

## *Microsoft*

*MO-201*

*Microsoft Excel Expert (Excel and Excel 2019)*

**Questions And Answers PDF Format:**

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*Version = Product*



## Question: 1

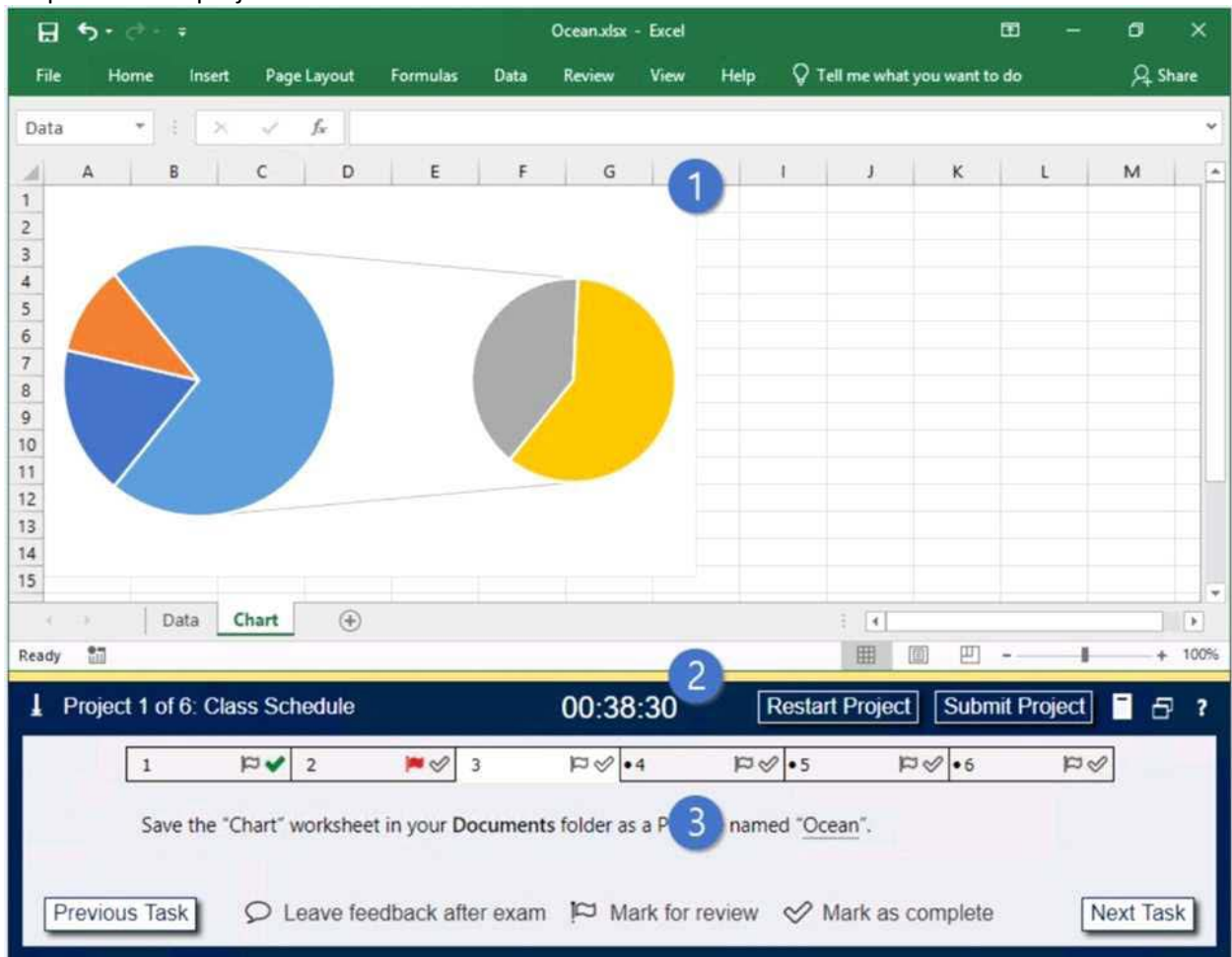
### SIMULATION

#### 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.



1. Project file

2. Split bar

3. Exam panel

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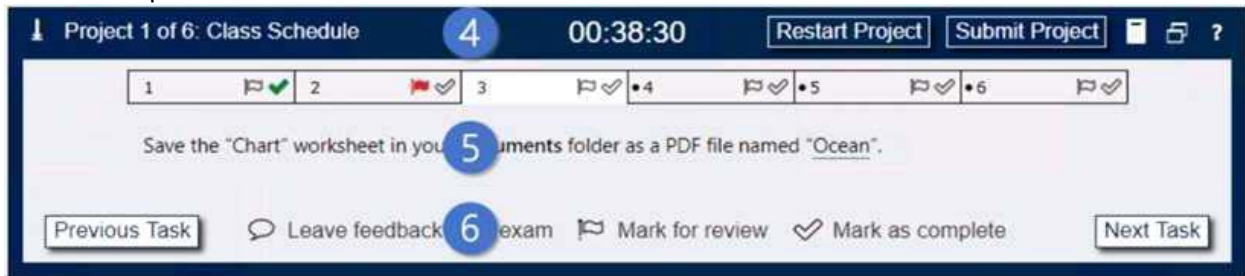
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- in the upper-left corner of the exam panel.

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End of the instructions.

You are analyzing data about the number of visitors to U.S. National Parks.

Configure Excel so that you can edit content using Albanian as the editing language.

