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Microsoft Excel Expert (Excel and Excel 2019)

Microsoft MO-201

Version Demo

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Topic Break Down

Topic	No. of Questions
Topic 1, Manage workbook options and settings	8
Topic 2, Manage and format data	17
Topic 3, Create advanced formulas and macros	15
Topic 4, Manage advanced charts and tables	16
Total	56

QUESTION NO: 1 - (SIMULATION)

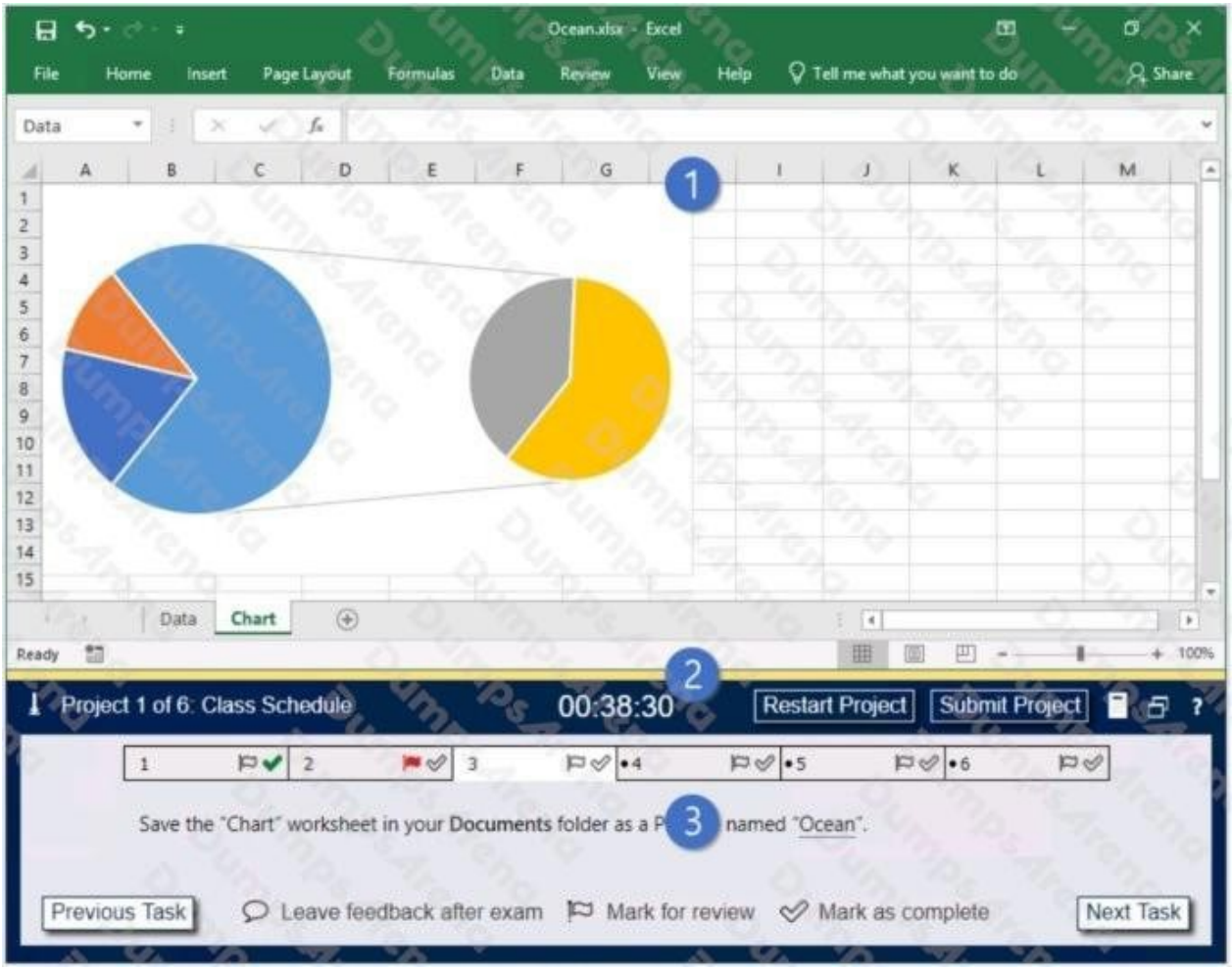
SIMULATION

Instructions

nvironment

nterface and Controls

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1. Project file

2. Split bar

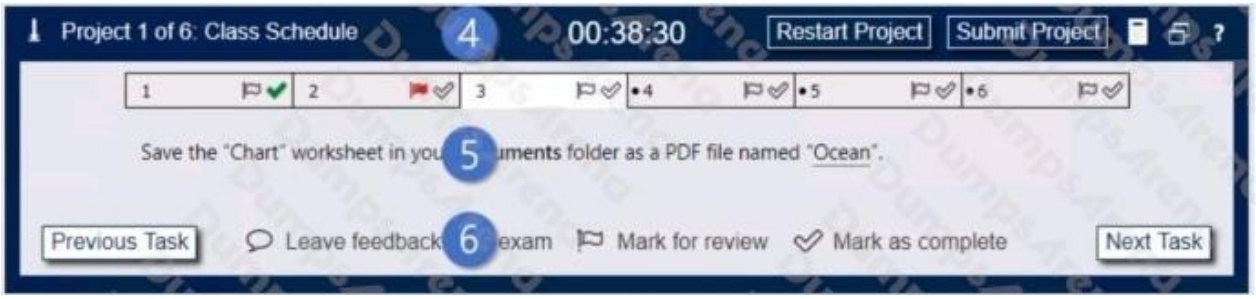
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End of the instructions.

You work for Lucerne Publishing. You are compiling sales and royalty data for authors the company represents.

Configure Excel to disable all macros in the workbook without notification.

Exhibit 1 (exhibit):

Exhibit 2 (exhibit):

Exhibit 3 (exhibit):

Exhibit 4 (exhibit):

Exhibit 5 (exhibit):

Exhibit 6 (exhibit):

ANSWER: See the explanation for the answer

Explanation:

Configure the Excel Trust Center macro setting as follows:

1. Select `File` > `Options`.
2. Choose `Trust Center`, then select `Trust Center Settings...`.
3. Select `Macro Settings`.
4. Select `Disable all macros without notification`.
5. Click `OK`, and click `OK` again to close Excel Options.

This disables every macro in the workbook and does not display a notification or enable-content prompt.

