

# QUESTIONS & ANSWERS

Kill your exam at first Attempt



**Microsoft**

# MO-201

*Microsoft Excel Expert (Excel and Excel 2019)*

<https://killexams.com/pass4sure/exam-detail/MO-201>



### Question: 49

The Navigation area at the bottom of the exam panel contains the following commands.

Previous Task/Next Task. Saves your response and moves to the previous or next task in the current project.

Leave feedback after exam. Flags the task to indicate that you want to leave feedback about it after the exam.

Mark for review. Flags the task to indicate that you want to return to it before you finish the exam.

Mark as complete. Flags the task to indicate that you feel you have completed the task.

In projects that contain multiple tasks, you can switch between tasks by clicking the task tab, Next Task button, or Previous Task button.

End of the instructions.

From the “Employees” worksheet, create a macro named “Header”. Store the macro in the current workbook. Configure the macro to insert the “Sheet Name” in the left header cell of the active page and the “Page Number” in the right header cell.

**Answer:** The Developer tab isn’t displayed by default, but you can add it to the ribbon.

On the File tab, go to Options > Customize Ribbon.

Under Customize the Ribbon and under Main Tabs, select the Developer check box.

Record a macro

### Question: 50

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Mark as complete. Flags the task to indicate that you feel you have completed the task.

In projects that contain multiple tasks, you can switch between tasks by clicking the task tab, Next Task button, or Previous Task button.

End of the instructions.

On the “Sales Analysis” worksheet, insert a slicer that allows users to filter the PivotTable by “Category”. Then use the slicer to display only “Psychology” books.

The slicer size and position do not matter.

**Answer:**

**Question: 51**

The Navigation area at the bottom of the exam panel contains the following commands.

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In projects that contain multiple tasks, you can switch between tasks by clicking the task tab, Next Task button, or Previous Task button.

End of the instructions.

On the “Plan Analysis” worksheet, modify the PivotTable to group the data by the values in the “Full Package Price” column. Group the values in steps of 100 beginning at 0 and ending at 200.

**Answer:** In the PivotTable, right-click a value and select Group.

In the Grouping box, select Starting at and Ending at checkboxes, and edit the values if needed. (0 and 200 respectively)

Under By, enter a number that specifies the interval for each group. (100)

Select OK.

**Question: 52**

The Navigation area at the bottom of the exam panel contains the following commands.

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Mark for review. Flags the task to indicate that you want to return to it before you finish the exam.

Mark as complete. Flags the task to indicate that you feel you have completed the task.

In projects that contain multiple tasks, you can switch between tasks by clicking the task tab, Next Task button, or Previous Task button.

End of the instructions.

On the “Sales Analysis” worksheet, insert a slicer that allows users to filter the PivotTable by “Category”. Then use the slicer to display only “Psychology” books.

The slicer size and position do not matter.

**Answer:**

**Question: 53**

The Navigation area at the bottom of the exam panel contains the following commands.

Previous Task/Next Task. Saves your response and moves to the previous or next task in the current project.

Leave feedback after exam. Flags the task to indicate that you want to leave feedback about it after the exam.

Mark for review. Flags the task to indicate that you want to return to it before you finish the exam.

Mark as complete. Flags the task to indicate that you feel you have completed the task.

In projects that contain multiple tasks, you can switch between tasks by clicking the task tab, Next Task button, or Previous Task button.

End of the instructions.

You work for Lucerne Publishing. You are compiling sales and royalty data for authors the company represents.

Configure Excel to disable all macros in the workbook without notification.

**Answer:** Click the File tab.

Click Options.

Click Trust Center, and then click Trust Center Settings.

In the Trust Center, click Macro Settings.

Select the Disable all macros without notification option.

Click OK.

### Question: 54

Add a header and the date for each of the columns (assignments) in the range.

Cell B2.

Text "Date".

Cell Range C2: S2


Text: "22-Aug, 29-Aug,...12-Dec"

**Answer:** Step 1: Click Cell B2. Type the text: Date

Step 2: Click cell C2. Type the text: 22-Aug

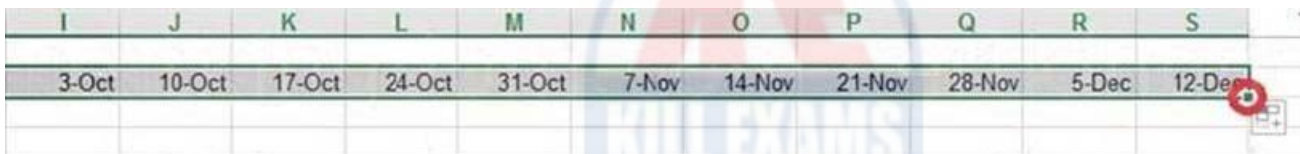
Step 3: Click cell D2. Type the text: 29-Aug

Step 3: Click cell C2, then shift-click cell D2.