Do not make Albanian the default editing language. If you are prompted to restart Office, dismiss the prompt but do not restart Excel.

**Answer:**

- In the open document, click on File.
- Click on Options.
- Click on Language.
- Under the Choose Editing Languages section, use the drop-down menu to select a new language for Office to use to check spelling and grammar.
- Click the Add button.
- Click the OK button.
- Click the OK button again.

Reference:

<https://www.windowscentral.com/how-change-proofing-language-settings-office>

## Question: 2

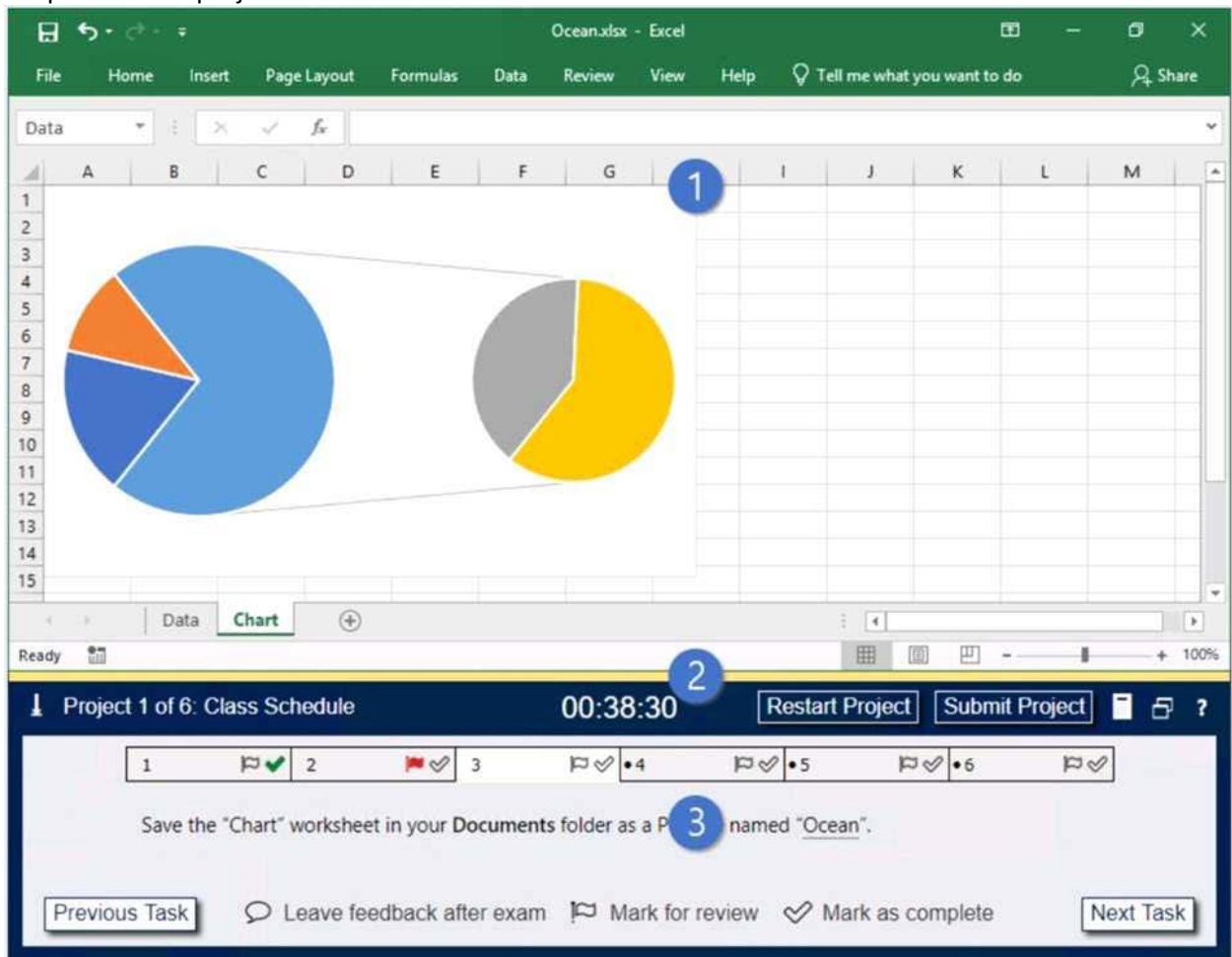
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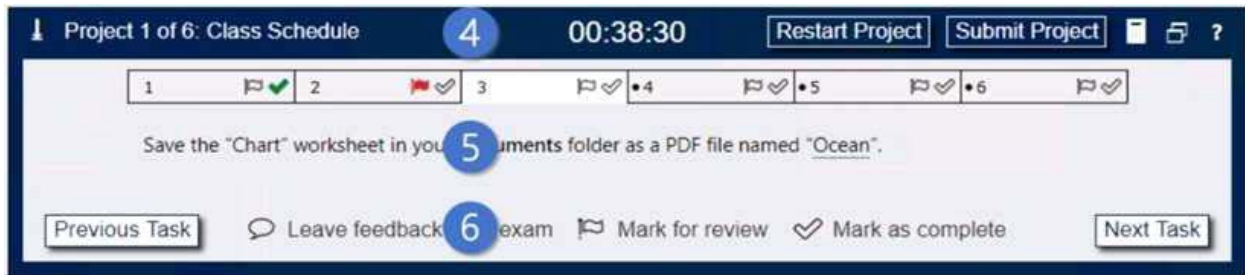
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End of the instructions.

