



MO-200^{Q&As}

Microsoft Excel (Excel and Excel 2019)

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QUESTION 1

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 2

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 3

On the "Next Semester'

Correct Answer: A

[Send us your suggestions on it.]

QUESTION 4

On the "Instructional Hours'

Correct Answer: A

Click on the green plus sign and press axis titles.

QUESTION 5

On the "Inventory

Correct Answer: A

Click chart, press layout, click chart title and add it. Press add chart element, data labels, more detailed options, uncheck



value and check percentage.

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