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Exam : MO-210

Title : Microsoft Excel (Microsoft
365 Apps)

Version : DEMO

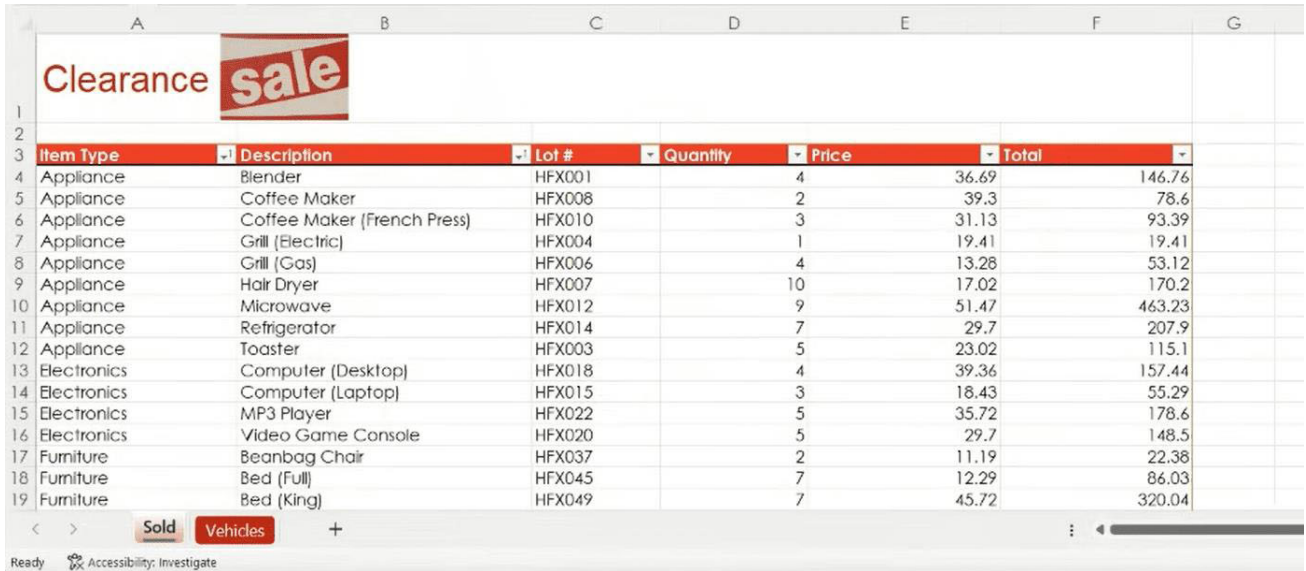
1.SIMULATION

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.



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	13.28	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 5:

On the Vehicles worksheet, in the Code column cell B4, create a formula that returns the two leftmost letters of the vehicle style displayed in cell D4.

Answer:

To extract specific characters from the start of a text string in Excel, you use the LEFT function.

Step-by-Step Solution

- Navigate to the Worksheet: Click on the Vehicles worksheet tab at the bottom of your Excel window.
- Select Cell B4: Click on cell B4 (under the "Code" column).
- Enter the Formula: Type the following formula exactly as shown: `=LEFT (D4, 2)`
- Press Enter: Once you press Enter, Excel will look at the "Vehicle Style" in cell D4 and return only the first two letters.

Explanation of the Formula

- LEFT: This is the function used to start counting characters from the beginning (left side) of a cell.
- D4: This tells Excel which cell contains the text you want to extract from (the Vehicle Style).
- 2: This specifies the number of characters you want to retrieve.