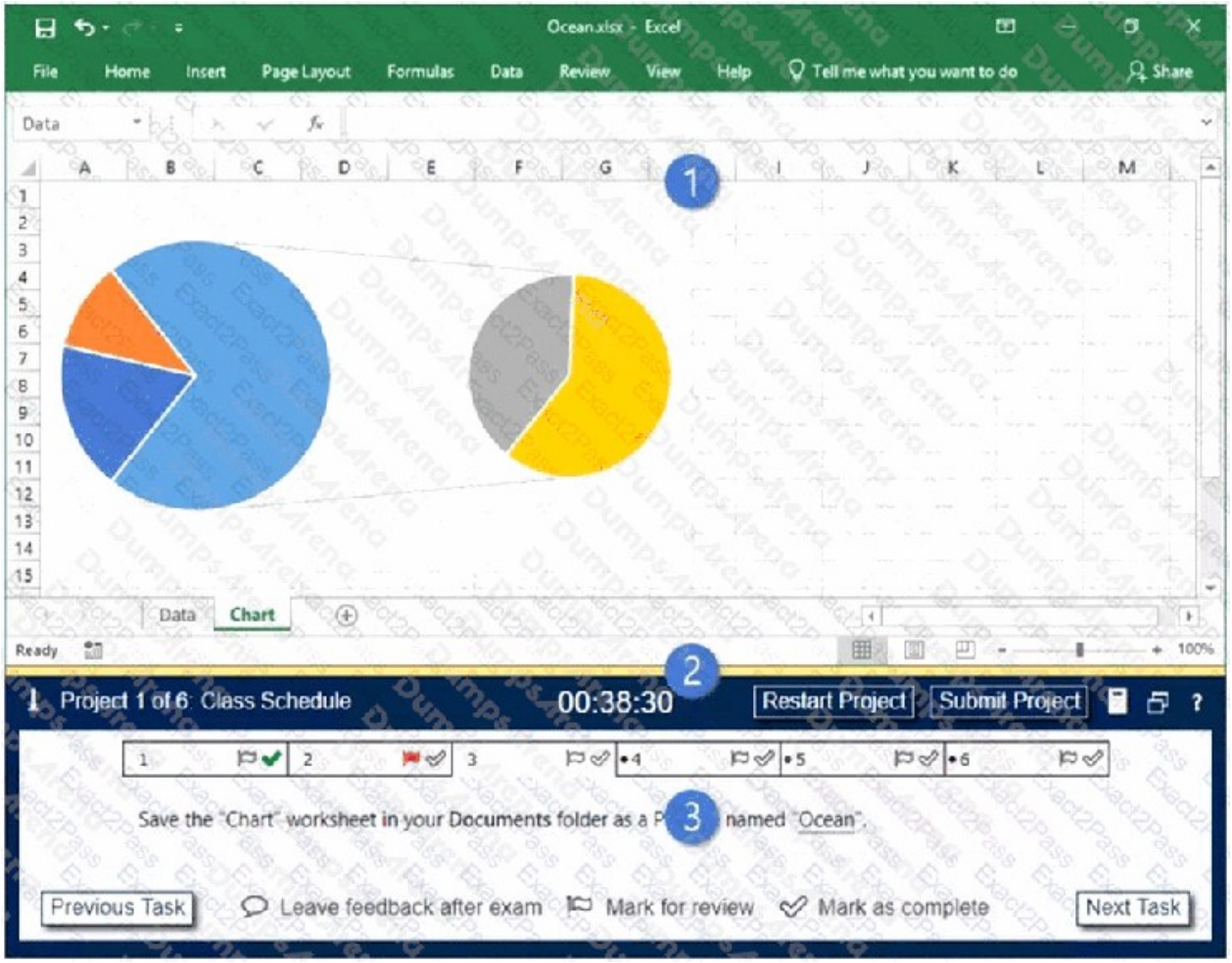
QUESTION NO: 2 - (SIMULATION)

Instructions

Exam Environment

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3. Exam panel

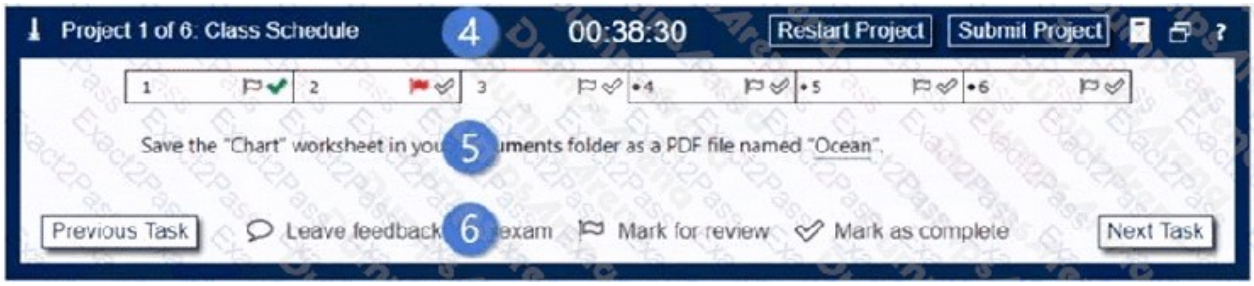
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End of the instructions.

On the “Employees” worksheet, in cell F4, enter a formula that returns the employee’s bonus from the “Years of Service Bonus” table.

Adjust the formula and then copy it to cells F5:F19.

ANSWER: See the explanation for the answer

Explanation:

On the **Employees** worksheet, select cell **F4** and enter:

Press **Enter**. Then use the fill handle to copy the formula from **F4** down through **F19**.

The `MATCH` function uses an approximate match to identify the applicable years-of-service level in column H, and `INDEX` returns its corresponding bonus from column I. The dollar signs keep the Years of Service Bonus table ranges fixed while the employee reference changes for each row.

QUESTION NO: 3 - (SIMULATION)

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End of the instructions.

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.

ANSWER: See the explanation for the answer

Explanation:

In `L5`, use `AVERAGEIFS` to average the **Total Sales** values only where both the **Region** equals `J5` and the **Representative** equals `K5`.