On the "2019 Visitors" worksheet, modify the conditional formatting rule to format rows for parks that have a "Size" greater than 1,000 square miles.

**Answer:**

- Select the entire dataset.
- Go to Home → Conditional Formatting → Highlighting Cell Rules → Greater Than.. / Less Than..
- Select the 'Greater than' option. In the dialogue box, enter the number in the field on the left. The intent is to highlight cells that have a number greater than this specified number.
- Specify the format to be applied to the cells that meet the condition by using the drop-down on the right, or specify your own format using the Custom Format option.
- Click OK.

Reference:

<https://trumpexcel.com/excel-conditional-formatting/>

### Question: 3

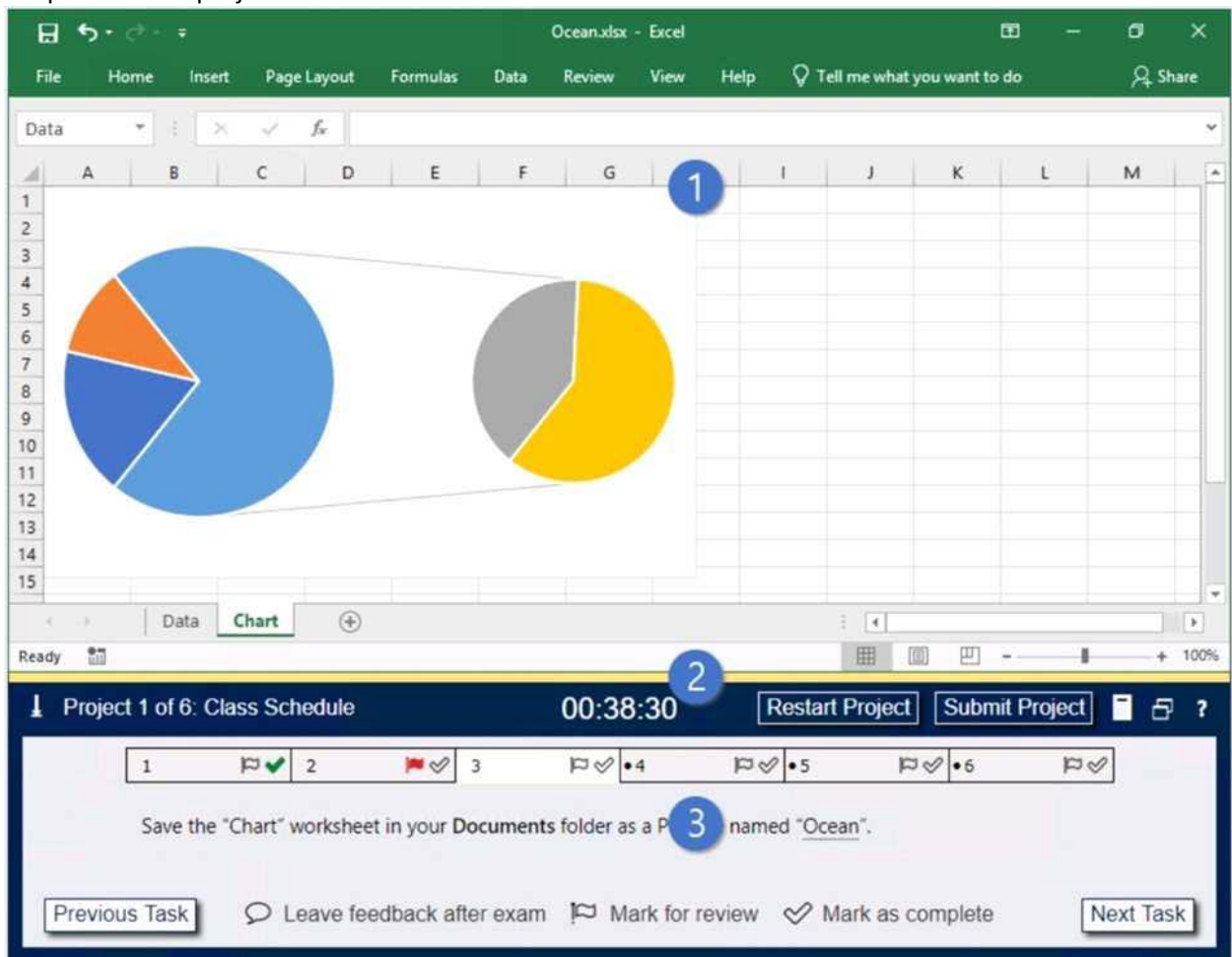
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On the "Summary" worksheet, starting in cell A4, consolidate data from the 2014-2018 "by Region" worksheets. Display the average number of the "Recreation Visits" for each "Region". Use labels in both the top row and left column.

Delete the blank "Park Name" column from the consolidated data.

