

MO-200^{Q&As}

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.

QUESTION 2

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.

QUESTION 3

On the 'Enrolment Summary'

Correct Answer: A

Select the range and type the name

QUESTION 4

On the "Authors"

Correct Answer: A

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

QUESTION 5

On the 'Historical Sales'

Correct Answer: A

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

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