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Microsoft
MO-210
Microsoft Excel (Microsoft 365 Apps)

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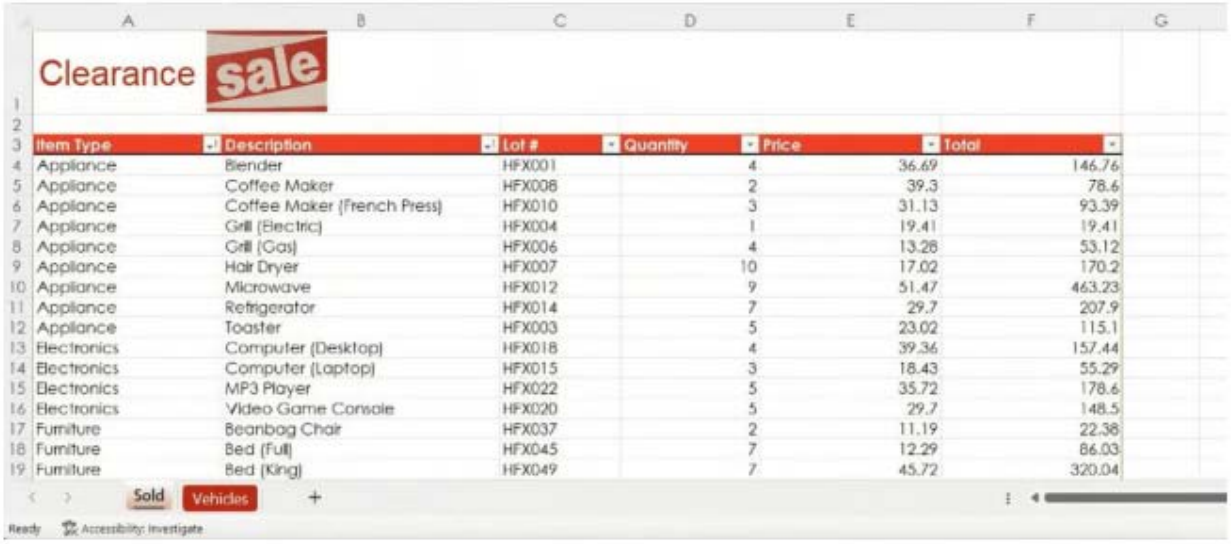
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Question: 1

SIMULATION
Instructions
Exam Environment
Exam Interface and Controls
The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project tasks.



Overview:
Clearance Sale
You are the administrative assistant for a retail company that is going out of business. You've been tasked to prepare a workbook for the clearance sale.
Task 5:
On the Vehicles worksheet, in the Code column cell B4, create a formula that returns the two leftmost letters of the vehicle style displayed in cell D4.

A. Answer in Explanation

Answer: A

Explanation:
To extract specific characters from the start of a text string in Excel, you use the LEFT function.
Step-by-Step Solution
➪ Navigate to the Worksheet: Click on the Vehicles worksheet tab at the bottom of your Excel window.
➪ Select Cell B4: Click on cellB4(under the "Code" column).
➪ Enter the Formula: Type the following formula exactly as shown: =LEFT (D4, 2)

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➾ Press Enter: Once you press Enter, Excel will look at the "Vehicle Style" in cellD4and return only the first two letters.

Explanation of the Formula

➾ LEFT: This is the function used to start counting characters from the beginning (left side) of a cell.

➾ D4: This tells Excel which cell contains the text you want to extract from (the Vehicle Style).

➾ 2: This specifies the number of characters you want to retrieve.