## Answer:

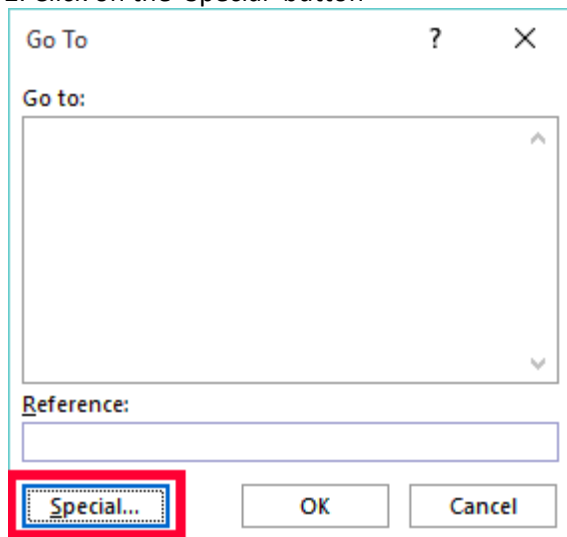
- Open the worksheets you want to consolidate.
- Ensure the data in each spreadsheet is listed in a consistent format. Make sure the labels on each spreadsheet are listed in a consistent format. For example, if you have the date listed in the top row, and the product listed in the left column, make sure this is the same format for each spreadsheet. Make sure the rows and columns are in the same location for each spreadsheet. Delete any blank rows or columns in the spreadsheets.
- Open a the "Summary" worksheet.
- Click the cell that you want the consolidated rows and/or columns to start. Click the row and/or column that is consistent with where the tables are located in the other spreadsheets.
- Click Data. It's in the menu bar at the top of Excel. This displays the Data panel at the top of the page.
- Click the Consolidate icon. It's the icon that resembles two sheets with a blue arrow in between them pointing to a blue third sheet. This opens the consolidate menu.
- Select a function. Use the drop-down menu below "Function" to select the method that the data will

