DUMPSARENA

Microsoft Excel (Excel and Excel 2019)

Microsoft MO-200

Version Demo

Total Demo Questions: 6

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Topic Break Down

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QUESTION NO: 1 - (SIMULATION)

CORRECT TEXT

On the ‘’Projections’ worksheet, in the ‘’Quarter2’’ column, enter a formula that multiples the value in the Quarter 1’’ column by the ‘Q2_increase’ named range. Use the range name in the formula instead of a cell reference or value.

ANSWER: See the explanation for the answer

Explanation:

On the **Projections** worksheet, enter the following formula in the first data cell of the **Quarter2** column:

```
=[@[Quarter 1]]*Q2_increase
```

Press **Enter**. If the data is formatted as an Excel table, Excel fills the formula down the entire Quarter2 column automatically. This multiplies each row’s Quarter 1 value by the named range `Q2_increase`, without using a cell reference for the increase factor.

QUESTION NO: 2 - (SIMULATION)

CORRECT TEXT

On the ‘’Revenue’’ worksheet, convert cells A3:B7 to a table with headers. Apply the

Green, Table Style Light 14 style.

ANSWER: See the explanation for the answer

Explanation:

On the **Revenue** worksheet, select the range `A3:B7`.

1. Go to **Home** > **Format as Table**.
2. Select **Green, Table Style Light 14**.
3. In the Create Table dialog, confirm that the range is `$A$3:$B$7`.
4. Ensure **My table has headers** is selected.
5. Click **OK**.

This converts cells A3:B7 into a table using headers and applies the requested green light table style.

QUESTION NO: 3 - (SIMULATION)

CORRECT TEXT

On the ‘’Prices’’ worksheet, in the ‘’inventory Notice’’ column, use a function to display ‘’Low’’ if the ‘’ inventory Level % is below 15%. Otherwise, leave the ‘’Inventory Notice’’ blank.

ANSWER: See the explanation for the answer

Explanation:

On the **Prices** worksheet, enter this formula in the first data cell in the **Inventory Notice** column:

```
=IF([@[Inventory Level %]]<15%,"Low","")
```

Press **Enter**, then fill/copy the formula down through the remaining rows in the column. The formula displays **Low** only when the inventory-level percentage is below 15%; otherwise it returns a blank cell.

QUESTION NO: 4 - (SIMULATION)

Remove hidden properties and personal information from the workbook. Do not remove any other content.

ANSWER: See the explanation for the answer

Explanation:

To remove only hidden properties and personal information:

1. Select `File` > `Info`.
2. Select `Check for Issues` > `Inspect Document`.
3. In the Document Inspector dialog box, leave the inspection options as needed and click `Inspect`.
4. For `Document Properties and Personal Information`, click `Remove All`.
5. Do not click `Remove All` for any other inspector category.
6. Click `Close`.

QUESTION NO: 5 - (SIMULATION)

CORRECT TEXT

You are compiling class data to present to the enrollment director at the School of Fine Art.

On the ‘’Substitutes’’ worksheet beginning at cell A1, import the data from the Substitutes text file in the Documents folder. Use the first row of the data source as headers.

ANSWER: See the explanation for the answer

Explanation:

Import the Substitutes text file at cell A1 with headers:

1. Open the **Substitutes** worksheet and select cell `A1`.
2. Select the **Data** tab, then choose **From Text/CSV** (in the Get & Transform Data group).
3. Browse to the **Documents** folder, select the **Substitutes** text file, and click **Import**.
4. In the preview window, verify the delimiter is correct and that the first row is recognized as the column headers. If necessary, choose **Transform Data** and select **Use First Row as Headers**.
5. Select **Load To...**, choose **Existing worksheet**, and enter or select `$A$1`.
6. Click **Load**.

The imported data begins in `A1`, with the source file’s first row used as the headers.

QUESTION NO: 6 - (SIMULATION)

On the ‘’Summary’ worksheet, in cell B15, use a function to display the highest sales amount from the ‘’Total Sales’’ column.

ANSWER: See the explanation for the answer

Explanation:

On the **Summary** worksheet, select cell **B15** and enter a `MAX` formula that references the **Total Sales** column, for example:

```
=MAX(Table1[Total Sales])
```

If the sales data is not formatted as a table, use the cell range containing the Total Sales values instead, such as `=MAX(E2:E100)`. This displays the highest sales amount in that column.