Question: 2

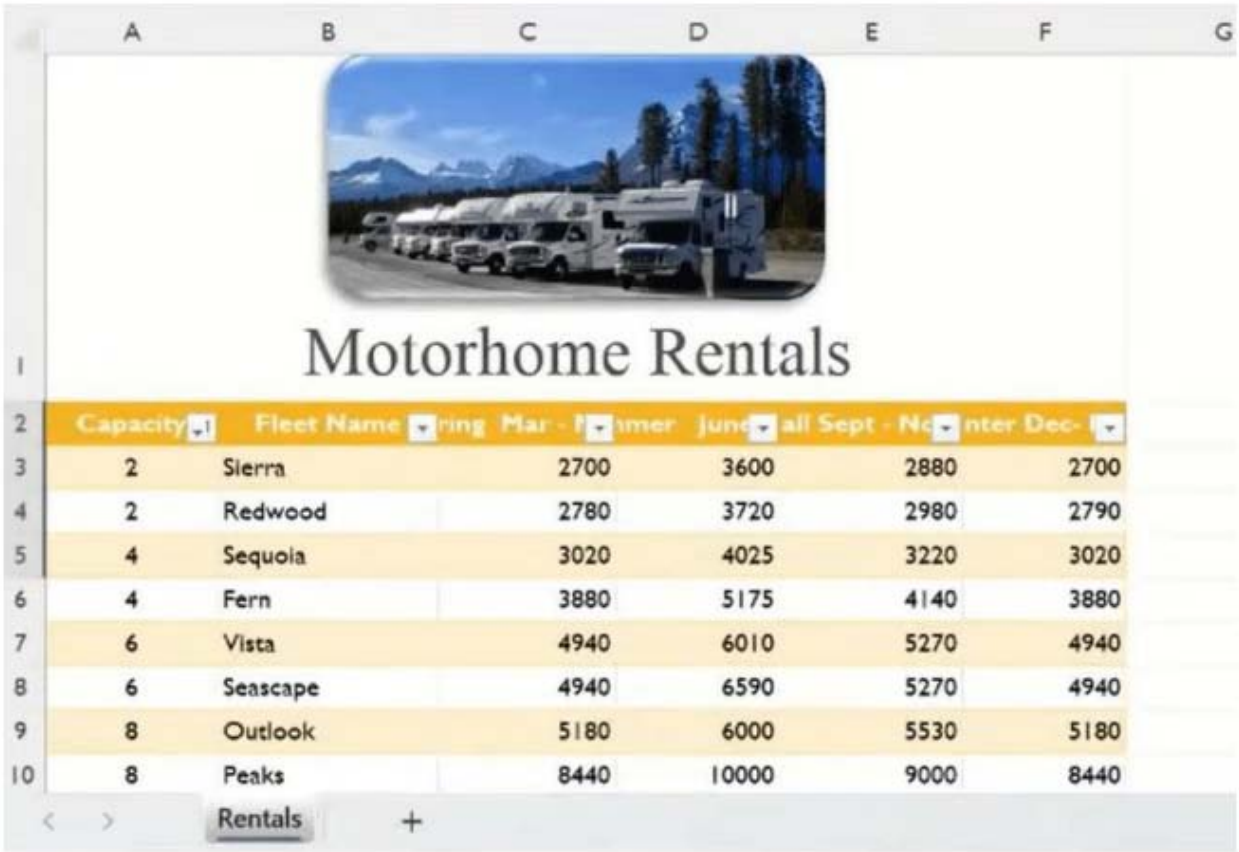
SIMULATION

Instructions

Exam Environment

Exam Interface and Controls

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Motorhome Rentals

Capacity	Fleet Name	ring	Mar -	mer	June	all Sept -	Nc	nter Dec-
2	Sierra		2700	3600	2880			2700
2	Redwood		2780	3720	2980			2790
4	Sequoia		3020	4025	3220			3020
4	Fern		3880	5175	4140			3880
6	Vista		4940	6010	5270			4940
6	Seascape		4940	6590	5270			4940
8	Outlook		5180	6000	5530			5180
8	Peaks		8440	10000	9000			8440

Rentals

Overview:

Motorhome Rentals

Your company rents motorhomes. The motorhomes rent year-around at different prices. You are preparing pricing worksheets to be shared with others.