be consolidated. For example, if you want to add all the data together, select Sum. You can also select Count, Average, Min, Max and other functions.

- Select a reference source. This is the first spreadsheet that you want to consolidate. If you want to consolidate sheets within the same file, click the arrow icon to the right of the bar below "References".
- Highlight the data you want to consolidate. If you are consolidating data from a separate sheet within the same file, click and drag to highlight data and labels you want to consolidate. This will display sheet name followed by an exclamation mark followed by the row and column range in the references column (For example: "Q1SalesSheet!\$A\$2:\$F\$5").
- Click Add. It's to the right of the "All References" list box. This adds the reference and range you select to the list of references. Repeat steps 6 through 10 for all sheets and files you want to consolidate.
- Select the row or column for the labels. Click one or both checkboxes next to "Top row" and/or "Left column" to select which row or column contains the labels.
- Click the checkbox next to "Create links to sources" (optional). By checking this option, the consolidated data will be updated automatically if one of the source references is updated
- Click Ok. This adds the consolidated data to the "Summary" worksheet. You can see the source data from the consolidated data by clicking the plus icons (+) to the left of the cell numbers on the left side.

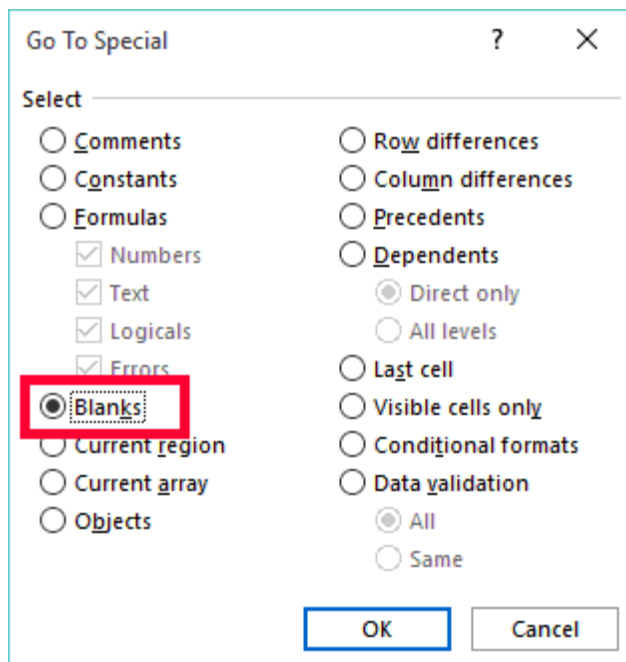
1. With your spreadsheet open, press F5 on the keyboard. The 'Go To' window will open.

