MO-201 ^{Q&As}

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Microsoft Excel Expert (Excel and Excel 2019)

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QUESTION 1

On the "Popular Videos" worksheet, for cells B4:C17, create a conditional formatting rule that displays the five lowest values in bold Dark Red font.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select the entire dataset.

Go to Home ?gt; Conditional Formatting ?gt; Top/Bottom Rules ?gt; Top 10 Items (or %) / Bottom 10 Items (or %).

Select Bottom 10 items and a dialogue box will open. Change the number from 10 to 5 using the down arrow.

Specify the format to be applied to the cells that meet the condition by using the drop-down on the right and selecting the Custom Format option. In the dialog box that appears, select Bold from under Font style, then click the drop down arrow

under Color and select Dark Red from the Standard colors.

Click OK.

QUESTION 2

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.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

1.

Click anywhere in the table or PivotTable.

2.

On the Home tab, go to Insert > Slicer.

3.

In the Insert Slicers dialog box, select the check boxes for the fields you want to display, then select OK.

4.

A slicer will be created for every field that you selected. Clicking any of the slicer buttons will automatically apply that filter to the linked table or PivotTable.

QUESTION 3

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."
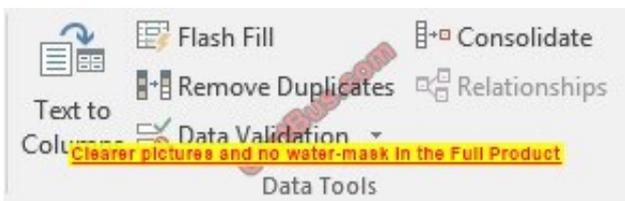
QUESTION 4

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.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select the entire dataset.

Go to Home ?gt; Conditional Formatting ?gt; Highlighting Cell Rules ?gt; 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.

QUESTION 5

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.

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