

 **CERT** *Ya!*

**Microsoft**

**MO-201**

**Microsoft Excel Expert (Excel and Excel 2019)**

**QUESTION & ANSWERS**

## QUESTION 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.

The screenshot displays an Excel spreadsheet titled "Ocean.xlsx" with a pie chart and a zoomed-in section. The exam interface below the spreadsheet shows a task list with six tasks, a timer at 00:38:30, and instructions: "Save the 'Chart' worksheet in your Documents folder as a P named 'Ocean'." The interface also includes buttons for "Restart Project", "Submit Project", "Previous Task", and "Next Task".

1. Project file

2. Split bar

3. Exam panel

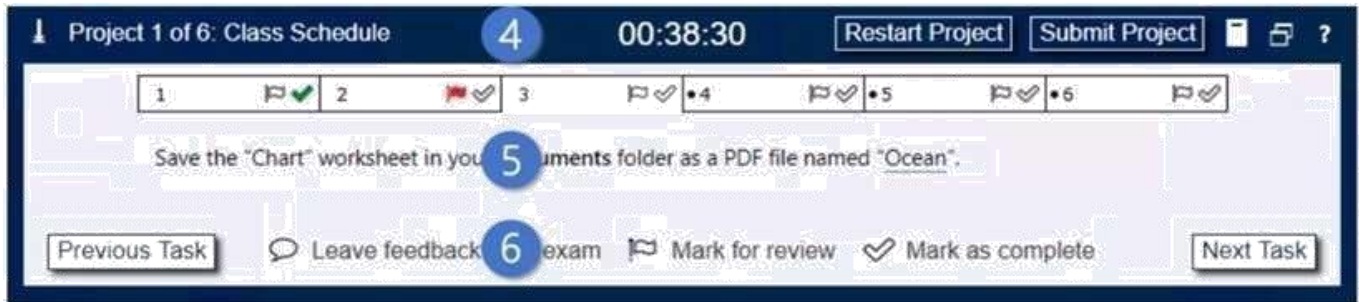
You can modify the exam interface to fit your needs in the following ways:

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.



4. The Information bar at the top of the exam panel displays the current project and total number of projects, the remaining exam time, and the following commands:

- Collapse Panel. Minimizes the exam panel to provide more space for the project file.
- Restart Project. Closes and reopens the current project file without saving your changes.
- Submit Project. Saves your changes, submits the project file, and moves to the next project.
- 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.

5. The Content area displays the task tabs and the current task description.

6. The Navigation area at the bottom of the exam panel contains the following commands.

- Previous Task/Next Task. Saves your response and moves to the previous or next task in the current project.
- Leave feedback after exam. Flags the task to indicate that you want to leave feedback about it after the exam.
- Mark for review. Flags the task to indicate that you want to return to it before you finish the exam.
- 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.

You are analyzing data about the number of visitors to U.S. National Parks. Configure Excel so that you can edit content using Albanian as the editing language.

Do not make Albanian the default editing language. If you are prompted to restart Office, dismiss the prompt but do not restart Excel.

### Correct Answer:

- In the open document, click on File.
- Click on Options.
- Click on Language.
- Under the Choose Editing Languages section, use the drop-down menu to select a new language for Office to use to check spelling and grammar.
- Click the Add button.
- Click the OK button.
- Click the OK button again.

### Explanation/Reference:

Reference:

## QUESTION 2

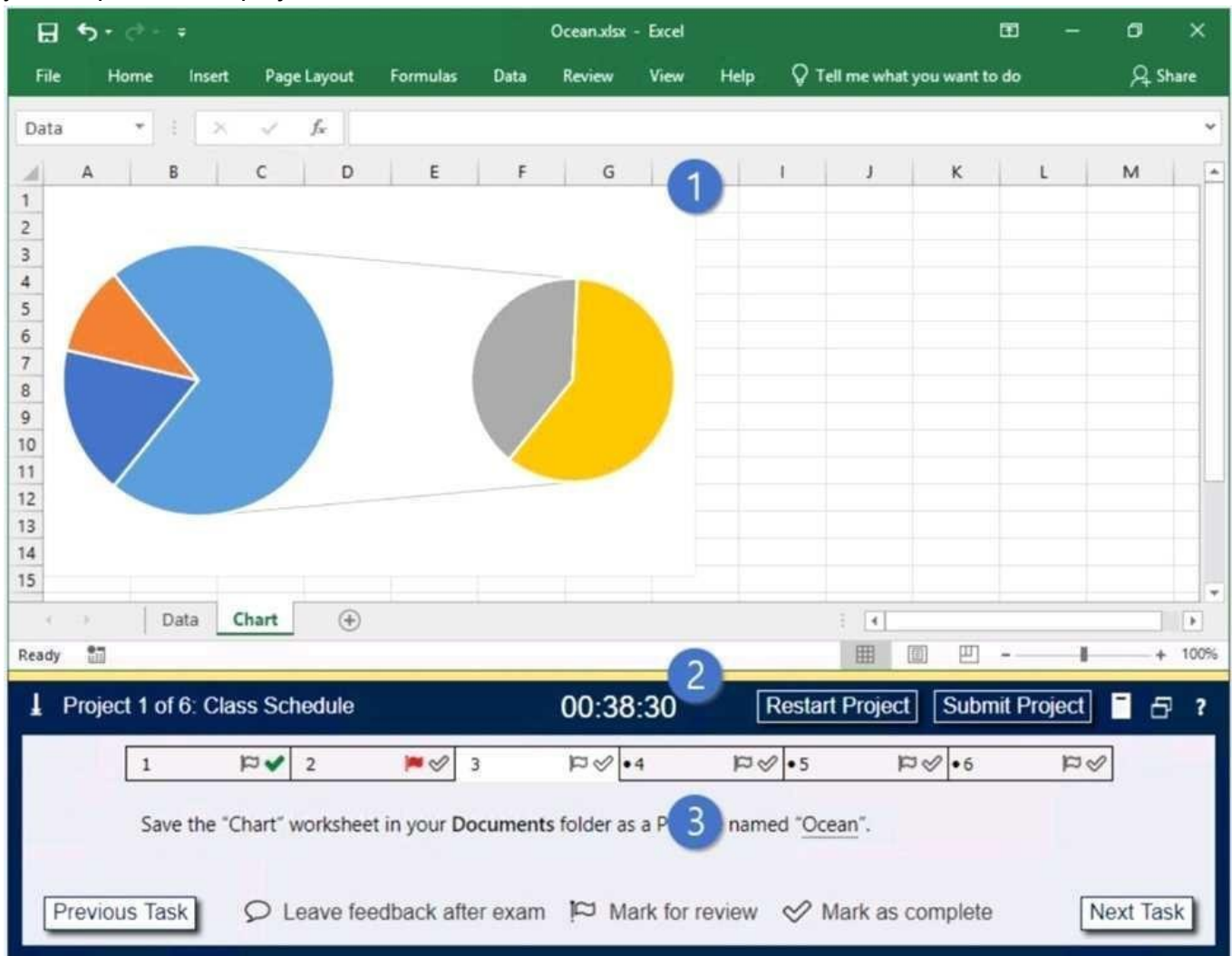
### SIMULATION

#### Instructions

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

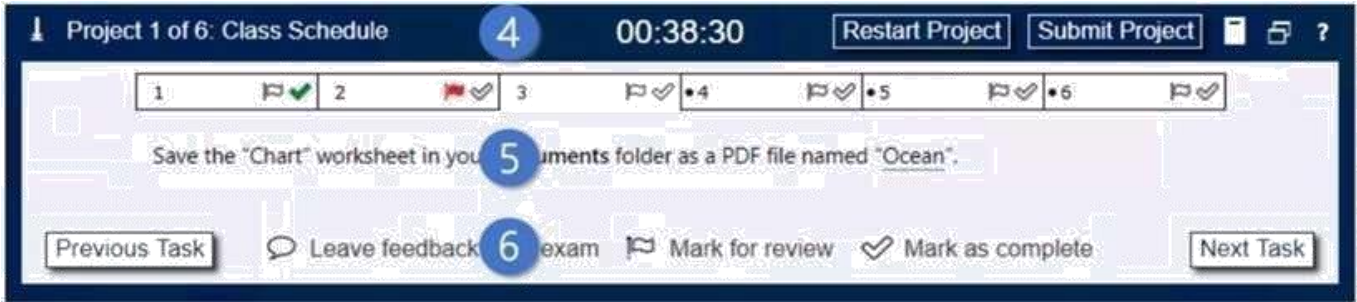


1. Project file
2. Split bar
3. Exam panel

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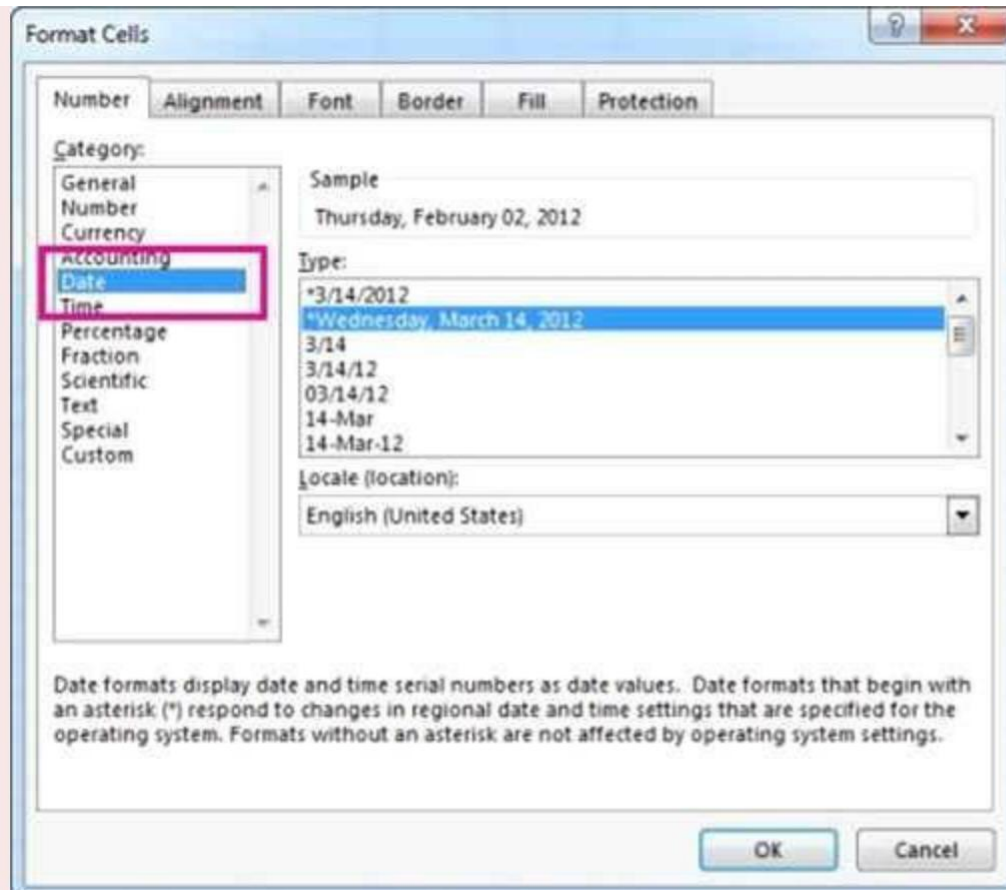
In projects that contain multiple tasks, you can switch between tasks by clicking the task tab, Next Task button, or Previous Task button.

End of the instructions.

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

### Correct Answer:

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.

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 1900–9999	yyyy

**7. Click OK.**

### **Explanation/Reference:**

Reference:

<https://support.microsoft.com/en-us/office/format-a-date-the-way-you-want-8e10019e-d5d8-47a1-ba95-db95123d273e>

