Vendor: Microsoft

Exam Code:MO-201

Exam Name: Microsoft Excel Expert (Excel and Excel 2019)

Version: Demo

QUESTION 1

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.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

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 2

You are creating a product workbook for Tailspin Toys.

On the "Inventory" worksheet, use an Excel feature to remove the duplicate records from the "Products" cell range.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

1.

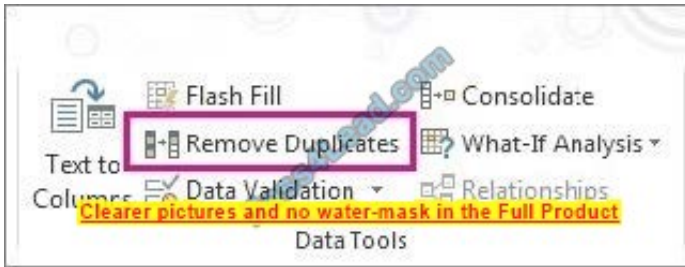 Select the range of cells that has duplicate values you want to remove.

2.

 Click Data > Remove Duplicates.

3.

 Under Columns, check only the Products column.

4.

Click OK.

QUESTION 3

On the "Employees" worksheet, in cell C4, enter a formula that returns the office phone number from the "Contact_Information" cell range using an exact match for the "Region" in column B.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

In cell C4, type =M4 and press Enter.

QUESTION 4

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

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

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.

QUESTION 5

On the "Royalties" worksheet, the existing formula in the "Royalty Due" column calculates the royalties due to each author. On cell F4, modify the existing formula to return the amount of royalties due to the author only if the amount is greater than $25, and otherwise returns 0.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

You need to added reference an IF function to the current formula. The modified formula should resemble the following: =IF(currentformula>25,currentformula,0)

QUESTION 6

On the "Year-to-Date Sales" worksheet, in cells L5:L15, enter a formula that returns the average "Total Sales" for the region in cell J5 and the "Representative" in cell K5.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Click in Cell L5, and select Formulas from the ribbon. Click on the arrow of the AutoSum button in the Function Library section, and select Average.

Click on Cell H4, H5, H6, then press Enter.The formula should look like this:

=AVERAGE(H4,H5,H6)

QUESTION 7

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.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

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

1.

 In the Code group on the Developer tab, click Record Macro.

2.

 Optionally, enter a name for the macro in the Macro name box and a description in the Description box, and then click OK to start recording.

3.

 Select Page layout from the Ribbon and expand Page Setup.

4.

 Select the Header/Footer tab and click Custom Header.

5.

 In the Left section, click the Insert Sheet Name button.

6.

 In the Right section, click the Insert Page Number button.

7.

 Click OK. Then click OK again.

8.

 On the Developer tab, click Stop Recording.

9.

 On the Developer tab, click Macros to view the available Macros.

10.

 Select the Macro and click Run.

QUESTION 8

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.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

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.

QUESTION 9

On the "Sales Conference" worksheet, configure cells A4:A12 to allow only whole numbers from 1 to 9.

Otherwise, display a Stop error with the title "Invalid" and the message "1 to 9".

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

1.

 Select the cell(s) you want to create a rule for.

2.

 Select Data >Data Validation.

3.

 On the Settings tab, under Allow, select an option:

Whole Number - to restrict the cell to accept only whole numbers. Decimal - to restrict the cell to accept only decimal numbers.

List - to pick data from the drop-down list.

Date - to restrict the cell to accept only date. Time - to restrict the cell to accept only time. Text Length - to restrict the length of the text.

Custom ?for custom formula.

4.

 Under Data, select a condition:

between

not between

equal to

not equal to

greater than

less than

greater than or equal to

less than or equal to

5.

On the Settings tab, under Allow, select an option:

6.

Set the other required values, based on what you chose for Allow and Data. For example, if you select between, then select the Minimum: and Maximum: values for the cell(s).

7.

Select the Ignore blank checkbox if you want to ignore blank spaces.

8.

If you want to add a Title and message for your rule, select the Input Message tab, and then type a title and input message.

9.

Select the Show input message when cell is selected checkbox to display the message when the user selects or hovers over the selected cell(s).

10.

Select OK.Now, if the user tries to enter a value that is not valid, a pop-up appears with the message, "This value doesn\\'t match the data validation restrictions for this cell."
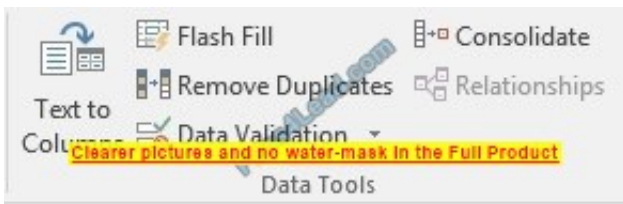
QUESTION 10

On the "Regional Sales" worksheet, modify the PivotTable to display the "Territory" rows within each region.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Click anywhere in the PivotTable to display the Field List. Check the box next to Territory, and it should be added to the Rows area by default. The PivotTable should now be displaying Territory rows within each region.

QUESTION 11

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.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

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

QUESTION 12

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.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

1.

Click the File tab.

2.

Click Options.

3.

Click Trust Center, and then click Trust Center Settings.

4.

In the Trust Center, click Macro Settings.

5.

Select the Disable all macros without notification option.

6.

Click OK.

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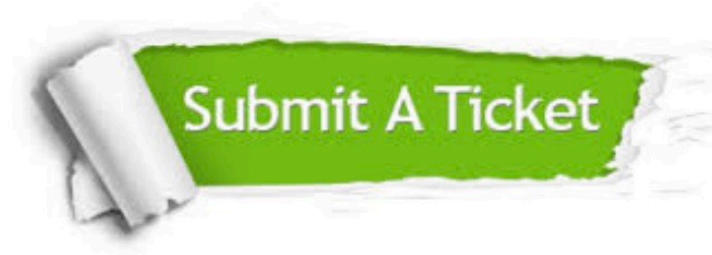
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