Task 3:

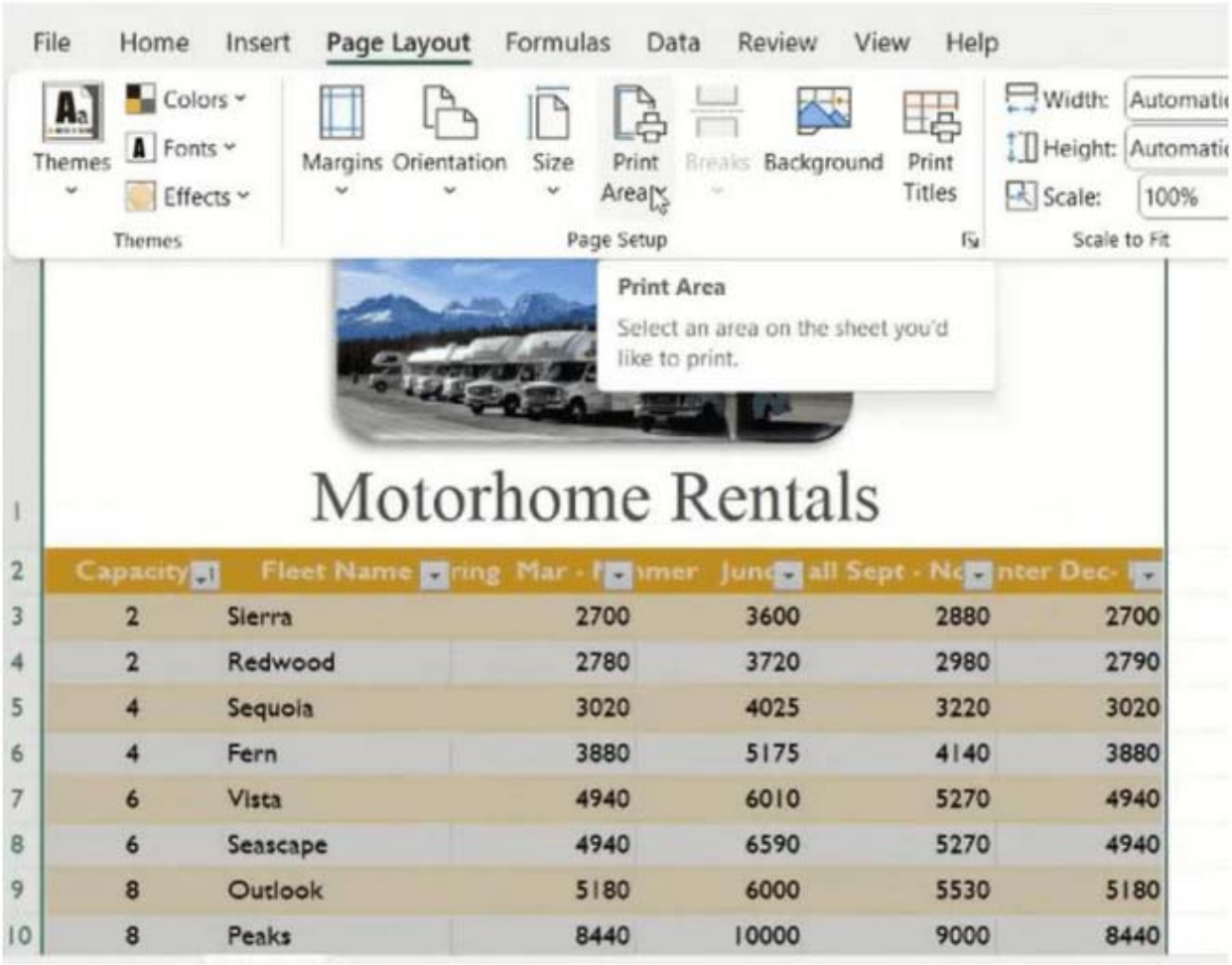
Set cells A1: F11 so they will be the only cells that print.

A. Answer in Explanation

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Answer: A

Explanation:
To ensure that only a specific range of cells is printed, you need to define aPrint Area. This prevents Excel from printing empty pages or extra data outside of your selection.
Step-by-Step Solution
➪ Select the range: Use your mouse to click on cellA1and drag your cursor down to cellF11to highlight the entire area.
➪ Navigate to Page Layout: Click on the Page Layout tab in the top Ribbon.
➪ Set the Print Area:
Once this is set, Excel will only print the content within A1: F11, even if there is data elsewhere on the sheet.