2. Click on the 'Special' button

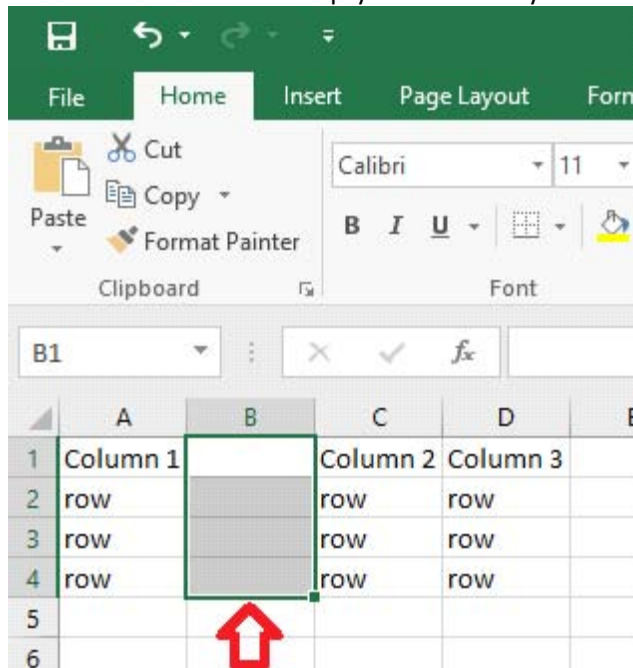


3. Click on 'Blanks' then click 'OK'

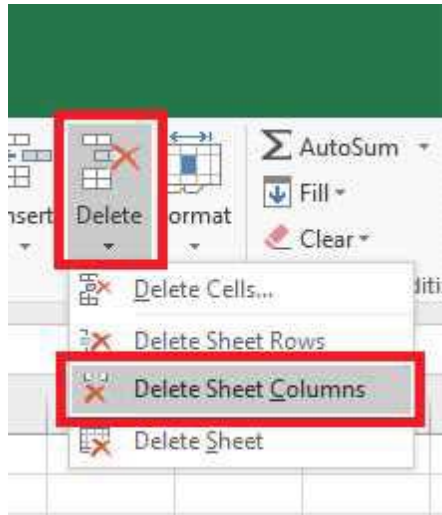




4. This will select all the empty fields within your table.



5. In the 'Home' ribbon, click on the arrow below the 'Delete' button then click on 'Delete Sheet Columns'



6. Your empty columns have now been removed.

Reference:

