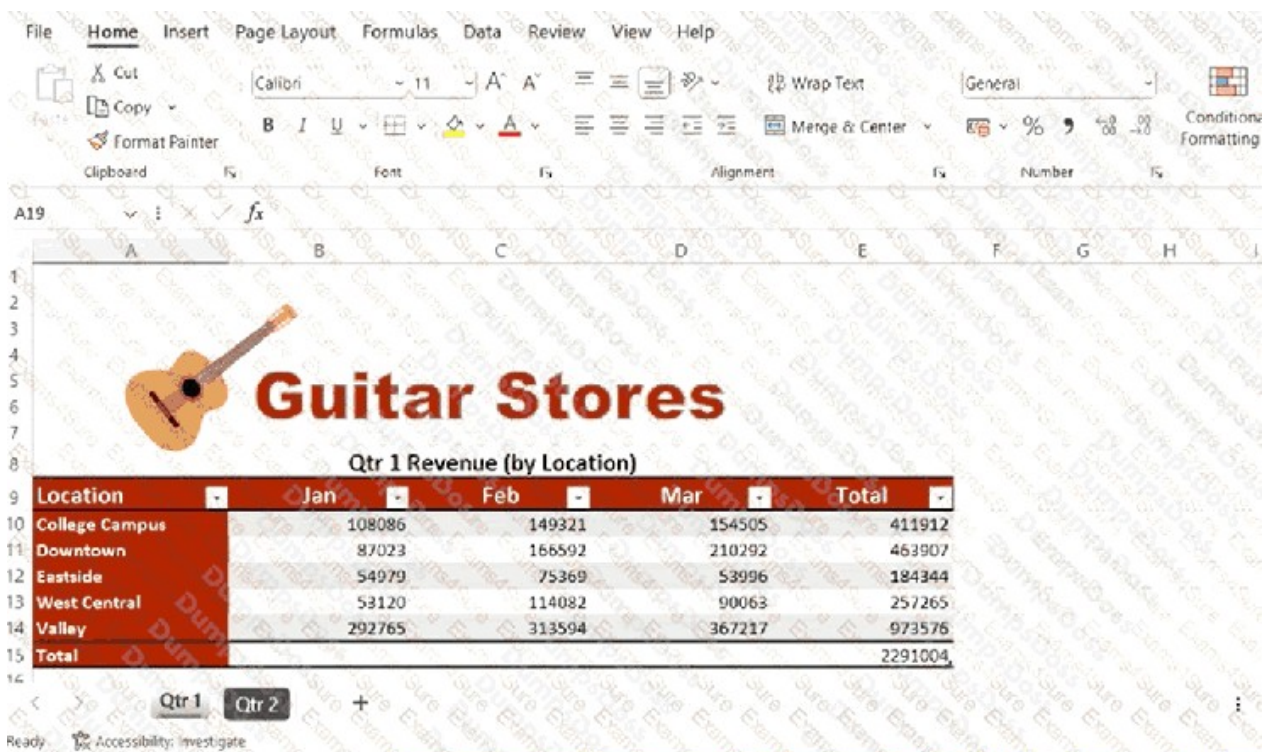
QUESTION NO: 2 - (SIMULATION)

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.



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: See the explanation for the answer

Explanation:

On the **Qtr 2** worksheet, select the pie chart. Go to **Chart Design > Move Chart** (in the Location group).

This moves the existing pie chart to a dedicated chart sheet named **Qtr 2 Chart**, without using the New Sheet button.

QUESTION NO: 3 - (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.

The screenshot displays an Excel spreadsheet titled "Car Warranty Center" with a red car icon. The spreadsheet is divided into two main sections: "Employee Hours" and "Average Call Time (mm:ss)".

