



Practice Questions

MO-200 : Exam Tutorial 1

Use these questions together with the Tutorial Videos.



Read this First

This handout lists all the questions in MO-200 Exam Tutorial 1.

You will need the following to start off the lesson:

1. Tutorial Questions in this Hand Out and Downloadable Work Files (Zipped Files).
2. Login Username and Password to access the online video learning page at <https://microsoftexam.com.my/mylogin>.
3. A timer.

In case you do not receive your username and password, please contact us via WhatsApp or email us at register@microsoftexam.com.my.

Recommended Approach

Use these three steps approach.

Round One : Watch and Work along.

Watch and work along with the work files provided. Each video is designed to be approximate 1 to 2 minutes long.



Round Two : Do with Audio only.

You need to work along, not just watching.

It requires personal involvement to acquire the skill. In round 2 the focus is **reading & answer the questions**. The questions you see here follow MOS exam style. By being familiar with the questions style, and have a clear understanding of the task you are asked to perform, you are on your way to passing the Microsoft Certified exam. Let us do it together. Start playing the tutorial videos, follow through the task according to the audio instruction without watching the videos. You can always refer back to the video any time in case you are not sure on how to perform certain tasks.

Round Three : Do it on your own.

Set the timer, aim for 90 s (ie. 1.5 min) per task.

You need to answer 35 questions in 50 minutes. Read and most importantly understand the questions. Practice the task, assume you are taking the exam. Put your skill into practice.

Project 1: Bicycle Rentals

You are reviewing the Excel Workbook for bicycle renting service.

Task 1 : Import Data from csv files (Syllabus Item 1.1.2)

Import the comma delimited file **BikeExtra.csv** located in the **MO-200 Exam Tutorial 1** folder into a new worksheet. Add the import to the data model and accept all other defaults.

Task 2: Clear Cell Formatting (Syllabus Item 2.2.8)

Clear the formatting in cell range A4:D4 on the **Rental Rates** worksheet.

Task 3: Name a Table (Syllabus Item 2.3.2)

Rename Table1 to Rates.

Task 4: Modify Page Setup (Syllabus Item 1.3.1)

Change the orientation of the Rental Rates worksheet to landscape.

Task 5: Inspect Workbooks for Issues (Syllabus Item 1.5.4)

Inspect the workbook for compatibility issues. Copy the results to a new worksheet.

Project 2: Trekking Supplies

You are reviewing the Glamping trekking supplies in your company.

Task 1: Merge and unmerge cells (Syllabus Item 2.2.1)

Join cells A1:G1 of the Trekking worksheet. Do not change the alignment of the contents.

Task 2: Insert and remove hyperlinks (Syllabus Item 1.2.3)

On the Bubble Tent worksheet, link the contents in cell B13 to cell A4 on the Trekking worksheet.

Task 3: Apply built-in conditional formatting (Syllabus Item 2.4.2)

On the Bubble Tent worksheet, apply Conditional Formatting using the 3 Flags Icon Set to the values in the Stock column.

Task 4: Add data series to charts (Syllabus Item 5.2.1)

On the Bubble Tent worksheet, expand the chart data range to include the King Sized Bed Bubble Tent in cell B7.

Task 5: Apply Chart styles (Syllabus Item 5.3.2)

Apply Style 5 to the chart located on the Bubble Tent worksheet.

Project 3: Tijah Café

You are updating the items and pricing in the menu.

Task 1: Search for Data within a workbook (Syllabus Item 1.2.1)

Simultaneously replace all occurrences of the word Coco with Chocolate in the workbook.

Task 2: Configure print settings (Syllabus Item 1.5.3)

On the Costs worksheet, repeat the rows containing the company logo and column headings so they appear on all printed pages.

Task 3: Apply number formats (Syllabus 2.2.5)

Simultaneously apply the Number format to columns B through E on the Costs worksheet.

Task 4: Switch between rows and columns in source data (Syllabus 5.2.2)

Modify the chart on the Profits worksheet so that the Flavours are displayed as Horizontal Axis Labels and so that Expense and Income are the Legend Series.

Task 5: Add and modify chart elements (Syllabus 5.2.3)

Modify the chart on the Profits worksheet so the Legend appears at the Top.

Project 4: IT Hardware

You are reviewing the pricing for all the cabled and cableless IT Tools.

Task 1: Define a named range (Syllabus Item 2.3.1)

Create one named range from the cell ranges D5:D15 and D18:D26. Name the range Pricing.

