

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

Microsoft Excel (Excel and Excel 2019)

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## QUESTION 1

On the "Summary"

Correct Answer: A

Right click inside chart. Press select data. Press add. Add series name and series value (make sure to delete previous data).

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## QUESTION 2

On the "Projections"

Correct Answer: A

[Send us your Suggestion on it.]

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## QUESTION 3

On the "Orders"

Correct Answer: A

On the data tab, click filter. Display only alpine.

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## QUESTION 4

On the "Last Semester"

Correct Answer: A

On the home tab, click find and select and click find. Type agriculture and press find all. Select all and then delete them with the home tab by clicking delete sheet rows.

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## QUESTION 5

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.

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