### **QUESTION 3**

#### **SIMULATION**

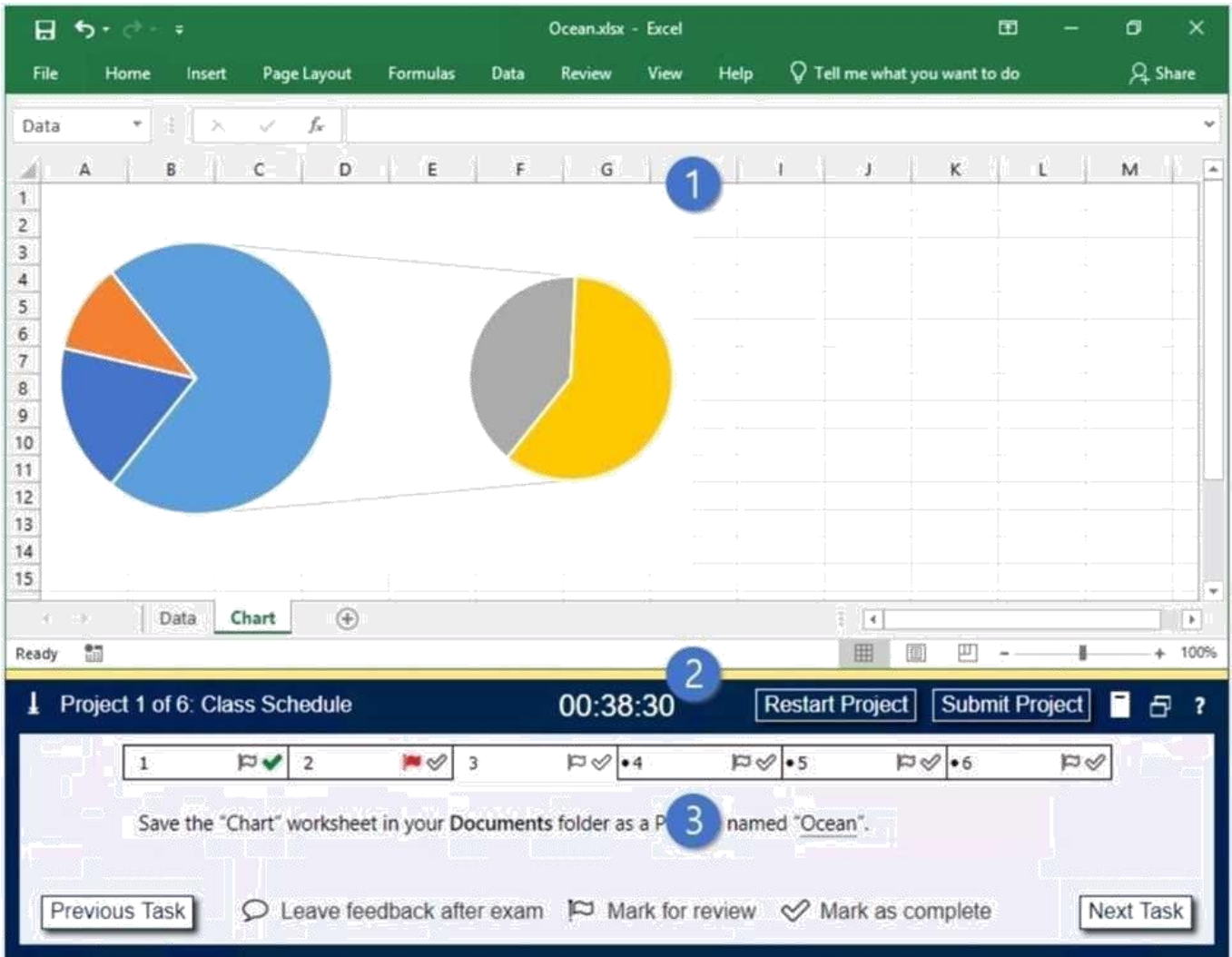
Instructions

Exam Environment

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3. Exam panel

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- 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.
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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 “Sales Conference” worksheet, configure cells A4:A12 to allow only whole numbers from 1 to 9. Otherwise, display a Stop error with the title “Invalid” and the message “1 to 9”.

**Correct Answer: 1. Select the cell(s) you want to create a rule for.**



**2. Select Data >Data Validation.**

**3. On the Settings tab, under Allow, select an option:**

**Whole Number - to restrict the cell to accept only whole numbers.**

**Decimal - to restrict the cell to accept only decimal numbers.**

**List - to pick data from the drop-down list. Date - to**

**restrict the cell to accept only date. Time - to**

**restrict the cell to accept only time. Text Length -**

**to restrict the length of the text. Custom – for**

**custom formula.**

**4. Under Data, select a condition:**

**between**

**not between**

**equal to not**

**equal to**

**greater than**

**less than**

**greater than or equal to**

**less than or equal to**

**5. On the Settings tab, under Allow, select an option:**

6. Set the other required values, based on what you chose for Allow and Data. For example, if you select between, then select the Minimum: and Maximum: values for the cell(s).
7. Select the Ignore blank checkbox if you want to ignore blank spaces.
8. If you want to add a Title and message for your rule, select the Input Message tab, and then type a title and input message.
9. Select the Show input message when cell is selected checkbox to display the message when the user selects or hovers over the selected cell(s).
10. Select OK.Now, if the user tries to enter a value that is not valid, a pop- up appears with the message, “This value doesn’t match the data validation restrictions for this cell.”

