



# MO-200<sup>Q&As</sup>

Microsoft Excel (Excel and Excel 2019)

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### 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

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 3

On the "Region 1"

Correct Answer: A

Click sort and filter. Press custom sort and add levels to sort by.

---

### QUESTION 4

You are analyzing insurance sales data for the first six months of the year.

On the "New Policies"

Correct Answer: A

In the alignment tab, click increase indent.

---

### QUESTION 5

On the 'Enrolment Summary'



Correct Answer: A

Select the range and type the name

---

#### QUESTION 6

On the "Instructional Hours"

Correct Answer: A

Click on the green plus sign and press axis titles.

---

#### QUESTION 7

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 8

On the 'Historical Sales'

Correct Answer: A

options, advanced. Display options for this worksheet, press show formulas in cells instead of their calculated results.

---

#### QUESTION 9

On the "Authors"

Correct Answer: A

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

---

#### QUESTION 10

On the "Orders"

Correct Answer: A



On the data tab, click filter. Display only alpine.

---

#### QUESTION 11

On the "Enrollment Summary"

Correct Answer: A

Click and press chart design. Press chart 7. Click change colors.

---

#### QUESTION 12

On the "Classes"

Correct Answer: A

design, convert to range

---

#### QUESTION 13

You are updating the sales spreadsheet for an online clothing store.

On the "Quote"

Correct Answer: A

Select and press delete on the home tab.

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#### QUESTION 14

On the "Summary"

Correct Answer: A

[Send us your Suggestion on it.]

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#### QUESTION 15

On the "Contact"

Correct Answer: A



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