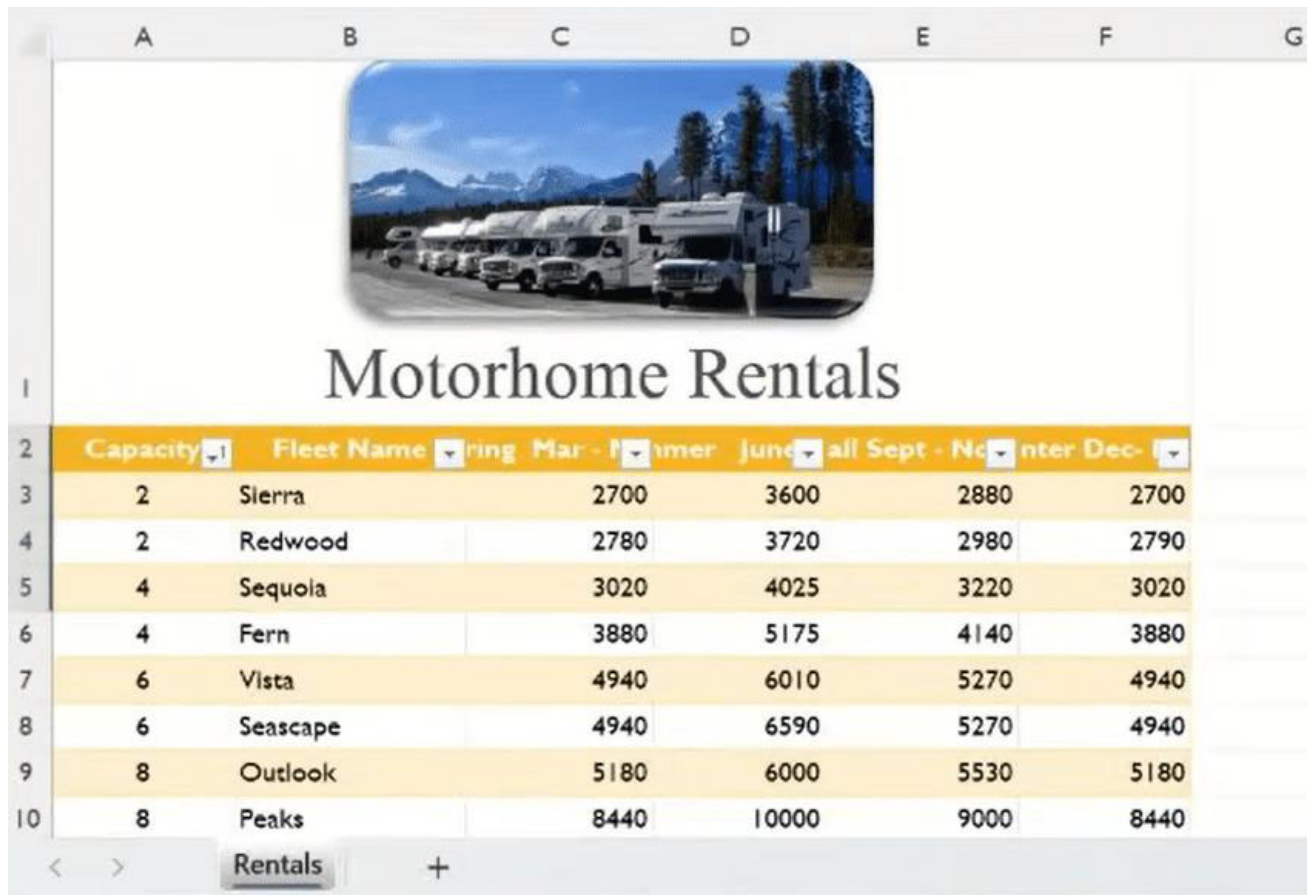
2.SIMULATION

Instructions

Exam Environment

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The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project tasks.



	Capacity	Fleet Name	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
2	2	Sierra	2700			3600			2880			2700
3	2	Redwood	2780			3720			2980			2790
4	4	Sequoia	3020			4025			3220			3020
5	4	Fern	3880			5175			4140			3880
6	6	Vista	4940			6010			5270			4940
7	6	Seascape	4940			6590			5270			4940
8	8	Outlook	5180			6000			5530			5180
9	8	Peaks	8440			10000			9000			8440

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 3:

Set cells A1: F11 so they will be the only cells that print.

Answer:

To ensure that only a specific range of cells is printed, you need to define a Print Area. This prevents Excel from printing empty pages or extra data outside of your selection.

