

Microsoft Excel Expert (Excel and Excel 2019)

Microsoft MO-201

Version Demo

Total Demo Questions: 5

Total Premium Questions: 56

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Topic Break Down

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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

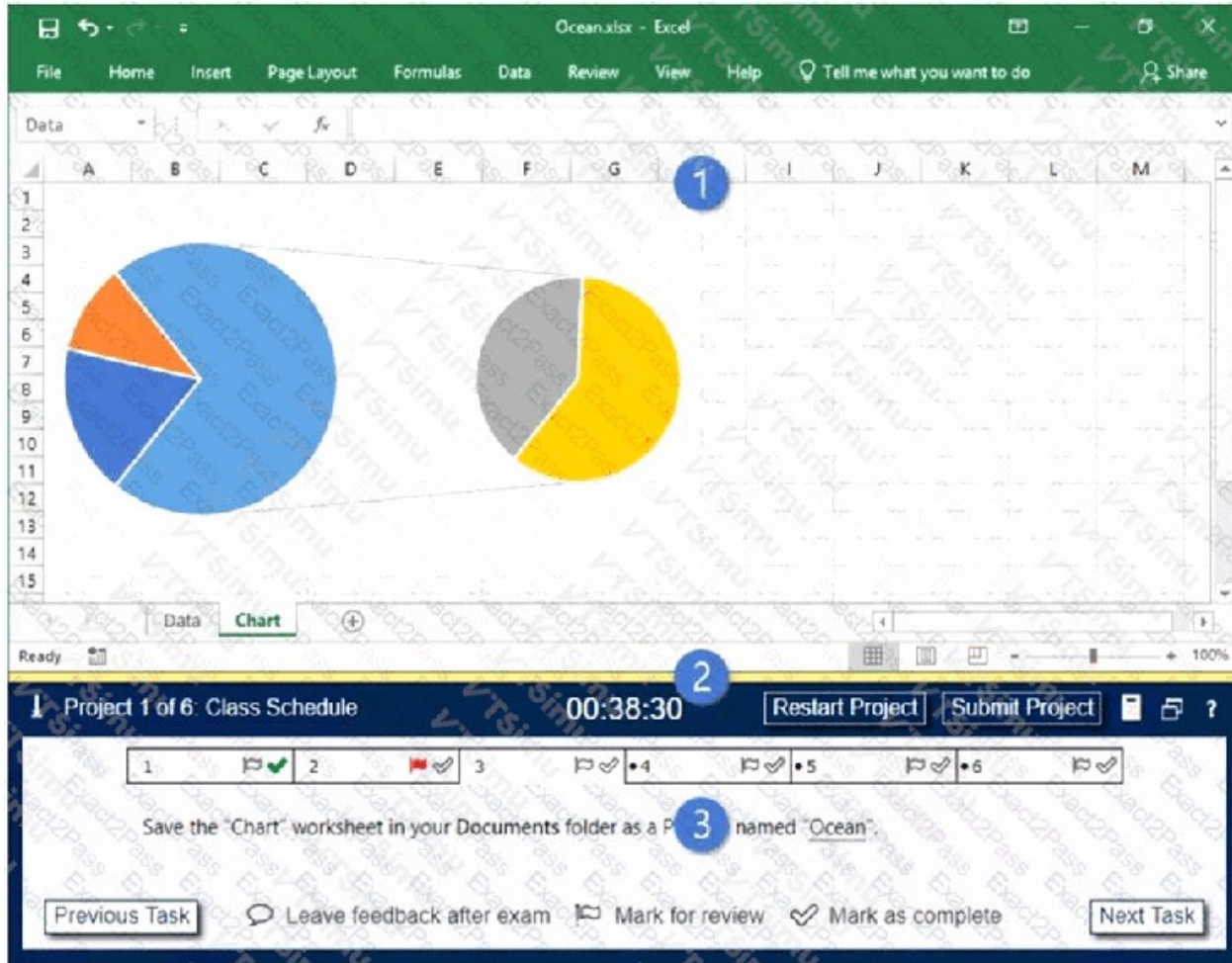
QUESTION NO: 1 - (SIMULATION)

Instructions

Exam Environment

Exam Interface and Controls

The exam panel provides access to the project task(s). Each project has an associated file in which you will perform the project tasks.



