

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

Microsoft Excel (Excel and Excel 2019)

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## QUESTION 1

You are compiling data about courses at Bellows College.

On the "Last Semester"

Correct Answer: A

Click wrap text.

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## QUESTION 2

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 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.

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## QUESTION 4

On the "Next Semester"

Correct Answer: A

[Send us your suggestions on it.]

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## QUESTION 5

On the "Classes"

Correct Answer: A

design, convert to range

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