



# MO-200<sup>Q&As</sup>

Microsoft Excel (Excel and Excel 2019)

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### QUESTION 1

You are revising a sales summary report for Northwind Traders.

On the "Summary"

Correct Answer: A

Conditional formatting, highlight cell rules, greater than and then pick the color.

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### QUESTION 2

On the "Enrollment Summary"

Correct Answer: A

Click and press chart design. Press chart 7. Click change colors.

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### QUESTION 3

On the "Orders"

Correct Answer: A

On the data tab, click filter. Display only alpine.

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### QUESTION 4

At NOD Publishers, you are preparing a workbook for the company's annual review.

On the "Summary worksheet, from the existing text in cell A2, insert a hyperlink to "http://www.nodpublishers.com with a ScreenTip that displays "Company Website"

Correct Answer: A

Insert, hyperlink.

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### QUESTION 5

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

On the "Substitutes"



Correct Answer: A

File. Open.

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