1. Project file
2. Split bar
3. Exam panel

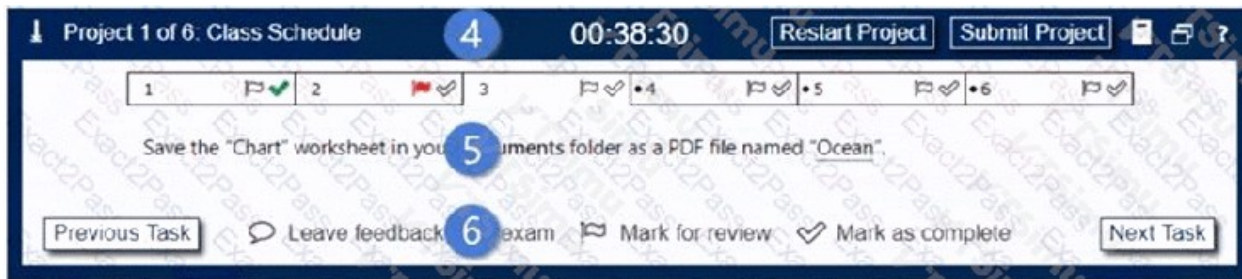
You can modify the exam interface to fit your needs in the following ways:

To increase or decrease the exam panel font size, press Ctrl+Plus or Ctrl+Minus .

To change the height of the exam panel, drag the split bar between the project file and the exam panel.

To minimize the exam panel, click the Collapse Panel arrow in the upper-left corner of the exam panel. The minimized exam panel displays the Expand Panel button, the project number and name, the remaining time, and the Restart Project and Submit Project buttons. To move between tasks, you must expand the exam panel.

To restore the interface to the default appearance, click the Restore button near the upper-right corner of the exam panel.



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Calculator. A calculator is available in some exams. You are not required to use the calculator.

Restore. Restores the size and position of the project file and exam panel to the defaults.

Help. Displays information about the exam interface.

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Mark as complete. Flags the task to indicate that you feel you have completed the task.

In projects that contain multiple tasks, you can switch between tasks by clicking the task tab, Next Task button, or Previous Task button.

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: 2 - (SIMULATION)