If the source data is an Excel table, enter a formula in this form (using the actual table name):

```
=AVERAGEIFS(TableName[Total Sales],TableName[Region],J5,TableName[Representative],K5)
```

For example, if the table is named `Sales`:

```
=AVERAGEIFS(Sales[Total Sales],Sales[Region],J5,Sales[Representative],K5)
```

Press Enter, then fill/copy the formula from `L5` down through `L15`. The references to `J5` and `K5` will adjust for each row.

Do not use a simple `AVERAGE` formula; it would not apply the required Region and Representative criteria.

QUESTION NO: 4 - (SIMULATION)

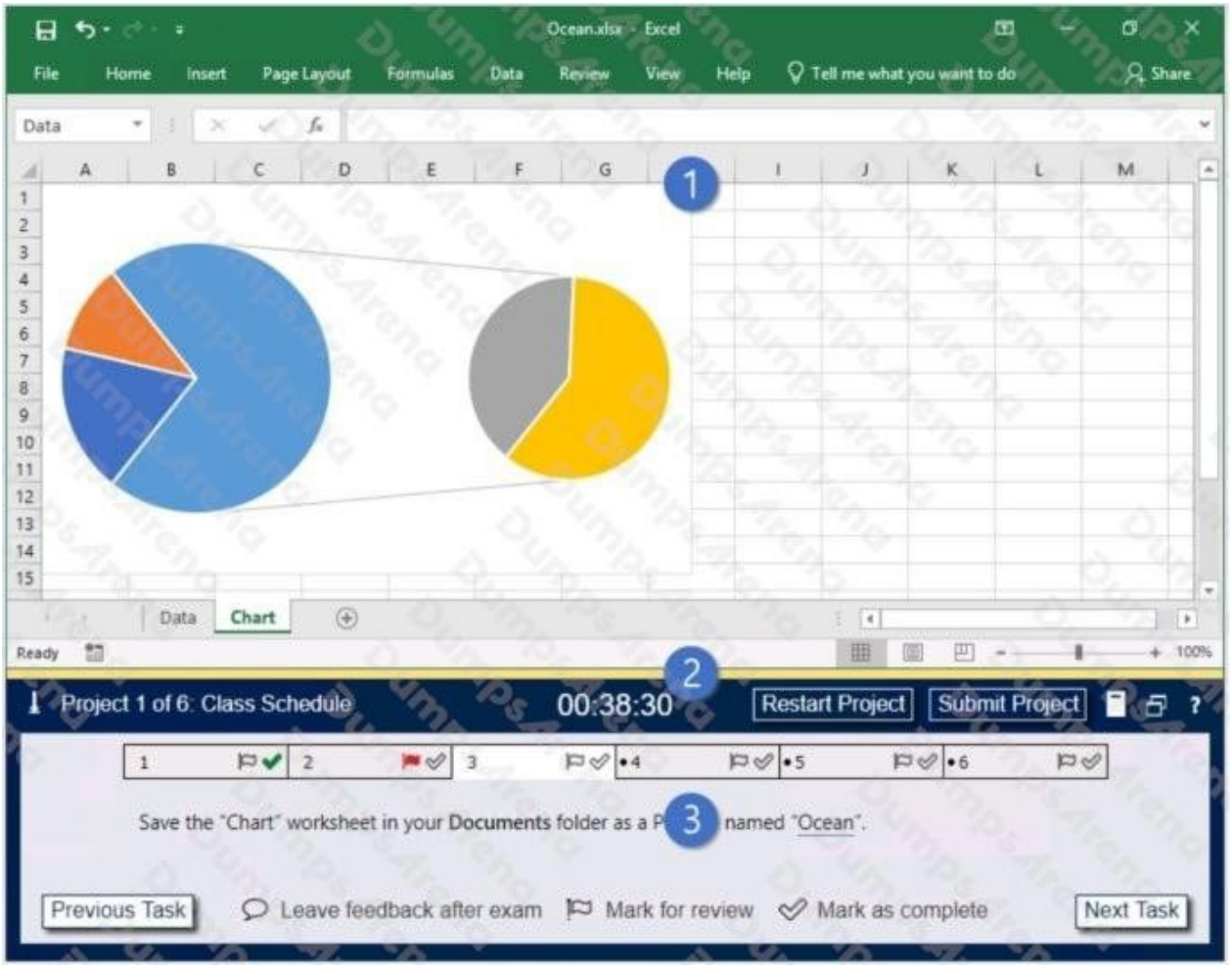
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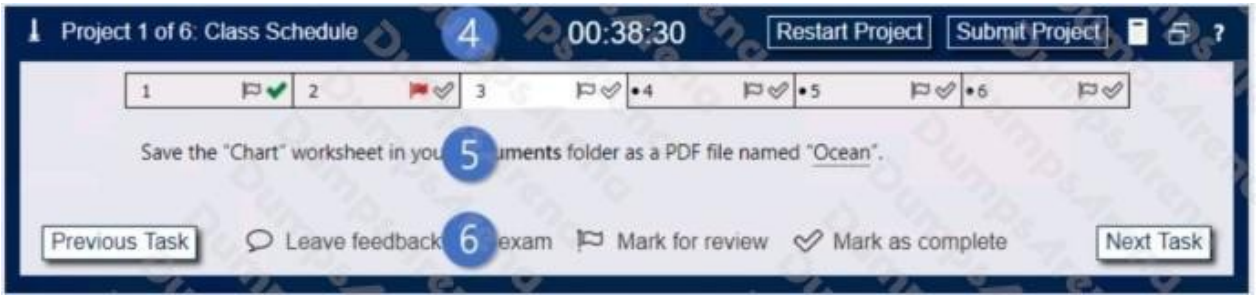
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End of the instructions.