<https://www.wikihow.com/Consolidate-in-Excel#/Image:Consolidate-in-Excel-Step-5-Version-4.jpg>

<https://www.itsupportguides.com/knowledge-base/office-2016/excel-2016-how-to-delete-all-emptycolumns/>

## Question: 4

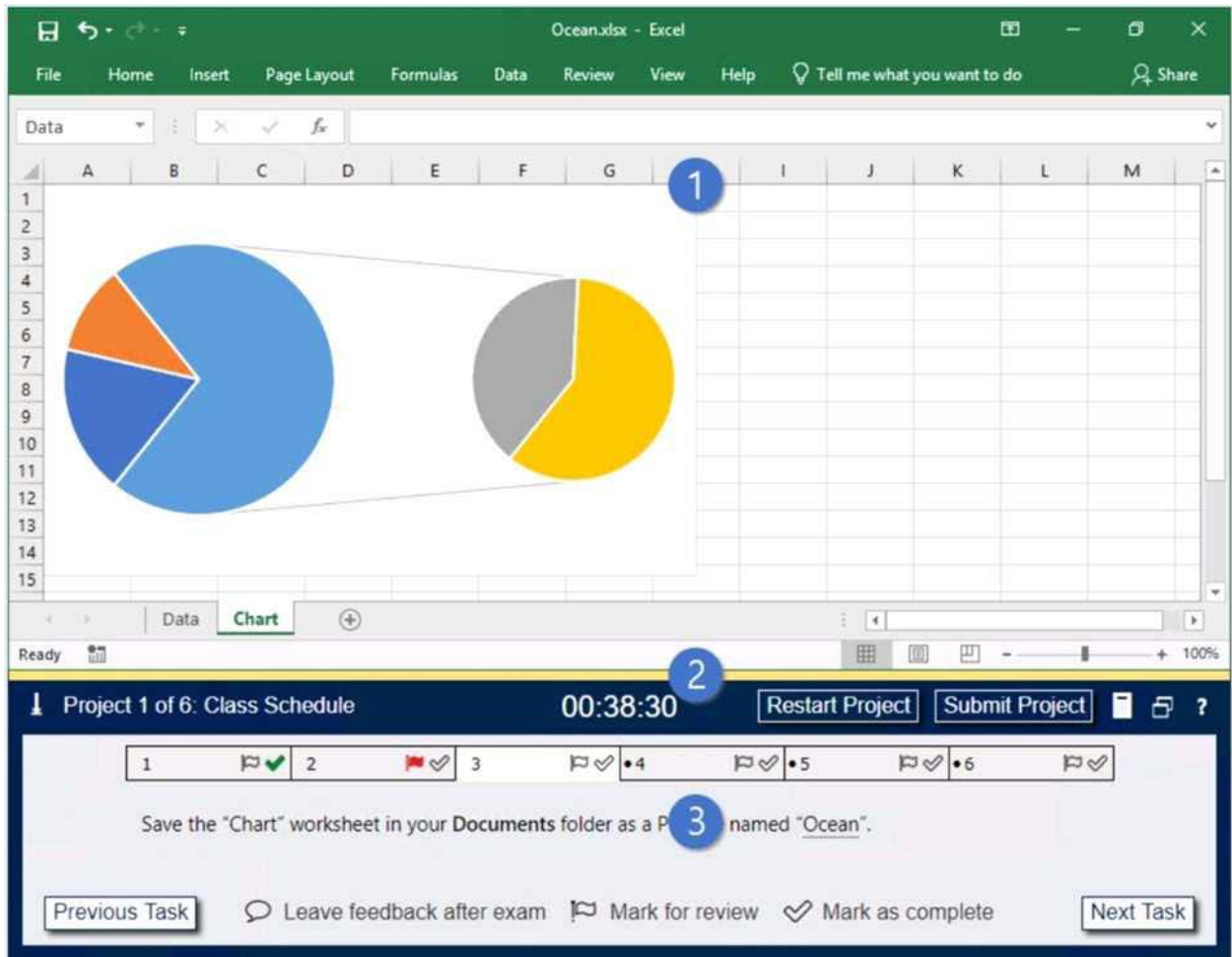
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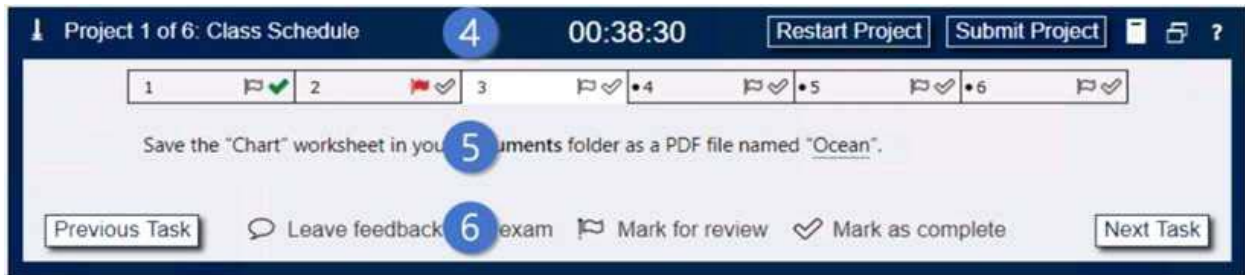
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End of the instructions.

