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# MO-201^Q&As

Microsoft Excel Expert (Excel and Excel 2019)

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**QUESTION 1**

On the "Regional Sales" worksheet, modify the PivotTable to display the "Territory" rows within each region.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Click anywhere in the PivotTable to display the Field List. Check the box next to Territory, and it should be added to the Rows area by default. The PivotTable should now be displaying Territory rows within each region.

**QUESTION 2**

On the "Year-to-Date Sales" worksheet, in cells L5:L15, enter a formula that returns the average "Total Sales" for the region in cell J5 and the "Representative" in cell K5.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Click in Cell L5, and select Formulas from the ribbon. Click on the arrow of the AutoSum button in the Function Library section, and select Average.

Click on Cell H4, H5, H6, then press Enter.The formula should look like this:

=AVERAGE(H4,H5,H6)

**QUESTION 3**

You are creating a workbook for VanArsdel Limited\\'s annual sales meeting.

Require that users enter the password "P@ssword" before they can make structural changes to the workbook.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

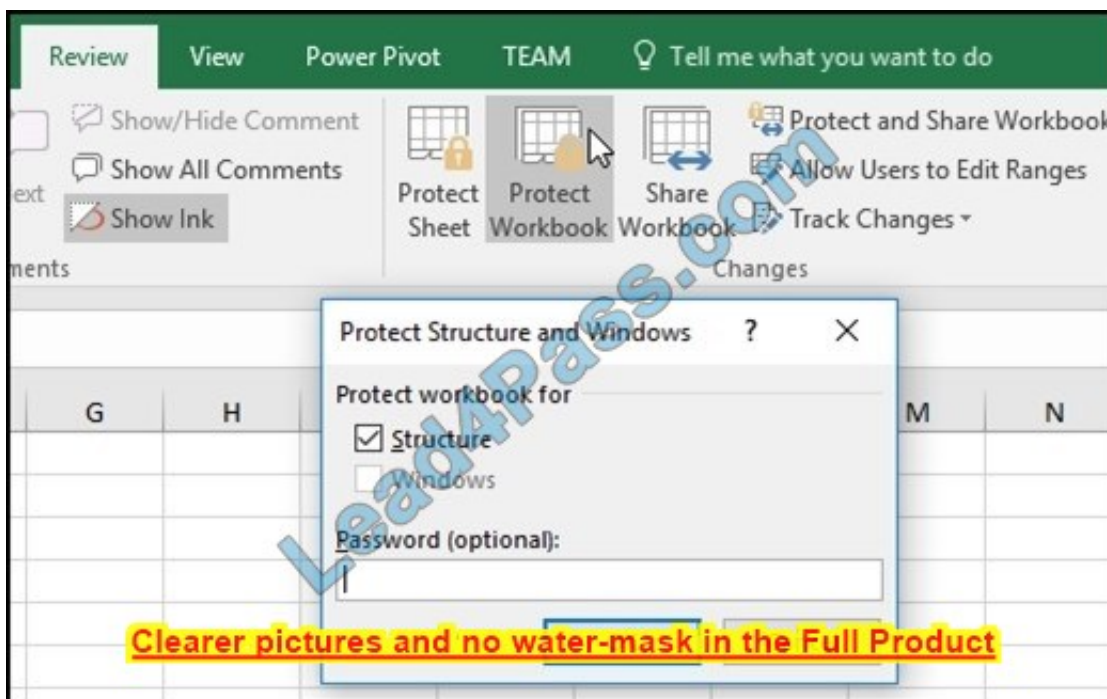Correct Answer: A

1.

 Click Review > Protect Workbook.

2.

 Enter a password in the Password box.

3.

 Click OK, and retype the password to confirm it, and then click OK.



QUESTION 4

On the "Retail" worksheet, display arrows that indicate the cell values that are dependent on the value in C4.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select the cell for which you want to identify the dependent cells.

To display a tracer arrow to each cell that is dependent on the active cell, on the

Formulas tab, in the Formula Auditing group, click Trace Dependents Blue arrows show cells with no errors. Red arrows show cells that cause errors. If the

points from the selected cell to a worksheet icon

The other workbook must be open before Excel can trace these dependencies.

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**QUESTION 5**

On the "New Titles" worksheet, for cells E4:E24, create and apply a custom number format that displays the dates in the format "2020 January 01".

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

1.

 Select the cells you want to format.

2.

 Press CTRL+1.

3.