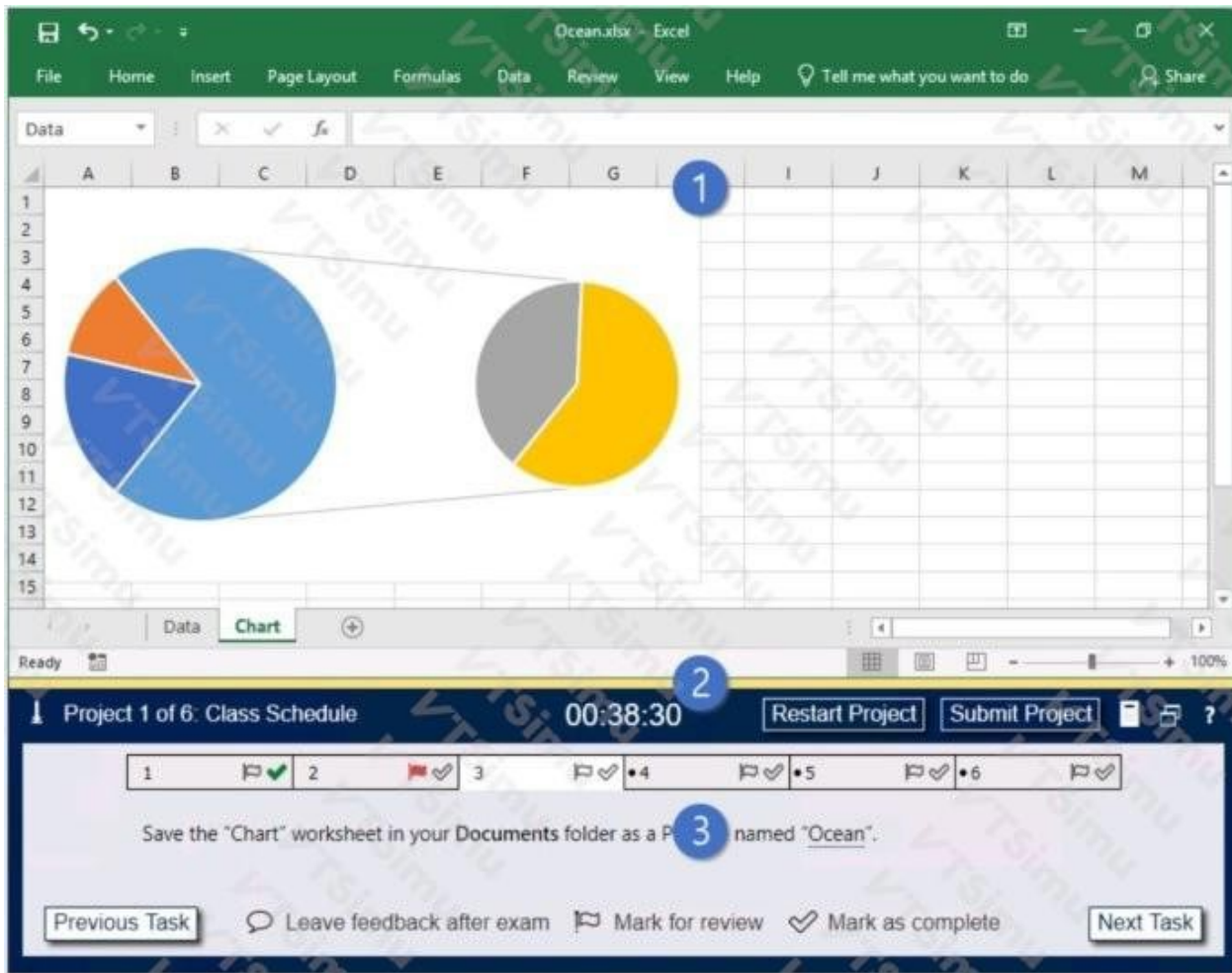
SIMULATION

Instructions

nvironment

interface and Controls

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1. Project file

2. Split bar

3. Exam panel

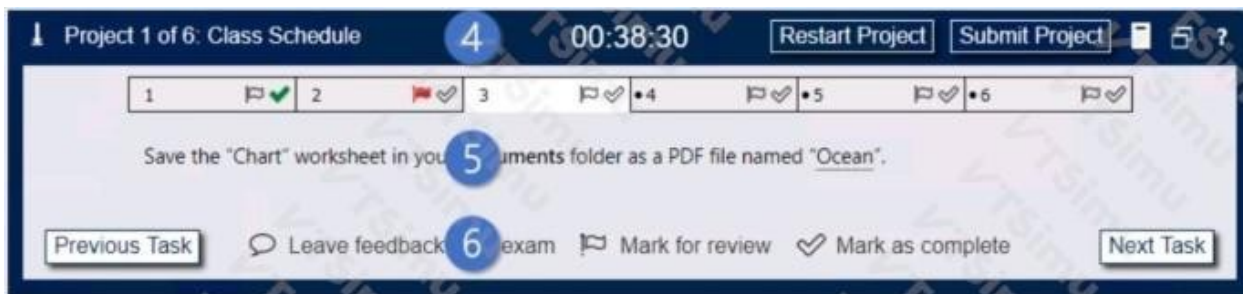
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In projects that contain multiple tasks, you can switch between tasks by clicking the task tab, Next Task button, or Previous Task button.

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: 3 - (SIMULATION)

Instructions

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3. Exam panel

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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)

SIMULATION

Instructions

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nterface and Controls

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2. Split bar

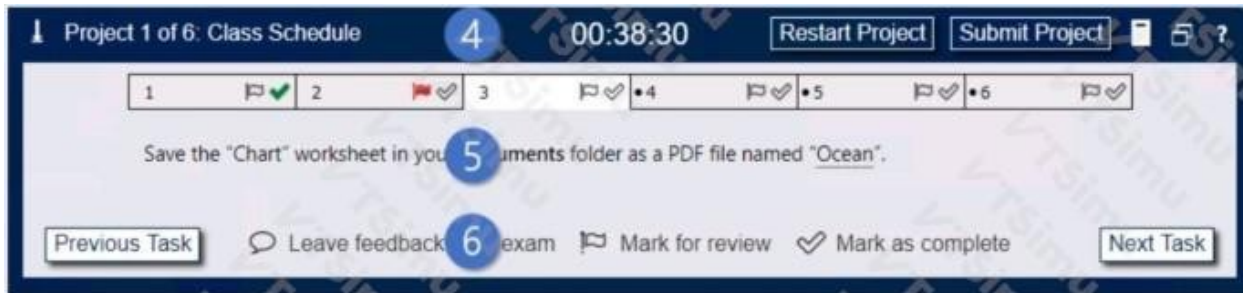
3. Exam panel

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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.

QUESTION NO: 5 - (SIMULATION)

SIMULATION

Instructions

Environment

Interface and Controls

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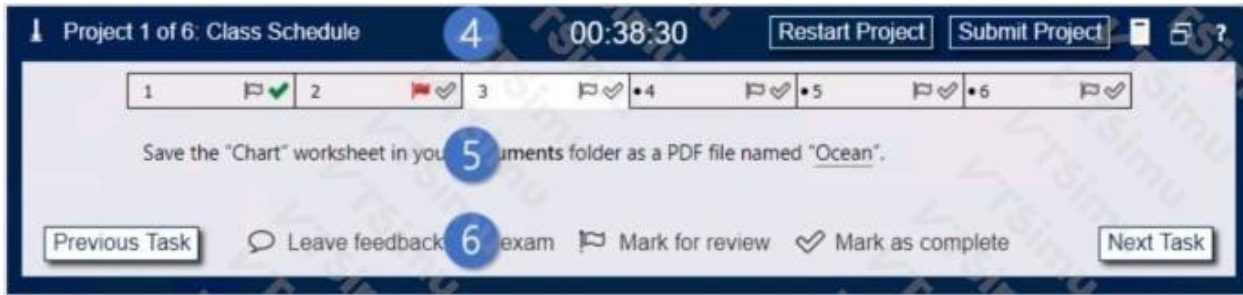
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End of the instructions.

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.