

MO-200^{Q&As}

Microsoft Excel (Excel and Excel 2019)

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QUESTION 1

On the "Enrollment Summary"

Correct Answer: A

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

QUESTION 2

On the "Prices"

Correct Answer: A

Home Tab/ Styles group/ cell styles

QUESTION 3

On the "New Policies"

Correct Answer: A

Select a blank cell and press insert. Pick win/loss sparklines. Select the data range. Click and drag the bottom right corner for more.

QUESTION 4

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 5

On the "Instructional Hours"

Correct Answer: A

Home tab, cells group, click format. Click column width.

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