

Microsoft

MO-211

Microsoft Excel Expert - Microsoft 365 Apps

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Question: 1

Which of the following functions would you use to perform complex data matches and retrievals?

(Choose Two)

Response:

- A. XLOOKUP()
- B. VLOOKUP()
- C. INDEX()
- D. CONCATENATE()

Answer: A

Question: 2

To manage workbook versions efficiently, which feature should be activated?

Response:

- A. Track Changes
- B. Autosave
- C. Archive
- D. Version History

Answer: D

Question: 3

Which option would you use to fill in weekdays skipping weekends in a date series?

Response:

- A. Autofill Handle
- B. Fill Series dialog, set type to 'Weekday'
- C. Simple copy and paste
- D. Flash Fill

Answer: B

Question: 4

Which function can be used in a formula to apply conditional formatting based on whether a cell's date is past?

Response:

- A. TODAY()
- B. NOW()
- C. DATE()
- D. DAY()

Answer: A

Question: 5

Managing multiple conditional formatting rules is done in the _____ dialog box.

Response:

- A. Formatting Rules Manager
- B. Manage Rules
- C. Rules Manager
- D. Conditional Formatting Rules Manager

Answer: D

Question: 6

When creating a dual-axis chart, which scenarios are most appropriate?
(Choose Two)

Response:

- A. Comparing different units of measure
- B. Showing relationships between two variables
- C. Displaying single sets of data
- D. Illustrating part-to-whole relationships

Answer: A,B

Question: 7

What features can you add to a PivotTable to enhance its analytical capabilities?

(Choose Three)

Response:

- A. Slicers
- B. Data bars
- C. Calculated fields
- D. Conditional formatting
- E. External data connections

Answer: A,C,D

Question: 8

How can you make a cell turn green if the value is greater than 100 using conditional formatting?

Response:

- A. Set a simple rule for greater than 100
- B. Use a custom formula
- C. Apply a green fill to all cells then set exceptions for those not greater than 100
- D. Conditional formatting cannot achieve this

Answer: A

Question: 9

Data Validation can be used to create a dropdown list of valid inputs, which enhances _____.

Response:

- A. speed
- B. usability
- C. formatting
- D. complexity

Answer: B

Question: 10

Where would you typically find the option to enable macros in a workbook?

Response:

- A. File > Options > Trust Center > Trust Center Settings

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- B. Review > Protect Workbook
 - C. Data > Connections
 - D. Insert > Add-ins

Answer: A

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