### **Explanation/Reference:**

Reference:

<https://support.microsoft.com/en-us/office/apply-data-validation-to-cells-29fecbcc-d1b9-42c1-9d76-eff3ce5f7249?ui=en-us&rs=en-us&ad=us>

## **QUESTION 4**

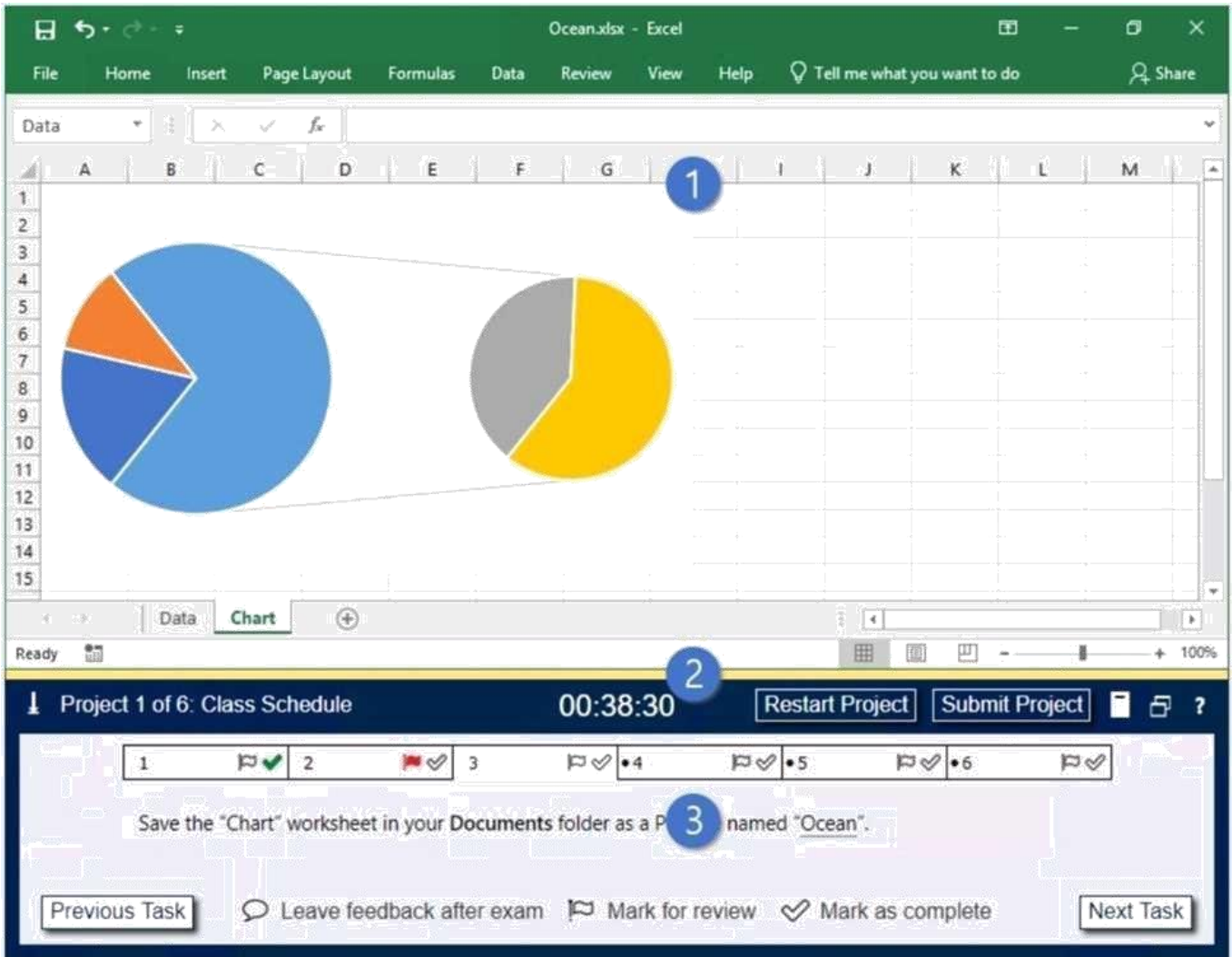
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  - Mark as complete. Flags the task to indicate that you feel you have completed the task.
- In projects that contain multiple tasks, you can switch between tasks by clicking the task tab, Next Task button, or Previous Task button.
- End of the instructions.
- On the “Popular Videos” worksheet, for cells B4:C17, create a conditional formatting rule that displays the five lowest values in bold Dark Red font.

### **Correct Answer:**

**Select the entire dataset.**

**Go to Home → Conditional Formatting → Top/Bottom Rules → Top 10 Items (or %) / Bottom 10 Items (or %).**

**Select Bottom 10 items and a dialogue box will open. Change the number from 10 to 5 using the down arrow.**

**Specify the format to be applied to the cells that meet the condition by using the drop-down on the right and selecting the Custom Format option.**

**In the dialog box that appears, select Bold from under Font style, then click the drop down arrow under Color and select Dark Red from the Standard colors. Click OK.**

### **Explanation/Reference:**

Reference:

<https://trumpexcel.com/excel-conditional-formatting/>