Capacity	Fleet Name	Spring Mar -	Summer Jun	Fall Sept -	Winter Dec-
2	Sierra	2700	3600	2880	2700
2	Redwood	2780	3720	2980	2790
4	Sequoia	3020	4025	3220	3020
4	Fern	3880	5175	4140	3880
6	Vista	4940	6010	5270	4940
6	Seascape	4940	6590	5270	4940
8	Outlook	5180	6000	5530	5180
8	Peaks	8440	10000	9000	8440

Question: 3

SIMULATION
Instructions
Exam Environment

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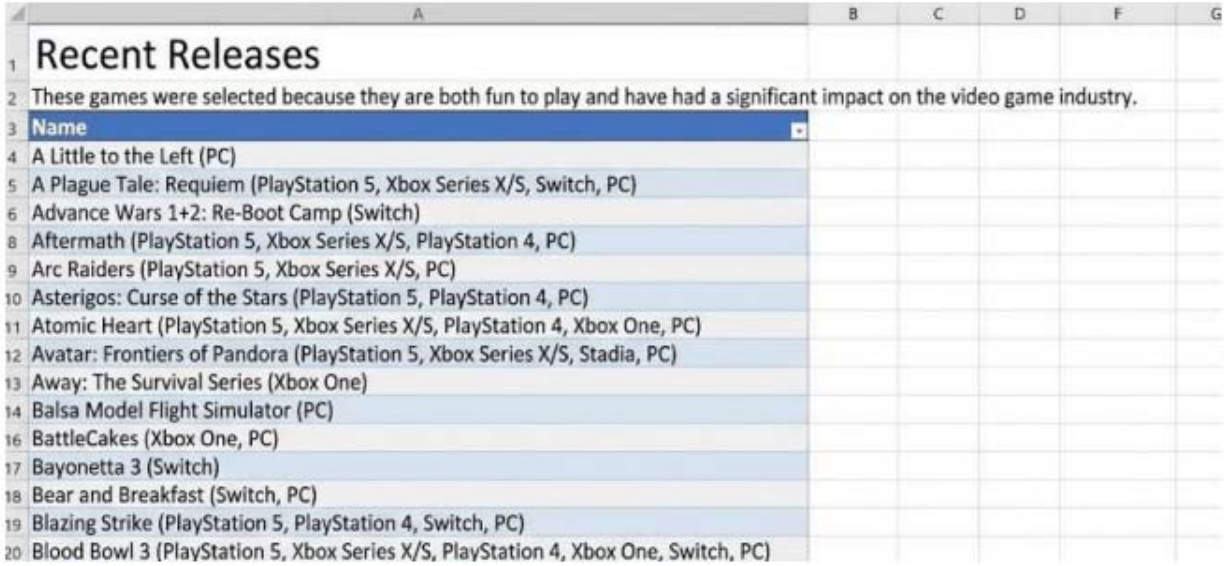
Exam Interface and Controls
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Top 20 Video Games of All Time

These games were selected because they are both fun to play and have had a significant impact on the video game industry.

Rank	Name	Year
#1	Minecraft	2011
#2	Tetris	1984
#3	Super Mario 64	1996
#4	The Witcher 3: Wild Hunt	2015
#5	Super Smash Brothers Ultimate	2018
#6	The Legend of Zelda: Ocarina of Time	1998



	A
1	Recent Releases
2	These games were selected because they are both fun to play and have had a significant impact on the video game industry.
3	Name
4	A Little to the Left (PC)
5	A Plague Tale: Requiem (PlayStation 5, Xbox Series X/S, Switch, PC)
6	Advance Wars 1+2: Re-Boot Camp (Switch)
8	Aftermath (PlayStation 5, Xbox Series X/S, PlayStation 4, PC)
9	Arc Raiders (PlayStation 5, Xbox Series X/S, PC)
10	Asterigos: Curse of the Stars (PlayStation 5, PlayStation 4, PC)
11	Atomic Heart (PlayStation 5, Xbox Series X/S, PlayStation 4, Xbox One, PC)
12	Avatar: Frontiers of Pandora (PlayStation 5, Xbox Series X/S, Stadia, PC)
13	Away: The Survival Series (Xbox One)
14	Balsa Model Flight Simulator (PC)
16	BattleCakes (Xbox One, PC)
17	Bayonetta 3 (Switch)
18	Bear and Breakfast (Switch, PC)
19	Blazing Strike (PlayStation 5, PlayStation 4, Switch, PC)
20	Blood Bowl 3 (PlayStation 5, Xbox Series X/S, PlayStation 4, Xbox One, Switch, PC)

