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Microsoft

MO-211

Microsoft Excel Expert - Microsoft 365 Apps



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Latest Version: 6.0

Question: 1

You need to ensure that only specific team members can make changes to your workbook while others have read-only access. Which method would you use?

Response:

- A. Set the workbook as read-only
- B. Protect the workbook with a password
- C. Use the Allow Edit Ranges feature
- D. Track Changes

Answer: C

Question: 2

How do you adjust a PivotChart to show data comparisons and trends over time?

- A. Modify field selections
- B. Use a dual-axis
- C. Apply a different chart style
- D. All of the above

Answer: D

Question: 3

What is the best practice when creating macros to automate repetitive tasks?

- A. Always use absolute references in recorded macros.
- B. Modify recorded macros to optimize efficiency.
- C. Record in one go without pausing.
- D. Share macros by default with all users.

Answer: B

Question: 4

Which functions can be used to perform logical operations?
(Choose Two)

- A. SUMIF()
- B. AND()
- C. CONCATENATE()
- D. NOT()

Answer: B,D

Question: 5

What is the primary use of a Funnel chart?

- A. To show stages in a process
- B. To compare numerical values
- C. To display hierarchical relationships
- D. To illustrate data frequency

Answer: A

Question: 6

How can you restrict editing to specific areas in an Excel workbook?

- A. Protect Workbook
- B. Allow Edit Ranges
- C. Use Strong Passwords
- D. Data Validation

Answer: B

Question: 7

Data Validation can be used to create a dropdown list of valid inputs, which enhances _____.

- A. speed
- B. usability
- C. formatting
- D. complexity

Answer: B

Question: 8

Arrange the steps to create a formula using nested IF functions.

1. Enter =IF in the formula bar
2. Specify the output for TRUE and FALSE results
3. Set the first logical test
4. Add the second logical test inside the first IF function

A. 1, 2, 3, 4
B. 2, 4, 1, 3
C. 3, 1, 2, 4
D. 1, 3, 2, 4

Answer: D

Question: 9

To copy a macro between two workbooks, you must first open the ____.

A. Data Tab
B. VBA Editor
C. Formula Bar
D. Review Tab

Answer: B

Question: 10

To create a rule that formats cells red if they contain numbers greater than 100, which formula would you use in conditional formatting?

A. =A1>100
B. >100
C. =">100"
D. None of the above

Answer: A

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