

## MO-200<sup>Q&As</sup>

Microsoft Excel (Excel and Excel 2019)

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## QUESTION 1

On the "Authors"

Correct Answer: A

=IF(books sold>10,000, "500", "100"). Select and drag to apply to other rows

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## QUESTION 2

On the "Instructional Hours"

Correct Answer: A

Click on the green plus sign and press axis titles.

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## QUESTION 3

On the "Region 1"

Correct Answer: A

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

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## QUESTION 4

On the "Enrollment Summary"

Correct Answer: A

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

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## QUESTION 5

On the "Contact"

Correct Answer: A

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

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