Step-by-Step Solution

- ☞ Select the range: Use your mouse to click on cell A1 and drag your cursor down to cell F11 to highlight the entire area.
- ☞ Navigate to Page Layout: Click on the Page Layout tab in the top Ribbon.

⇒ Set the Print Area:

Once this is set, Excel will only print the content within A1: F11, even if there is data elsewhere on the sheet.

The screenshot shows the Microsoft Excel interface with the 'Page Layout' ribbon selected. The ribbon includes groups for 'Themes', 'Page Setup' (containing Margins, Orientation, Size, Print Area, Breaks, Background, and Print Titles), and 'Scale to Fit' (containing Width, Height, and Scale). A tooltip for the 'Print Area' button is visible, stating 'Select an area on the sheet you'd like to print.' Below the ribbon, a spreadsheet titled 'Motorhome Rentals' is displayed. The spreadsheet has a header row (row 2) and data rows (rows 3-10). The columns are: Capacity, Fleet Name, and monthly rental rates from March to December.

	Capacity	Fleet Name	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
3	2	Sierra	2700			3600			2880			2700
4	2	Redwood	2780			3720			2980			2790
5	4	Sequoia	3020			4025			3220			3020
6	4	Fern	3880			5175			4140			3880
7	6	Vista	4940			6010			5270			4940
8	6	Seascape	4940			6590			5270			4940
9	8	Outlook	5180			6000			5530			5180
10	8	Peaks	8440			10000			9000			8440

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.



Top 20 Video Games of All Time

These games were selected because they are both fun to play and have had a significant impact on the video game industry.

Rank	Name	Year
#1	Minecraft	2011
#2	Tetris	1984
#3	Super Mario 64	1996
#4	The Witcher 3: Wild Hunt	2015
#5	Super Smash Brothers Ultimate	2018
#6	The Legend of Zelda: Ocarina of Time	1998

	A	B	C	D	F	G
1	Recent Releases					
2	These games were selected because they are both fun to play and have had a significant impact on the video game industry.					
3	Name					
4	A Little to the Left (PC)					
5	A Plague Tale: Requiem (PlayStation 5, Xbox Series X/S, Switch, PC)					
6	Advance Wars 1+2: Re-Boot Camp (Switch)					
8	Aftermath (PlayStation 5, Xbox Series X/S, PlayStation 4, PC)					
9	Arc Raiders (PlayStation 5, Xbox Series X/S, PC)					
10	Asterigos: Curse of the Stars (PlayStation 5, PlayStation 4, PC)					
11	Atomic Heart (PlayStation 5, Xbox Series X/S, PlayStation 4, Xbox One, PC)					
12	Avatar: Frontiers of Pandora (PlayStation 5, Xbox Series X/S, Stadia, PC)					
13	Away: The Survival Series (Xbox One)					
14	Balsa Model Flight Simulator (PC)					
16	BattleCakes (Xbox One, PC)					
17	Bayonetta 3 (Switch)					
18	Bear and Breakfast (Switch, PC)					
19	Blazing Strike (PlayStation 5, PlayStation 4, Switch, PC)					
20	Blood Bowl 3 (PlayStation 5, Xbox Series X/S, PlayStation 4, Xbox One, Switch, PC)					

Project 1

Overview:

Video Games

You are tracking video game popularity by compiling a workbook to document your findings.

Task 2:

On the Top 20 Videos worksheet, change the width of column C to 2.

Answer:

Step-by-Step Instructions

- ➡ Navigate to the Correct Worksheet:
- ➡ Select Column C:
- ➡ Open Column Width Settings:
- ➡ Enter the Width:

Visual Verification

Before: Column C (containing the "Year" data) is likely wider, fitting the four-digit years comfortably.

After: Column C will become very narrow. The "Year" header and the dates (like 2011, 1984) might display as hashes (####) because the column is now too narrow to display the numbers, or the text will simply be cut off. This is expected behavior for the exam task; do not widen it back out unless instructed to do so.

