



MO-200^{Q&As}

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QUESTION 1

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.

QUESTION 2

On the "Authors"

Correct Answer: A

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

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 "Instructional Hours"

Correct Answer: A

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

QUESTION 5

On the "New Policies"

Correct Answer: A



Click design and press total row. Click and drag.

QUESTION 6

On the "Prices"

Correct Answer: A

=_*_

QUESTION 7

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 8

On the "Summary"

Correct Answer: A

Right click inside chart. Press select data. Press add. Add series name and series value (make sure to delete previous data).

QUESTION 9

On the "Next Semester"

Correct Answer: A

[Send us your suggestions on it.]

QUESTION 10

On the "New Policies"

Correct Answer: A



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