On the “Royalties” worksheet, the existing formula in the “Royalty Due” column calculates the royalties due to each author. On cell F4, modify the existing formula to return the amount of royalties due to the author only if the amount is greater than $25, and otherwise returns 0.

Exhibit 1 (exhibit):

Exhibit 2 (exhibit):

Exhibit 3 (exhibit):

Exhibit 4 (exhibit):

Exhibit 5 (exhibit):

Exhibit 6 (exhibit):

ANSWER: See the explanation for the answer

Explanation:

On the **Royalties** worksheet, select cell **F4** and wrap its existing royalty calculation in an `IF` function so that the result is returned only when it exceeds 25.

Use this structure, retaining the exact existing formula in both indicated positions:

```
=IF(existing_formula>25,existing_formula,0)
```

For example, if F4 currently contains `=D4*E4`, change it to:

```
=IF(D4*E4>25,D4*E4,0)
```

This returns the calculated royalty when it is greater than `$25`; otherwise, it returns `0`.

QUESTION NO: 5 - (SIMULATION)

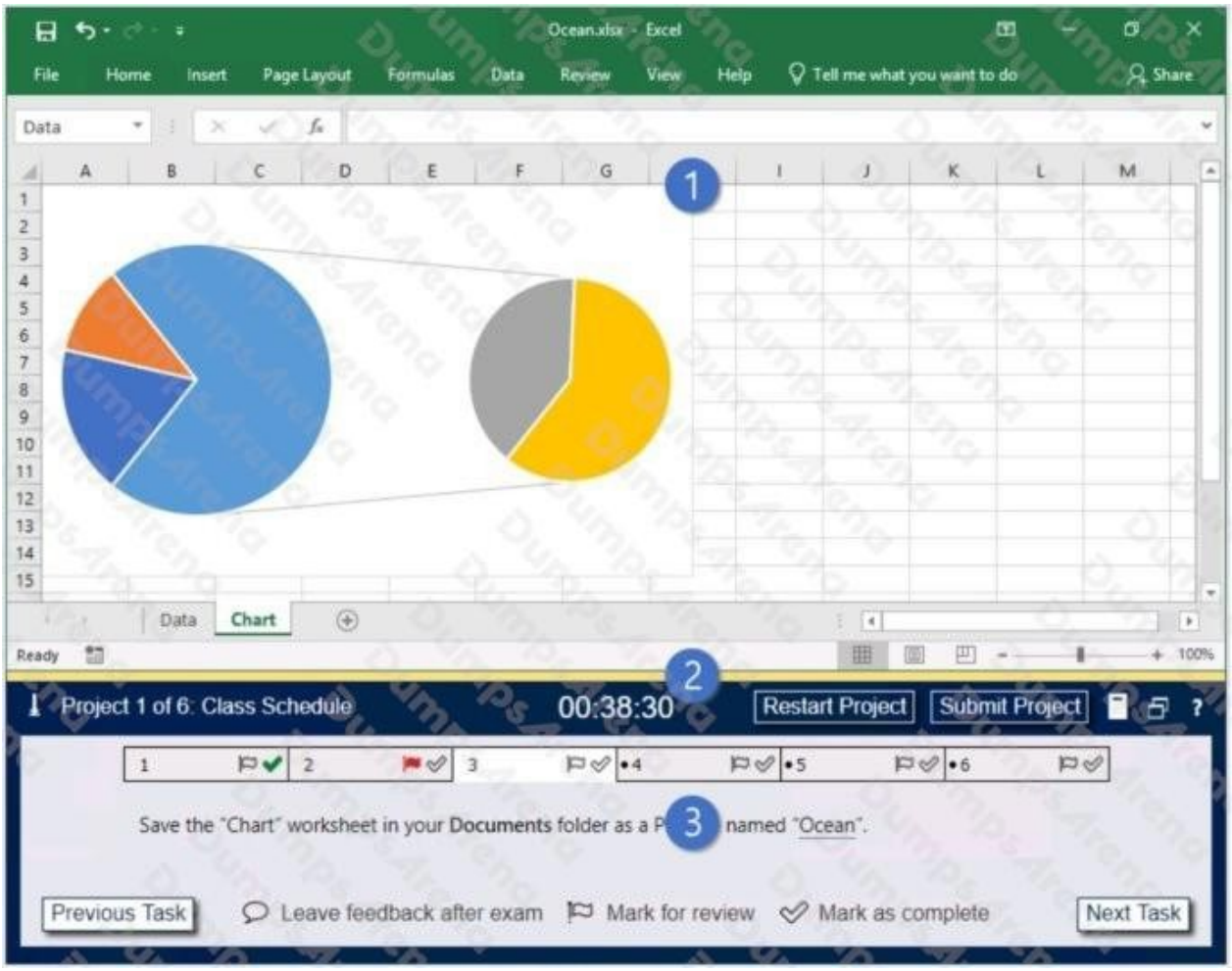
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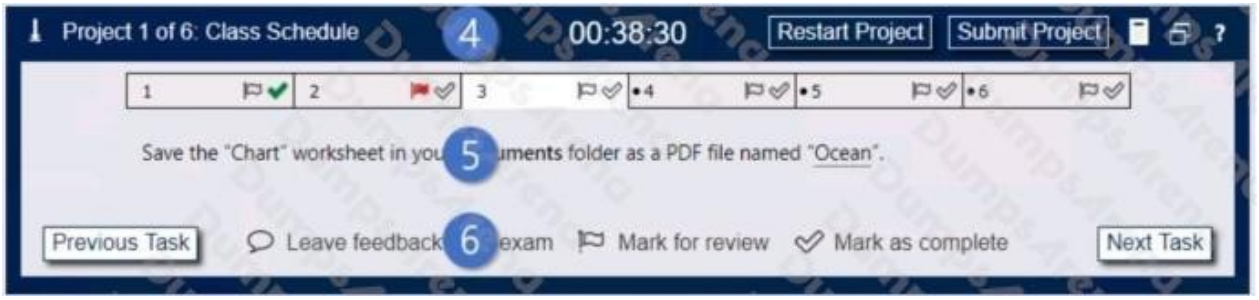
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End of the instructions.

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

Exhibit 1 (exhibit):

Exhibit 2 (exhibit):

Exhibit 3 (exhibit):

Exhibit 4 (exhibit):

Exhibit 5 (exhibit):

Exhibit 6 (exhibit):

ANSWER: See the explanation for the answer

Explanation:

On the **Retail** worksheet, select cell `C4`. Then go to **Formulas** > **Formula Auditing** and select **Trace Dependents**.

This displays the tracer arrows from `C4` to every cell whose value depends on `C4`.