



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

Microsoft Excel (Excel and Excel 2019)

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### QUESTION 1

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.

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### 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.

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### QUESTION 3

On the "Orders"

Correct Answer: A

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

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### QUESTION 4

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.

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### QUESTION 5

On the "Instructional Hours"

Correct Answer: A



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