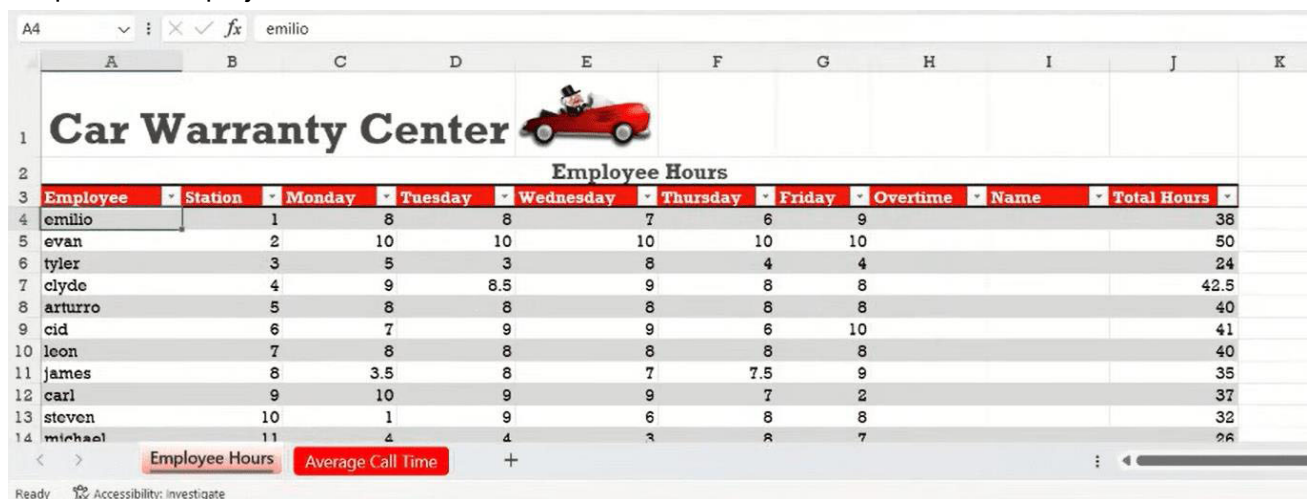
4.SIMULATION

Instructions

Exam Environment

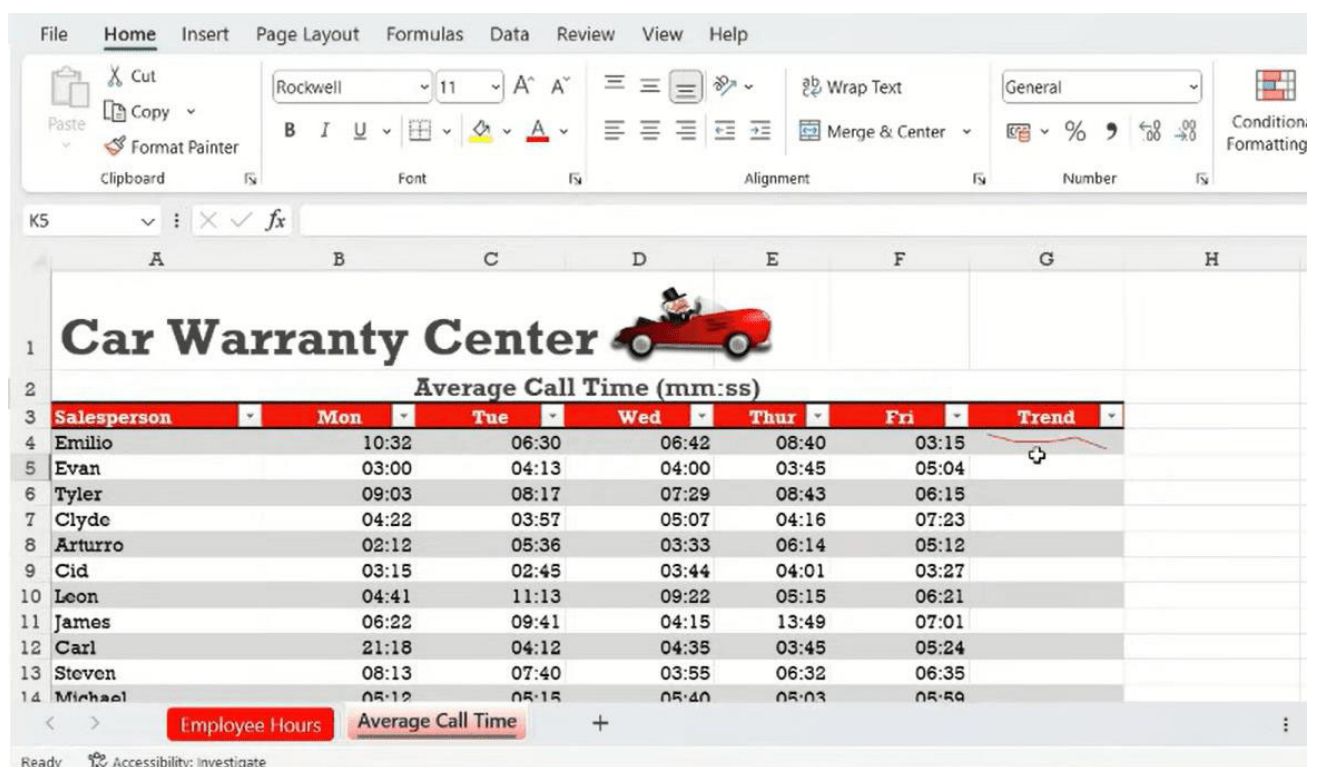
Exam Interface and Controls

The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project tasks.



The screenshot shows an Excel spreadsheet for 'Car Warranty Center'. The main title is in cell A1. Below it, in cell A2, is the subtitle 'Employee Hours'. The data table starts in cell A3 and ends in cell K14. The table has columns for Employee, Station, Monday, Tuesday, Wednesday, Thursday, Friday, Overtime, Name, and Total Hours. The data is as follows:

Employee	Station	Monday	Tuesday	Wednesday	Thursday	Friday	Overtime	Name	Total Hours
emilio	1	8	8	8	7	6	9		38
evan	2	10	10	10	10	10			50
tyler	3	5	3	8	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	6	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	3	8	7			26



The screenshot shows an Excel spreadsheet for 'Car Warranty Center'. The main title is in cell A1. Below it, in cell A2, is the subtitle 'Average Call Time (mm:ss)'. The data table starts in cell A3 and ends in cell H14. The table has columns for Salesperson, Mon, Tue, Wed, Thur, Fri, and Trend. The data is as follows:

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	05:12	05:15	05:40	05:03	05:59	

Overview:

Car Warranty

You are the supervisor for a Car Warranty Center. You use Excel to report employee hours and telephone calls.

Task 1:

On the Average Call Time worksheet, use an Excel feature to copy the sparkline into all the vacant cells of the Trend column.

Answer:

In Excel 365, the most efficient way to do this is using the AutoFill feature or simply dragging the fill handle. Here is your step-by-step solution:

Step 1: Switch to the Correct Worksheet

Ensure you are on the Average Call Time worksheet. Click the red tab at the bottom of the screen to switch from the "Employee Hours" view (shown in your image) to the call time data.

Step 2: Identify the Sparkline

Locate the first cell in the Trend column that already contains a Sparkline (likely cell F4 or similar, depending on your layout).

Step 3: Use the Fill Handle to Copy

- ⇒ Hover your mouse over the bottom-right corner of the cell containing the sparkline.
- ⇒ Your cursor will change from a thick white cross to a thin black cross (+).
- ⇒ Click and drag the fill handle down to the bottom of the column to fill all the vacant cells in the "Trend" column.

Pro Tip: Alternatively, you can simply double-click the thin black cross (fill handle), and Excel will automatically fill the sparklines down to the last row of your data.

