



MO-200^{Q&As}

Microsoft Excel (Excel and Excel 2019)

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QUESTION 1

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.

QUESTION 2

On the 'Historical Sales'

Correct Answer: A

options, advanced. Display options for this worksheet, press show formulas in cells instead of their calculated results.

QUESTION 3

On the "New Policies'

Correct Answer: A

=COUNTIFS(***)

QUESTION 4

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.

QUESTION 5

You are compiling data about courses at Bellows College.

On the "Last Semester'



Correct Answer: A

Click wrap text.

QUESTION 6

On the "Summary"

Correct Answer: A

Right click inside chart. Press select data. Press add. Add series name and series value (make sure to delete previous data).

QUESTION 7

On the "New Policies"

Correct Answer: A

Click design and press total row. Click and drag.

QUESTION 8

Remove hidden properties and personal information from the workbook. Do not remove any other content.

- A. Check the Solution below.
- B. Placeholder
- C. Placeholder
- D. Placeholder

Correct Answer: A

File, check for issues, inspect, remove all. Click close.

QUESTION 9

On the "Instructional Hours"

Correct Answer: A

Click on the green plus sign and press axis titles.



QUESTION 10

On the "New Policies"

Correct Answer: A

Click chart and press "chart design" click style 3.

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