

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

Microsoft Excel (Excel and Excel 2019)

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### **QUESTION 1**

On the "Authors"

Correct Answer: A

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

## **QUESTION 2**

On the "New Policies"

Correct Answer: A

Click chart and press "chart design" click style 3.

### **QUESTION 3**

You are compiling data about courses at Bellows College.

On the "Last Semester"

Correct Answer: A

Click wrap text.

#### **QUESTION 4**

On the "Region 1"

Correct Answer: A

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

#### **QUESTION 5**

On the "Instructional Hours'

Correct Answer: A

Home tab, cells group, click format. Click column width.



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