	A	B	C	D	E
1					
2		Date	22-Aug	29-Aug	
3					
4					

Step 4: Copy until cell S2 (by dragging from cell D2 to cell S2).



I	J	K	L	M	N	O	P	Q	R	S	T
3-Oct	10-Oct	17-Oct	24-Oct	31-Oct	7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-Dec	

### Question: 55

Add conditional formatting.

Color Scales: Green CWhite-Red Color Scale

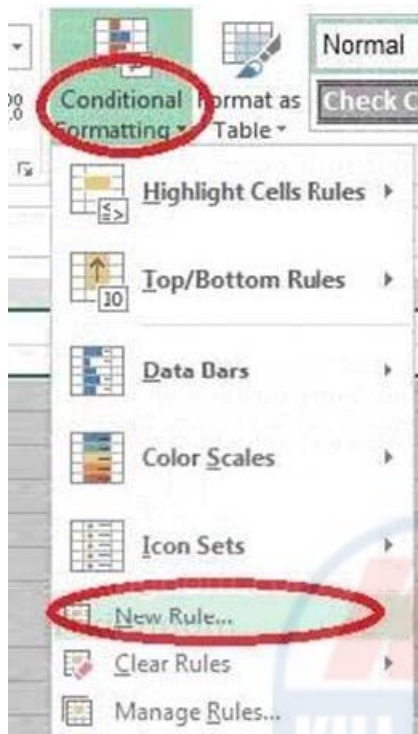
Midpoint: Percentile, "70"

Maximum: Number, "25"

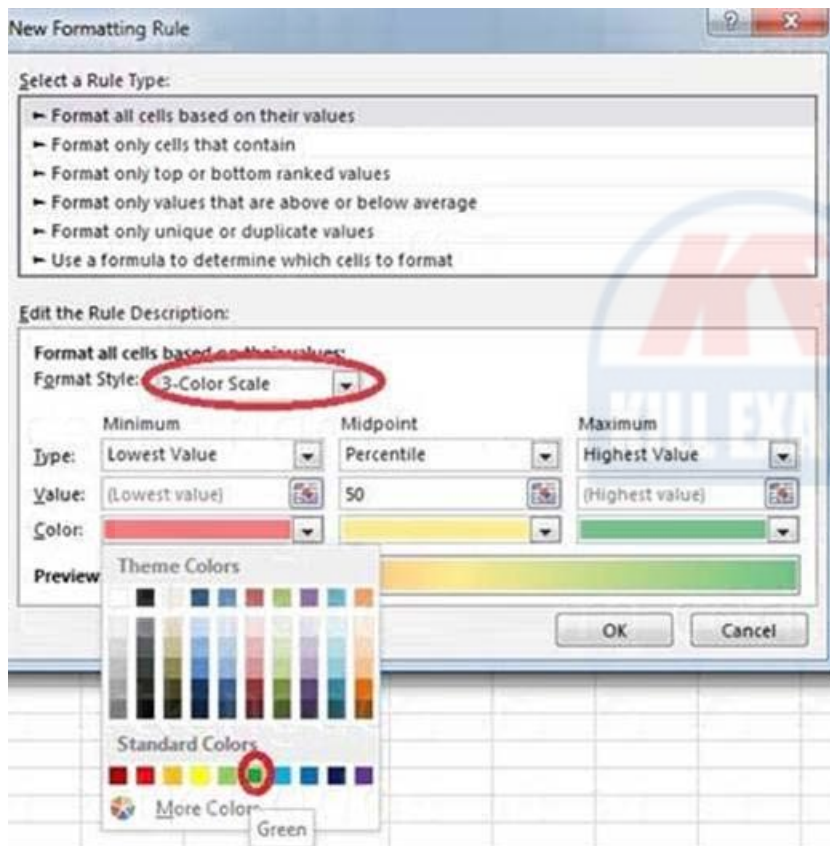
**Answer:** Step 1: Click cell C3

Step 2: Shift-Click cell S25.