Project 1
Overview:
Video Games
You are tracking video game popularity by compiling a workbook to document your findings.
Task 2:
On the Top 20 Videos worksheet, change the width of column C to 2.

A. Answer in Explanation

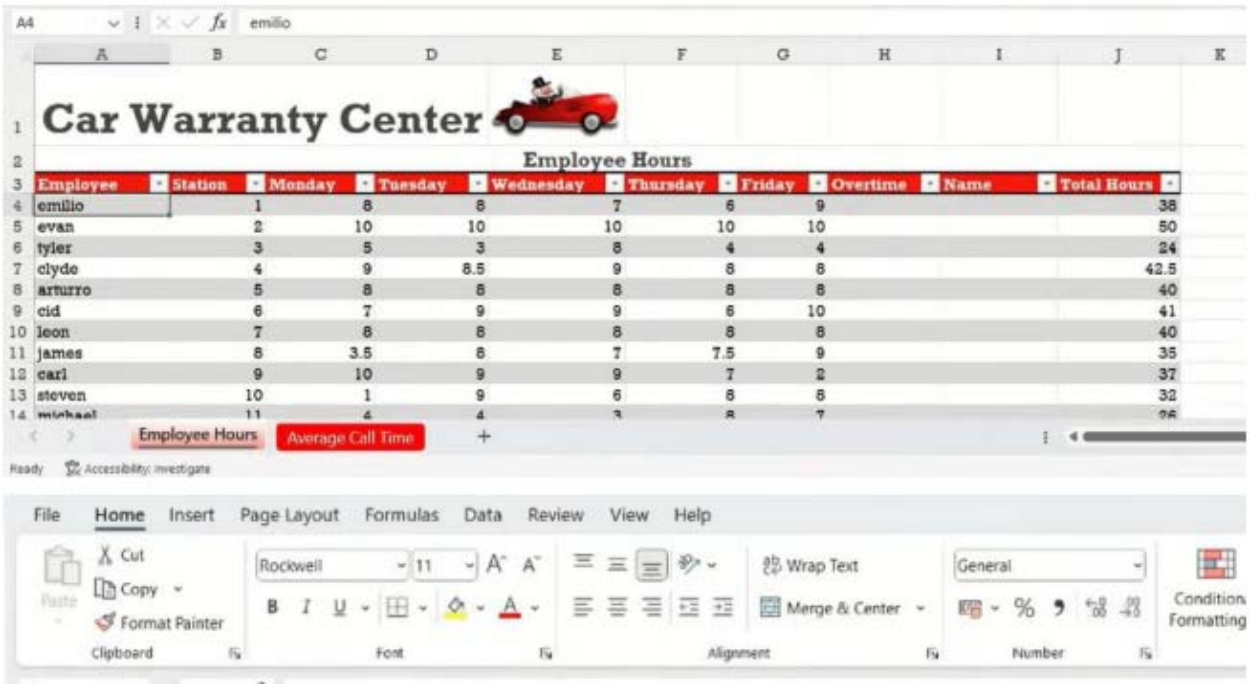
Answer: A

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Explanation:
Step-by-Step Instructions
⇨ Navigate to the Correct Worksheet:
⇨ Select Column C:
⇨ Open Column Width Settings:
⇨ Enter the Width:
Visual Verification
Before: Column C (containing the "Year" data) is likely wider, fitting the four-digit years comfortably.
After: Column C will become very narrow. The "Year" header and the dates (like 2011, 1984) might display as hashes (####) because the column is now too narrow to display the numbers, or the text will simply be cut off. This is expected behavior for the exam task; do not widen it back out unless instructed to do so.

