



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

Microsoft Excel (Excel and Excel 2019)

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#### QUESTION 1

You are updating the sales spreadsheet for an online clothing store.

On the "Quote"

Correct Answer: A

Select and press delete on the home tab.

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#### QUESTION 2

On the "Authors"

Correct Answer: A

=IF(books sold>10,000, "500", "100"). Select and drag to apply to other rows

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#### QUESTION 3

From the "Graduation"

Correct Answer: A

Right click on the chart. Click move chart. Click new sheet and rename it.

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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

On the "New Policies"

Correct Answer: A



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