Employee Hours Section:

Employee	Station	Monday	Tuesday	Wednesday	Thursday	Friday	Overtime	Name	Total Hours
emilio	1	8	8	7	8	9			38
evan	2	10	10	10	10	10			50
tyler	3	5	3	6	4	4			24
clyde	4	9	8.5	9	8	8			42.5
arturro	5	8	8	8	8	8			40
cid	6	7	9	9	8	10			41
leon	7	8	8	8	8	8			40
james	8	3.5	8	7	7.5	9			35
carl	9	10	9	9	7	2			37
steven	10	1	9	6	8	8			32
michael	11	4	4	4	4	7			26

Average Call Time Section:

Salesperson	Mon	Tue	Wed	Thur	Fri	Trend
Emilio	10:32	06:30	06:42	08:40	03:15	
Evan	03:00	04:13	04:00	03:45	05:04	
Tyler	09:03	08:17	07:29	08:43	06:15	
Clyde	04:22	03:57	05:07	04:16	07:23	
Arturro	02:12	05:36	03:33	06:14	05:12	
Cid	03:15	02:45	03:44	04:01	03:27	
Leon	04:41	11:13	09:22	05:15	06:21	
James	06:22	09:41	04:15	13:49	07:01	
Carl	21:18	04:12	04:35	03:45	05:24	
Steven	08:13	07:40	03:55	06:32	06:35	
Michael	05:10	05:15	05:40	05:03	05:50	

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.

ANSWER: See the explanation for the answer

Explanation:

On the **Employee Hours** worksheet, click any cell in the Employee Hours table. On the **Table Design** (Table) tab, in **Table Style Options**, select **Total Row**.

In the new total row, open the drop-down in the **Total Hours** column (column J) and choose **Sum**. Excel inserts an automatic table total (a **SUBTOTAL** formula) that sums all employees' total hours and updates as the table data changes.

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.

Location	Jan	Feb	Mar	Total
College Campus	108086	149321	154505	411912
Downtown	87023	166592	210292	463907
Eastside	54979	75369	53996	184344
West Central	53120	114082	90063	257265
Valley	292765	313594	367217	973576
Total				2291004

Overview:

Guitar Stores

You and a partner own several Guitar Stores. You are analyzing your revenue from the past two quarters.

Task 1:

On the **Qtr 1** worksheet, apply a number format to display the numbers in columns B through E to two decimal places with the US Dollar symbol (\$) left-aligned and the decimal points aligned.

ANSWER: See the explanation for the answer

Explanation:

On the **Qtr 1** worksheet, select all numeric cells in columns **B:E** that contain the quarterly revenue data, including the Total row: **B10:E15**.

Answer: Apply the **Accounting** number format with the **US dollar (\$)** symbol and **2 decimal places** to B10:E15. Accounting format places the dollar sign at the left edge of each cell and aligns the decimal points.

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.

Item Type	Description	Lot #	Quantity	Price	Total
Appliance	Blender	HFX001	4	36.69	146.76
Appliance	Coffee Maker	HFX008	2	39.3	78.6
Appliance	Coffee Maker (French Press)	HFX010	3	31.13	93.39
Appliance	Grill (Electric)	HFX004	1	19.41	19.41
Appliance	Grill (Gas)	HFX006	4	13.26	53.12
Appliance	Hair Dryer	HFX007	10	17.02	170.2
Appliance	Microwave	HFX012	9	51.47	463.23
Appliance	Refrigerator	HFX014	7	29.7	207.9
Appliance	Toaster	HFX003	5	23.02	115.1
Electronics	Computer (Desktop)	HFX018	4	39.36	157.44
Electronics	Computer (Laptop)	HFX015	3	18.43	55.29
Electronics	MP3 Player	HFX022	5	35.72	178.6
Electronics	Video Game Console	HFX020	5	29.7	148.5
Furniture	Beanbag Chair	HFX037	2	11.19	22.38
Furniture	Bed (Full)	HFX045	7	12.29	86.03
Furniture	Bed (King)	HFX049	7	45.72	320.04

Overview:

Clearance Sale

You are the administrative assistant for a retail company that is going out of business. You've been tasked to prepare a workbook for the clearance sale.

Task 4:

On the Sold worksheet, format the table so that every other row is shaded. Use a technique that automatically updates the formatting if you insert a new row.

ANSWER: See the explanation for the answer

Explanation:

On the **Sold** worksheet, click any cell in the existing table (the range with headers **Item Type** through **Total**).

This applies alternating row shading through the Excel table style. Because the data is formatted as a table, the banding automatically adjusts when a row is inserted.