 In the Format Cells box, click the Number tab.

4.

 In the Category list, click Date, and then choose a date format you want in Type. You can adjust this format in the last step below.

5.

 Go back to the Category list, and choose Custom. Under Type, you\\'ll see the format code for the date format you chose in the previous step. The built-in date format can\\'t be changed, so don\\'t worry about messing it up. The changes you make will only apply to the custom format you\\'re creating.
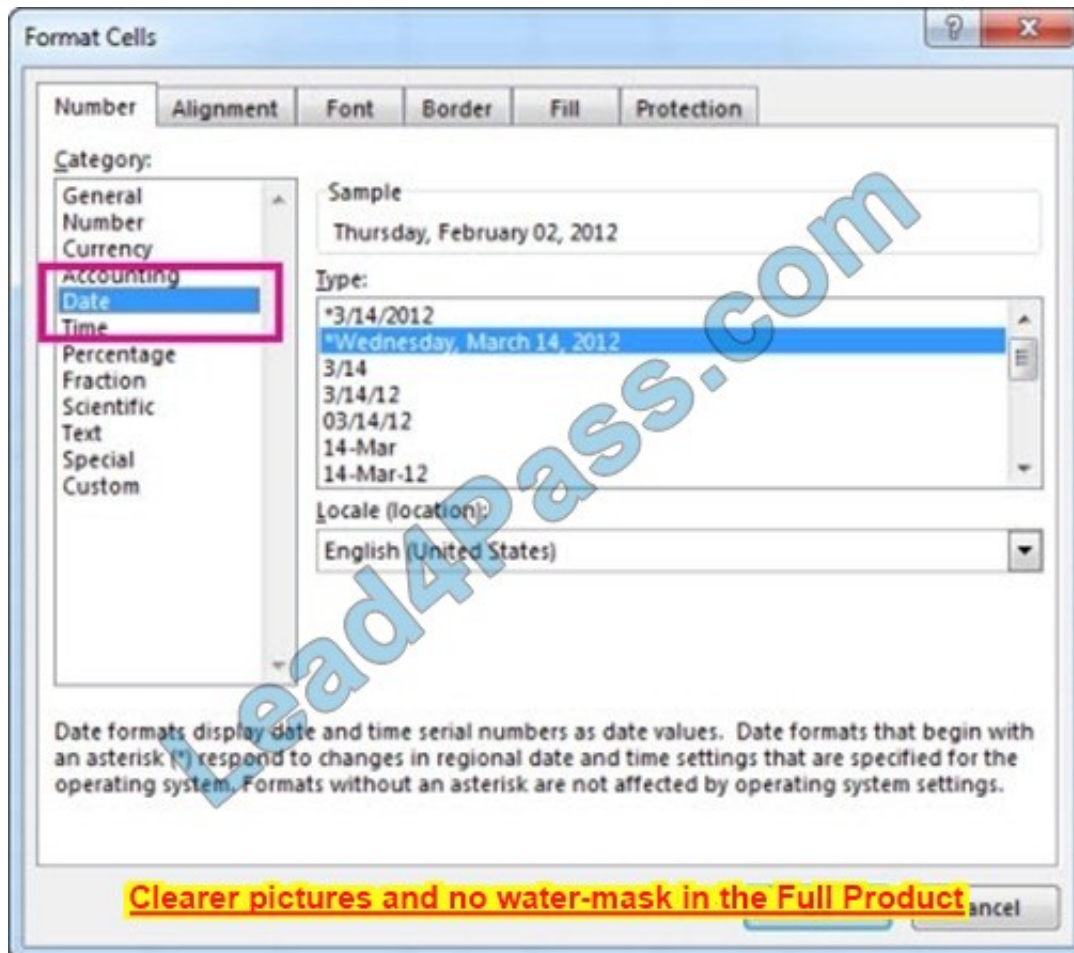
6.

 In the Type box, make the changes you want using code from the table below. In our case, yyyy mmmm dd.

7.

Click OK.

| Months as 1–12 | m |
|---|---|
| Months as 01–12 | mm |
| Months as Jan–Dec | mmm |
| Months as January–December | mmmm |
| Months as the first letter of the month | mmmmm |
| Days as 1–31 | d |
| Days as 01–31 | dd |
| Days as Sun–Sat | ddd |
| Days as Sunday–Saturday | dddd |
| Years as 00–99 | yy |
| Years as 19── ──── | ,,,, |

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