Question: 4

SIMULATION
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Overview:
Car Warranty
You are the supervisor for a Car Warranty Center. You use Excel to report employee hours and telephone calls.
Task 1:
On the Average Call Time worksheet, use an Excel feature to copy the sparkline into all the vacant cells of the Trend column.

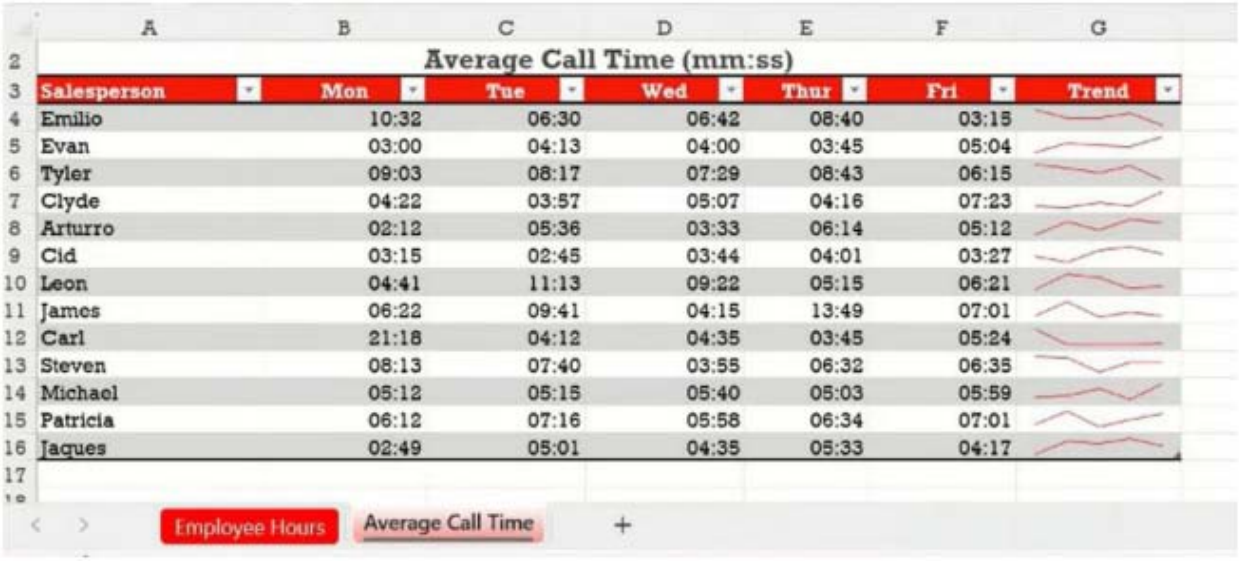
A. Answer in Explanation

Answer: A

Explanation:
In Excel 365, the most efficient way to do this is using theAutoFillfeature or simply dragging the fill handle.
Here is your step-by-step solution:
Step 1: Switch to the Correct Worksheet
Ensure you are on theAverage Call Timeworksheet. Click the red tab at the bottom of the screen to switch from the "Employee Hours" view (shown in your image) to the call time data.
Step 2: Identify the Sparkline
Locate the first cell in theTrendcolumn that already contains a Sparkline (likely cellF4or similar, depending on your layout).
Step 3: Use the Fill Handle to Copy
- Hover your mouse over thebottom-right cornerof the cell containing the sparkline.
- Your cursor will change from a thick white cross to athin black cross (+).
- Click and dragthe fill handle down to the bottom of the column to fill all the vacant cells in the "Trend" column.

Pro Tip: Alternatively, you can simplydouble-clickthe thin black cross (fill handle), and Excel will automatically fill the sparklines down to the last row of your data.

