



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

Microsoft Excel (Excel and Excel 2019)

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### QUESTION 1

On the "New Policies"

Correct Answer: A

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

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### QUESTION 2

On the "Orders"

Correct Answer: A

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

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### QUESTION 3

On the "Last Semester"

Correct Answer: A

On the home tab, click find and select and click find. Type agriculture and press find all. Select all and then delete them with the home tab by clicking delete sheet rows.

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### QUESTION 4

You are compiling class data to present to the enrollment director at the School of Fine Art.

On the "Substitutes"

Correct Answer: A

File. Open.

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### QUESTION 5

On the "Projections"

Correct Answer: A

[Send us your Suggestion on it.]



#### QUESTION 6

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 7

You are revising a sales summary report for Northwind Traders.

On the "Summary"

Correct Answer: A

Conditional formatting, highlight cell rules, greater than and then pick the color.

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#### QUESTION 8

On the "Next Semester"

Correct Answer: A

[Send us your suggestions on it.]

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#### QUESTION 9

On the "Instructional Hours"

Correct Answer: A

Click on the green plus sign and press axis titles.

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#### QUESTION 10

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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