MO-200^Q&As

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QUESTION 1

On the 'Comparison

Correct Answer: A

Right click and open axis options. Check the box that says values in reverse order.

QUESTION 2

On the ''New Policies'

Correct Answer: A

=COUNTIFS(***

QUESTION 3

At NOD Publishers, you are preparing a workbook for the company\'s annual review.

On the ''Summary worksheet, from the existing text in cell A2, insert a hyperlink to ''http://www:nodpublishers.com with a ScreenTip that displays ''Company Website'

Correct Answer: A

Insert, hyperlink.

QUESTION 4

On the ''Enrollment Summary'

Correct Answer: A

Click and press chart design. Press chart 7. Click change colors.

QUESTION 5

Remove hidden properties and personal information from the workbook. Do not remove any other content.

A. Check the Solution below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

File, check for issues, inspect, remove all. Click close.

QUESTION 6

On the ''Contact'

Correct Answer: A

=LOWER(LEFT(FIRST), LAST), "@domain.com"

QUESTION 7

You are revising a sales summary report for Northwind Traders.

On the ''Summary'

Correct Answer: A

Conditional formatting, highlight cell rules, greater than and then pick the color.

QUESTION 8

On the ''Next Semester'

Correct Answer: A

[Send us your suggestions on it.]

QUESTION 9

On the ''Revenue'

Correct Answer: A

Select a cell within your data. Press home and then format as table. Click the table style and select your range.

QUESTION 10

On the ''Region 1'

Correct Answer: A

Click sort and filter. Press custom sort and add levels to sort by.

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