Practice Questions

MO-200 : Exam Tutorial 2

Use these questions together with the Tutorial Videos.

Read this First

This handout lists all the questions in MO-200 Exam Tutorial 2.

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: Computer Apps

You are analysing the 10 most wanted Apps for Microsoft.

Task 1 : Reference Named Ranges (Syllabus Item : 2.3)

Navigate to the named cell range **AppsHeading2** and delete only the contents, leaving the empty cells.

Task 2: Adjust row height and column width (Syllabus Item: 1.3.2)

On the **Apps** worksheet, adjust the height of row 14 to **95**.

Task 3: Apply cell styles (Syllabus Item 2.2.7)

Apply the cell style **Light Blue, 20% - Accent 2** to cell A8.

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

Apply table styles (Syllabus Item 3.1.2)

Create a table with headers from cell range A3:B10 by applying the **Light Green, Table Style Light 5**.

Task 5: Customize headers and footers (Syllabus Item 1.3.4)

Insert a **Footer** that displays today's date on the left and page number on the right, and then return to **Normal** view.

Project 2: Organic Syamsul

As a owner for organic vegetable store. You are updating your stock count.

Task 1: Import Data From .txt files (Syllabus Item 1.1.1)

Import **OrganicVege.txt** located in the **Exam Tutorial 2** folder as a table on a new worksheet.

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

On the **Stock Count** worksheet, remove the hyperlink functionality but leave the text in cell C27.

Task 3: Remove conditional formatting (Syllabus Item 2.4.3)

Remove the conditional formatting from the **Stock** column and table on the **Stock Count** worksheet.

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

On the **Special** worksheet, format the data range A3:E7 as a table that has headers. Apply the **Gold, Table Style Medium 10** format.

Task 5: Apply Chart styles (Syllabus Item 5.3.2)

On the **Stock Count** worksheet, apply **Style 6** to the chart.

Project 3: Kuih Raya

As a kuih raya manufacturer. You are analysing the overall cost involved in producing kuih raya this year.

Task 1: Display and modify workbook content in different views (Syllabus Item 1.4.2) Change Window Views (Syllabus Item 1.4.4)

Display the **Cost** worksheet in the **Page Layout** view. Then insert a page break between row 10 **Biskut Suji** and row 11 **Biskut Dahlia**. Return to **Normal View**.

Task 2: Format cells by using Format Painter (Syllabus Item 2.2.3)

Use a built-in Excel feature to copy all of the formatting of cell range A2:G2 located on the **Profit** worksheet and apply that formatting to cell A2 on the **Cost** worksheet.

Task 3: Perform calculations by using the AVERAGE() (Syllabus Item 4.2.1)

On the **Profit** worksheet, enter a formula in cell A17 that uses an Excel function to return the average costs of the Kuih Raya Type based on values in the **Cost** column.

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

On the **Profit** worksheet, include the **Total Profit** data on the **Total Cost, Total Income** and **Total Profit** chart.

Task 5: Filter records (Syllabus Item 3.3.1)

Filter the **Profit** worksheet to display only Type with a **Cost** that is **Above Average**.

Project 4: Unit For Rent

As an real estate agent, each unit in a condominium has its own rental rate. You are updating the list of unit according to the rental rate.

Task 1: Customize the Quick Access Toolbar (Syllabus Item 1.4.1)

Add **New** to the **Quick Access Toolbar**.

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

Add the value **Updated Rental Rates** to the **Tags** property of the document.

Task 3: Set a print area (Syllabus 1.5.1)

Set cells A1:E9 so that they will be the only cells that print.

Task 4: Save workbooks in alternative file formats (Syllabus Item 1.5.2)

Save the **Unit** worksheet as a webpage named **UpdatedRentalRates.html** to the **Exam Tutorial 2** folder.

Task 5: Wrap text within cells (Syllabus Item 2.2.4)

On the **Unit** worksheet, configure the heading row in the table (row 2) so that entries wider than the column wrap to multiple lines.

Project 5: Moving Out Sales

As a manager in charge for doing moving out sales. You are recording the items for stock clearance.

Task 1: Add or remove table rows and columns (Syllabus Item 3.2.1)

On the **Item** worksheet, insert a new column before column B.

Task 2: Display and modify workbook content in different views (Syllabus Item 1.4.2)

Split the view of the **Item** worksheet so only rows 1 through 10 appear in the top pane and the remaining rows appear in the bottom pane.

Task 3: Freeze Worksheet rows and columns (Syllabus Item: 1.4.3)

Configure the **Engines** worksheet so rows 1 to 2 remain visible as you scroll vertically.

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

On the **Item** worksheet, format the table so that every other row is shaded similar to the table on the **Engines** worksheet. Use a technique that automatically updates the formatting if you insert a new row.

Task 5: Format text by using LEFT() functions (Syllabus Item 4.3.1)

On the **Engines** worksheet, insert a function into cell A3 of the **Reference No.** column that extracts the two leftmost letters of the Brand displayed in cell C3.

Project 6: FnB

As a owner for F&B restaurant, you are studying the Quarter Sales from all your branches.

Task 1: Insert Sparklines (Syllabus Item 2.4.1)

On the **Quarter3** worksheet, in cell F11, insert a column sparkline showing the sales trend from **Jul** through **Sep**. Apply **Brown, Sparkline Style Accent 4, Darker 25%** to the sparkline. Copy the sparkline to the remaining cells in the column (F12:F15).

Task 2: Create Chart sheets (Syllabus Item 5.1.2)

Using the **Move Chart** feature, move the pie chart on the **Quarter4** worksheet to its own chart sheet named **Quarter4 Chart**. Move this chart sheet to the last tab of this workbook.

Task 3: Apply cell formats from the Format Cells dialog box (Syllabus Item 2.2.6)

On the **Quarter3** worksheet, apply a number format to display the numbers in columns B through E to two decimal places with the Ringgit Malaysia, RM English (Malaysia) left-aligned and the decimal points aligned.

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

In the **Quarter3** worksheet, change the configuration of the **Quarter 3 Branch Sales** chart so that it displays the **months** on the x-axis and the **Total Sales** on the y-axis.

Task 5: Display formulas (Syllabus Item 1.4.6)

Display all of the formulas on the **Quarter3** worksheet.

Project 7: Customer Service

As a manager, you are using Excel to review how many customers' cases have been resolved by each Customer Representative.

Task 1: Insert Sparklines (Syllabus Item 2.4.1)

On the **Trend** worksheet, insert Line Sparkline into cell F4 and use an Excel feature to copy the Line Sparkline into all the vacant cells of the **Trend** column.

Task 2: Insert and configure total rows (Syllabus Item 3.2.3)

On the **Cases** worksheet, add a row to the table that automatically calculates the total cases solved by all the Customer Representatives.

Task 3: Perform conditional operations by using the IF() function (Syllabus Item 4.2.3)

Add a function to the **Hit Target?** column in cell H4 on the **Cases** worksheet that will display the word **Yes** if the value in cell G4 is higher than 35. Otherwise, display the word **No**.

Task 4: Format text by using UPPER() functions (Syllabus Item 4.3.2)

In cell B4 of the **Cases** sheet, use a function to copy the name from cell A4, and format the name so that all letters are uppercase.

Task 5: Create Charts (Syllabus Item 5.1.1)

On the **Trend** worksheet, create a **3-D Clustered Column** chart that shows only the **Clock In Time** on **Thursday** by each **Representative**. Position the new chart to the right of the table, and change the colors of the chart to **Monochromatic Palette 9**.

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 our 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