

# MO-201<sup>Q&As</sup>

Microsoft Excel Expert (Excel and Excel 2019)

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#### **QUESTION 1**

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 2**

On the "Employees" worksheet, in cell C4, enter a formula that returns the office phone number from the "Contact\_Information" cell range using an exact match for the "Region" in column B.

A. See explanation below	Α.	See	exp	lanation	below
--------------------------	----	-----	-----	----------	-------

- B. PlaceHolder
- C. PlaceHolder
- D. PlaceHolder

Correct Answer: A

In cell C4, type =M4 and press Enter.

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#### **QUESTION 3**

On the "New Products" worksheet, create a Histogram chart that shows the "Retail Price" of the products in bins with widths of \$10. The chart size and position do not matter.

- A. See explanation below.
- B. PlaceHolder
- C. PlaceHolder
- D. PlaceHolder

Correct Answer: A

1.

Select your data.

2.

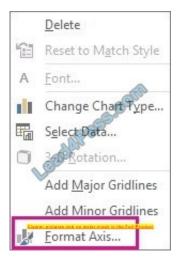
Click Insert > Insert Statistic Chart > Histogram.

3.

Right-click the horizontal axis of the chart, click Format Axis, and then click Axis Options.

4.

Use the information in the following table to decide which options you want to set in the Format Axis task pane.





Option	Description		
By Category	Choose this option when the categories (horizontal axis) are text-based instead of numerical. The histogram will group the same categories and sum the values in the value axis.  Tip: To count the number of appearances for text strings, add a column and fill it with the value "1", then plot the histogram and set the bins to By Category.		
Automatic	This is the default setting for histograms. The bin width is calculated using Scott's normal reference rule.		
Bin width	Enter a positive decimal number for the number of data points in each range.		
Number of bins	Enter the number of bins for the histogram (including the overflow and underflow bins).		
Overflow bin	Select this check box to create a bin for all values above the value in the box to the right. To change the value, enter a different decimal number the box.		
Underflow bin	Select this check box to create a bin for all values below or equal to the value in the box to the right. To change the value, enter a different decimal number in the box.		



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#### **QUESTION 4**

3.

Service Bonus" table.
Adjust the formula and then copy it to cells F5:F19.
A. See explanation below.
B. PlaceHolder
C. PlaceHolder
D. PlaceHolder
Correct Answer: A
Select cell F4.
Enter the following formula:=INDEX(\$I\$2:\$I\$7,MATCH(B4,\$H\$2:\$H\$7,1),1) Press Enter.
QUESTION 5
From the "Employees" worksheet, create a macro named "Header". Store the macro in the current workbook. Configure the macro to insert the "Sheet Name" in the left header cell of the active page and the "Page Number" in the right header cell.
A. See explanation below.
B. PlaceHolder
C. PlaceHolder
D. PlaceHolder
Correct Answer: A
The Developer tab isn\\'t displayed by default, but you can add it to the ribbon.
On the File tab, go to Options > Customize Ribbon. Under Customize the Ribbon and under Main Tabs, select the Developer check box.
Record a macro
1.
In the Code group on the Developer tab, click Record Macro.
2.

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Select Page layout from the Ribbon and expand Page Setup.

4.

Select the Header/Footer tab and click Custom Header.

5.

In the Left section, click the Insert Sheet Name button.

6.

In the Right section, click the Insert Page Number button.

7.

Click OK. Then click OK again.

8.

On the Developer tab, click Stop Recording.

9.

On the Developer tab, click Macros to view the available Macros.

10.

Select the Macro and click Run.





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