Task 2: Reference named ranges and named tables in formulas (Syllabus Item 4.1.2) & Perform Calculation using SUM Function (Syllabus Item 4.2.1)

In cell H5, enter a formula referencing the named ranges Price_10G, Install_10G, and Support_10G to display the total sum pricing of the 10 Gbps Modem.

Task 3: Remove conditional formatting (Syllabus Item 2.4.3)

Remove all conditional formatting on the worksheet.

Task 4: Modify cell alignment, orientation, and indentation (Syllabus Item 2.2.2)

On the Price List worksheet, simultaneously rotate the text Port Size, Band Size, Pricing, Install, and Support in both tables to Angle Clockwise.

Task 5: Sort data by multiple columns (Syllabus Item 3.3.2)

Perform a multiple column sort on the data in the Cabled IT Tools table. First sort alphabetically by Cabled IT Tools (from A to Z), then sort by Port Size (from A to Z).

Project 5: Bicycle Kembara

You are reviewing the Sales of Kembara Bicycle in Kuala Lumpur branch.

Task 1: Freeze Worksheet rows and columns (Syllabus Item 1.4.3)

Configure the Items worksheet so rows 1 through 2 remain visible as you scroll vertically.

Task 2: Modify Basic Workbook properties (Syllabus Item 1.4.5)

Add the Status Final to the document properties.

Task 3: Set a print area (Syllabus Item 1.5.1)

Configure Excel to always print cell range A1:E15 on the Qtr4 Sales worksheet.

Task 4: Perform Calculation using SUM Function (Syllabus Item 4.2.1)

On the Qtr4 Sales worksheet, insert a function in cell B17 that calculates all sales from the Total column.

Task 5: Format text by using the CONCAT() functions (Syllabus Item 4.3.3)

In cell B4 on the Qtr4 Sales worksheet, insert a function that joins the Description and Style located on the Items worksheet. Separate the Description and Style with a hyphen and a space on both sides of the hyphen (e.g., Solid Star - Hardtail).

Project 6: Food Inventory

You are checking on the Food Inventory in your Kitchen of a restaurant due to Covid-19 pandemic.

Task 1: Insert and configure total rows (Syllabus Item 3.2.3)

On the Q3 worksheet, add a row to the table that automatically calculates Total Items.

Task 2: Perform Calculation using MAX Function (Syllabus Item 4.2.1)

On the Q3 worksheet, in the Maximum row, insert a formula in column E that returns the largest number of Food Items for that quarter.

Task 3: Create Charts (Syllabus Item 5.1.1)

On the Q3 worksheet, use the data contained only in the Items and Total columns to create a 2D Pie chart. Position the new chart below the table.

Task 4: Create Excel tables from cell ranges (Syllabus Item 3.1.1)

On the Q4 worksheet, convert cell range A2:E10 to a table with headers. Apply Orange, Table Style Medium 6.

Task 5: Apply chart layouts (Syllabus Item 5.3.1)

Apply Layout 3 to the bar chart on the Q3 worksheet.

Project 7: Staff Payroll

You are reviewing the staff payroll in your company.

Task 1: Insert mixed references (Syllabus Item 4.1.1)

On the Staff Packages worksheet, insert a mixed reference in cell F4 so that the formula will correctly calculate the commission when copied from F4 through F11. Copy the reference down the column to verify it calculates correctly.

Task 2: Fill cells by using Auto Fill (Syllabus Item 2.1.2)

On the Staff Packages worksheet, use Autofill to copy the formula in cell G4 to calculate the Total Payout for each staff.

Task 3: Add or remove table rows and columns (Syllabus Item 3.2.1)


On the Items worksheet, remove the row containing the staff named Ah Jack.

Task 4: Configure table styles options (Syllabus Item 3.2.2)

On the Items worksheet, change the style to Light Gray, Table Style Medium 8.

Task 5: Insert Sparklines (Syllabus Item 2.4.1)

On the Items worksheet, insert a Line Sparkline in cell F4 that graphs the trend of sales from Oct through Dec.

A hand holding an iPhone in front of a laptop screen. The hand is wearing a black leather watch. The background is a blurred laptop screen and keyboard.

We are just one whatapp away

We are here on this journey together. If you have any questions or confusion. Please do feel free to reach out to us.

Our duty is to ensure you have a smooth journey.

Your feedback and recommendation is always welcomed.

WhatsApp : 016-328 6312 (Lau)

Email :
register@microsoftexam.com.my