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	A	B	C	D	E	F	G
2	Average Call Time (mm:ss)						
3	Salesperson	Mon	Tue	Wed	Thur	Fri	Trend
4	Emilio	10:32	06:30	06:42	08:40	03:15	
5	Evan	03:00	04:13	04:00	03:45	05:04	
6	Tyler	09:03	08:17	07:29	08:43	06:15	
7	Clyde	04:22	03:57	05:07	04:16	07:23	
8	Arturro	02:12	05:36	03:33	06:14	05:12	
9	Cid	03:15	02:45	03:44	04:01	03:27	
10	Leon	04:41	11:13	09:22	05:15	06:21	
11	James	06:22	09:41	04:15	13:49	07:01	
12	Carl	21:18	04:12	04:35	03:45	05:24	
13	Steven	08:13	07:40	03:55	06:32	06:35	
14	Michael	05:12	05:15	05:40	05:03	05:59	
15	Patricia	06:12	07:16	05:58	06:34	07:01	
16	Jaques	02:49	05:01	04:35	05:33	04:17	
17							

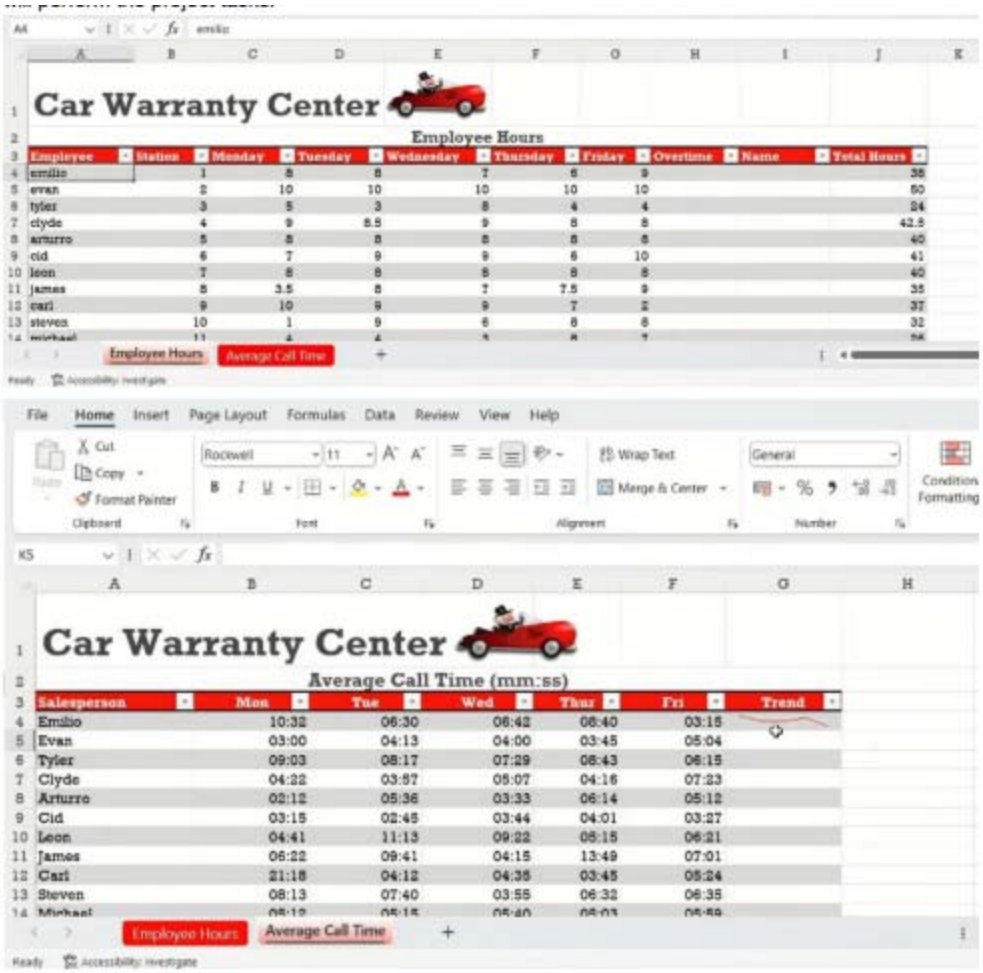
Employee Hours | Average Call Time | +

Alternative Method: Using the Ribbon
If you prefer using the menu interface:
- Select the cellwith the existing sparkline and all theempty cells below itwhere you want the sparklines to appear.
- Go to theHometab.
- In theEditinggroup, click theFillicon (downward arrow).
- SelectDown.