On the “Volunteer Analysis” chart sheet, drill down into the data to display the number of volunteer hours for each month.

**Answer:**

If a chart has multiple fields in the Axis box, you set it to show levels and you see only one level at a time, starting with the top level.

To enable drill-down, access the Design tab > Show Levels > Enable Drill Down One Level at a Time. if you double-click on one of the bars, you will see the bars for the underlying data.

Reference:

<https://support.microsoft.com/en-us/office/add-drill-down-to-a-power-view-chart-or-matrix-d67c5026-62f7-4766-9b22-3a8448c13ecd>

## Question: 5

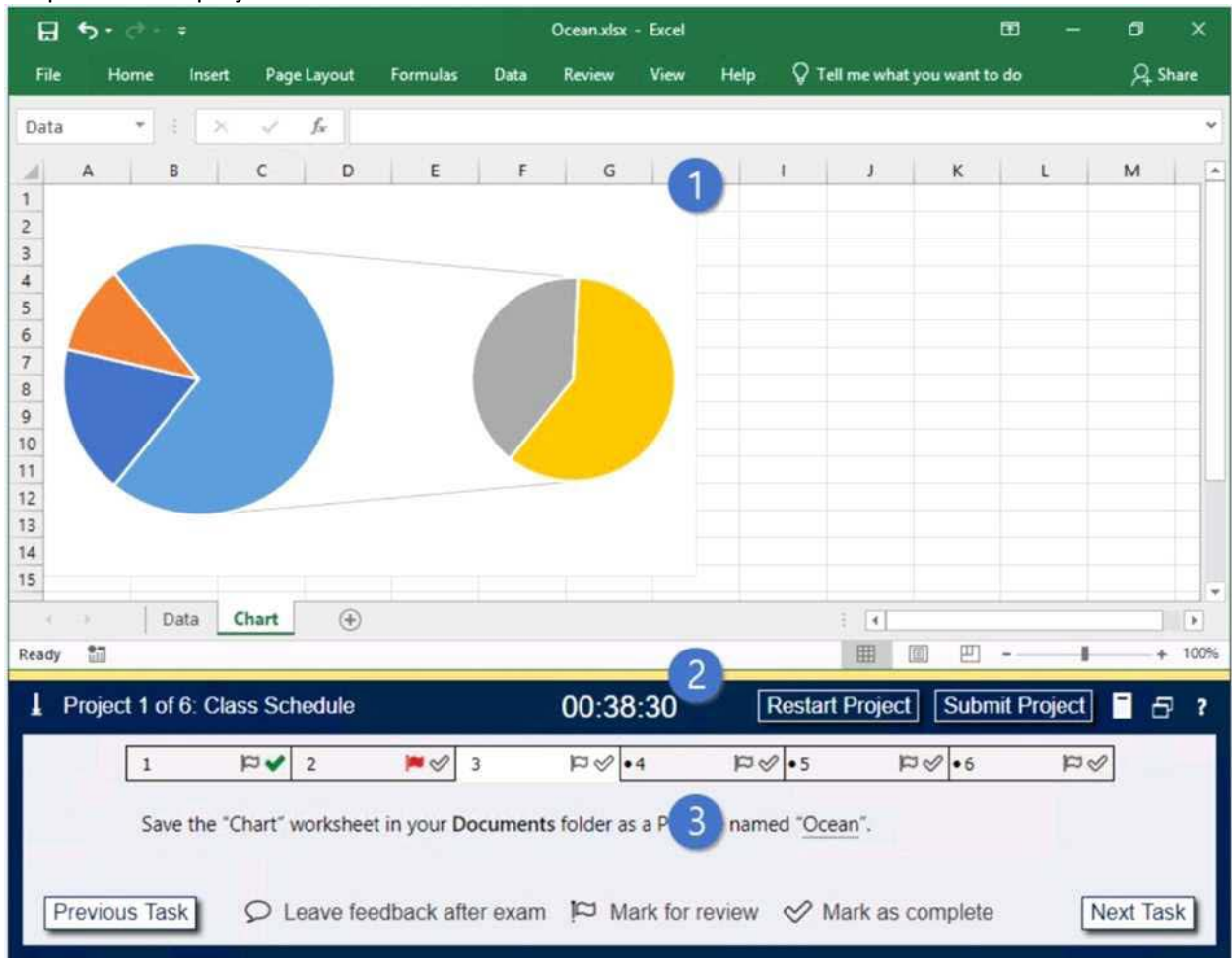
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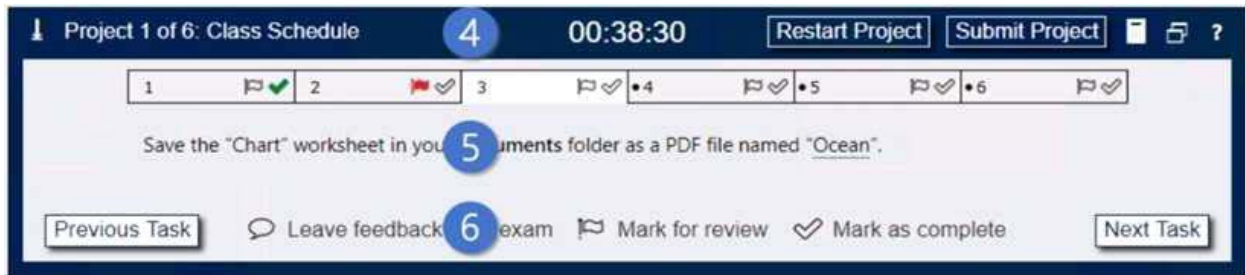
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End of the instructions.

You are creating a workbook for the regional meeting of Southridge Video.

On the "Regional Sales" worksheet, in cells D4:F7, use the Fill Series feature to complete the sales projections using a linear growth rate of 500,000 per year.

**Answer:**

- Select all value cells for First-Year and Second-Year Sales.
- Drag the fill handle to the Fifth-Year Projections column.

Explanation:

<https://support.microsoft.com/en-us/office/project-values-in-a-series-5311f5cf-149e-4d06-81dd-5aad87e5400>

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