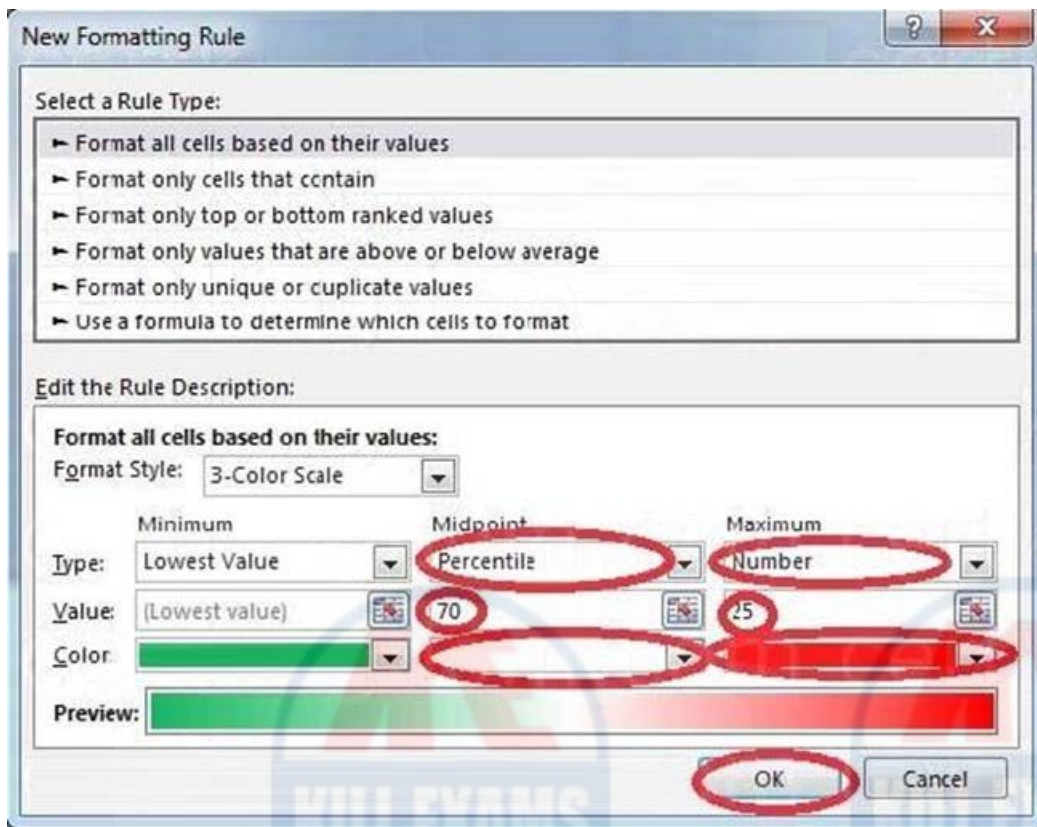
Step 3: On the Home tab, under Format, choose Conditional Formatting, and choose New Rule...



Step 4: In the New Formatting Rule dialog box set Format Style to: 3-Color Scale, and set Minimum Color to Green.



Step 5: In the same dialog box set Midpoint type to Percentile, set Midpoint Value to 70, and set Midpoint Color to White. Also set Maximum Type to Number, Maximum value to 25, and Maximum Color to Red. Finally click OK.



Question: 56

Modify the cell format to date.

Cell range C2:S2

Type: 14-Mar

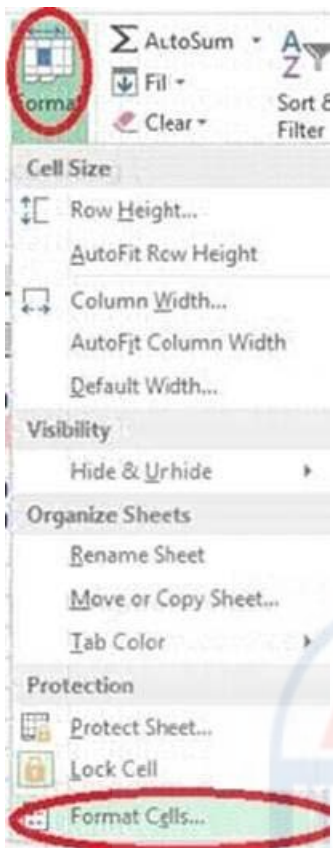
Locale (location): English (United States)