Question: 5

SIMULATION
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Overview:

Car Warranty

You are the supervisor for a Car Warranty Center. You use Excel to report employee hours and telephone calls.

Task4:

In cell 14 of the Employee Hours sheet, use a function to copy the name from cell A4 and format the name so all letters are upper case.

A. Answer in Explanation

Answer: A

Explanation:

To complete Task 4, you will use the UPPER function in Excel. This function converts all characters in a specified cell into capital letters.

Step 1: Navigate to Cell I4

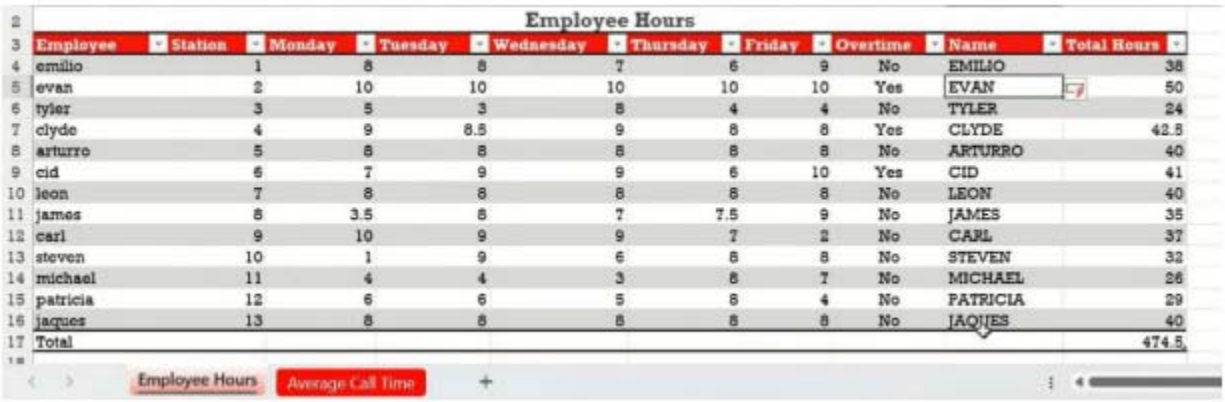
Ensure you are on the Employee Hours worksheet and click on cellI4(the first cell under the Name column).

Step 2: Enter the UPPER Function

Type the following formula into cellI4: =UPPER(A4)

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➾ A4: This refers to the cell containing the name "emilio".
➾ UPPER: This command tells Excel to change those letters to "EMILIO".
Step 3: Fill the Column
Since your data is in a table format, Excel may automatically populate the rest of the column.
If it does not:
➾ Click on cellI4.
➾ Hover over the bottom-right corner of the cell until you see the thin black cross (+).
➾ Double-click that cross or drag it down to cellI14to convert the remaining names to uppercase.



Employee Hours

Employee	Station	Monday	Tuesday	Wednesday	Thursday	Friday	Overtime	Name	Total Hours
emilio	1	8	8	7	6	9	No	EMILIO	38
evan	2	10	10	10	10	10	Yes	EVAN	50
tyler	3	5	3	8	4	4	No	TYLER	24
clyde	4	9	8.5	9	8	8	Yes	CLYDE	42.5
arturro	5	8	8	8	8	8	No	ARTURRO	40
cid	6	7	9	9	6	10	Yes	CID	41
leon	7	8	8	8	8	8	No	LEON	40
james	8	3.5	8	7	7.5	9	No	JAMES	35
carl	9	10	9	9	7	2	No	CARL	37
steven	10	1	9	6	8	8	No	STEVEN	32
michael	11	4	4	3	8	7	No	MICHAEL	26
patricia	12	6	6	5	8	4	No	PATRICIA	29
jaques	13	8	8	8	8	8	No	JAQUES	40
Total									474.5

Employee Hours | Average Call Time | +

Final Result Check:
➾ CellA4shows "emilio".
➾ CellI4should now show EMILIO.

Thank You for Trying Our Product

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