	A	B	C	D	E	F	G
2	Average Call Time (mm:ss)						
3	Salesperson	Mon	Tue	Wed	Thur	Fri	Trend
4	Emilio	10:32	06:30	06:42	08:40	03:15	
5	Evan	03:00	04:13	04:00	03:45	05:04	
6	Tyler	09:03	08:17	07:29	08:43	06:15	
7	Clyde	04:22	03:57	05:07	04:16	07:23	
8	Arturro	02:12	05:36	03:33	06:14	05:12	
9	Cid	03:15	02:45	03:44	04:01	03:27	
10	Leon	04:41	11:13	09:22	05:15	06:21	
11	James	06:22	09:41	04:15	13:49	07:01	
12	Carl	21:18	04:12	04:35	03:45	05:24	
13	Steven	08:13	07:40	03:55	06:32	06:35	
14	Michael	05:12	05:15	05:40	05:03	05:59	
15	Patricia	06:12	07:16	05:58	06:34	07:01	
16	Jagues	02:49	05:01	04:35	05:33	04:17	
17							
18							

< > Employee Hours Average Call Time +

Alternative Method: Using the Ribbon

If you prefer using the menu interface:

- ⇒ Select the cell with the existing sparkline and all the empty cells below it where you want the sparklines to appear.
- ⇒ Go to the Home tab.
- ⇒ In the Editing group, click the Fill icon (downward arrow).
- ⇒ Select Down.

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.

The screenshot displays two worksheets from an Excel file named 'Car Warranty Center'.

Worksheet 1: Employee Hours

Employee	Station	Monday	Tuesday	Wednesday	Thursday	Friday	Overtime	Name	Total Hours
emilio	1	8	8	7	6	9			38
evan	2	10	10	10	10	10			50
tyler	3	5	3	8	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	6	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	3	8	7			26

Worksheet 2: Average Call Time (mm:ss)

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	05:12	05:15	05:40	05:03	05:59	

Overview:

Car Warranty

You are the supervisor for a Car Warranty Center. You use Excel to report employee hours and telephone calls.

Task4:

In cell I4 of the Employee Hours sheet, use a function to copy the name from cell A4 and format the name so all letters are upper case.

Answer:

To complete Task 4, you will use the UPPER function in Excel. This function converts all characters in a specified cell into capital letters.

Step 1: Navigate to Cell I4

Ensure you are on the Employee Hours worksheet and click on cell I4 (the first cell under the Name column).

Step 2: Enter the UPPER Function

Type the following formula into cell I4:

=UPPER(A4)

⇒ A4: This refers to the cell containing the name "emilio".

⇒ UPPER: This command tells Excel to change those letters to "EMILIO".

Step 3: Fill the Column

Since your data is in a table format, Excel may automatically populate the rest of the column.

If it does not:

⇒ Click on cell I4.

⇒ Hover over the bottom-right corner of the cell until you see the thin black cross (+).

⇒ Double-click that cross or drag it down to cell I14 to convert the remaining names to uppercase.

Employee Hours										
Employee	Station	Monday	Tuesday	Wednesday	Thursday	Friday	Overtime	Name	Total Hours	
emilio	1	8		8	7	6	9	No	EMILIO	38
evan	2	10		10	10	10	10	Yes	EVAN	50
tyler	3	5		3	8	4	4	No	TYLER	24
clyde	4	9		8.5	9	8	8	Yes	CLYDE	42.5
arturro	5	8		8	8	8	8	No	ARTURRO	40
cid	6	7		9	9	6	10	Yes	CID	41
leon	7	8		8	8	8	8	No	LEON	40
james	8	3.5		8	7	7.5	9	No	JAMES	35
carl	9	10		9	9	7	2	No	CARL	37
steven	10	1		9	6	8	8	No	STEVEN	32
michael	11	4		4	3	8	7	No	MICHAEL	26
patricia	12	6		6	5	8	4	No	PATRICIA	29
jaques	13	8		8	8	8	8	No	JAQUES	40
Total										474.5

Final Result Check:

⇒ Cell A4 shows "emilio".

⇒ Cell I4 should now show EMILIO.