**Answer:** Step 1: Open the correct worksheet (Section 3 Worksheet).

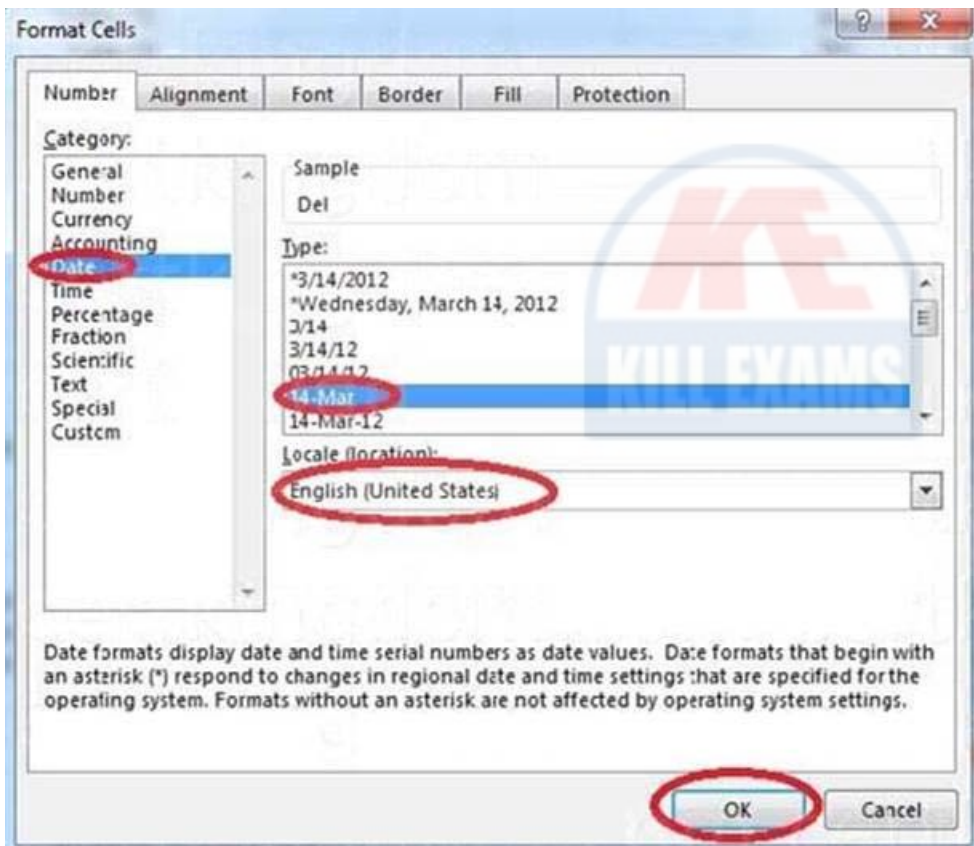
Step 2: Click in cell A2.

Step 3: Press down the Shift key and click in cell S2.

Step 4: On the Home tab, under Format, choose Format Cells.



Step 5: In the Format Cells dialog box, choose Date, 14-Mar, and Locale (location): English (United States). Click OK.



Question: 57

Apply a cell style

Cell range A2:S2

Style 40% – Accent3

**Answer:** Step 1: Open the correct worksheet (Section 3 Worksheet).

Step 2: Click in cell A2.

Step 3: Press down the Shift key and click in cell S2.

Step 4: On the Home tab, under Format, scroll down until you see 40% . Accent3, and click on it.



**Question: 58**

Modify the cell alignment settings.

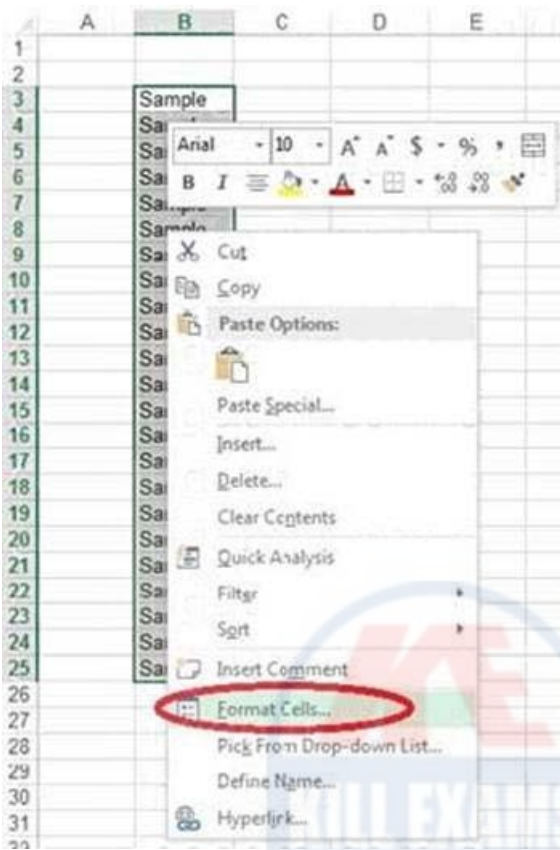
Cell range B3:B25

Horizontal: Right (Indent)

**Answer:** Step 1: Click cell B3.

Step 2: Shift-click cell B25

Step 3: Right-click somewhere in the B3-B25 cell range, and choose Format Cells from the context menu.



Step 4: In the Format Cells dialog box click the Alignment Tab, change Horizontal: to Right (Indent), change Indent: to 1, and then click the OK button.



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