

Microsoft MO-211

Microsoft Excel Expert - Microsoft 365 Apps

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Question: 1

You need to ensure that only specific team members can make changes to your workbook while others have read-only access. Which method would you use?

Response:

- A. Set the workbook as read-only
- B. Protect the workbook with a password
- C. Use the Allow Edit Ranges feature
- D. Track Changes

Answer: C

Question: 2

How do you adjust a PivotChart to show data comparisons and trends over time?

- A. Modify field selections
- B. Use a dual-axis
- C. Apply a different chart style
- D. All of the above

Answer: D

Question: 3

What is the best practice when creating macros to automate repetitive tasks?

- A. Always use absolute references in recorded macros.
- B. Modify recorded macros to optimize efficiency.
- C. Record in one go without pausing.
- D. Share macros by default with all users.

Answer: B

Question: 4

Which functions can be used to perform logical operations?
(Choose Two)

- A. SUMIF()
- B. AND()
- C. CONCATENATE()
- D. NOT()

Answer: B,D

Question: 5

What is the primary use of a Funnel chart?

- A. To show stages in a process
- B. To compare numerical values
- C. To display hierarchical relationships
- D. To illustrate data frequency

Answer: A

Question: 6

How can you restrict editing to specific areas in an Excel workbook?

- A. Protect Workbook
- B. Allow Edit Ranges
- C. Use Strong Passwords
- D. Data Validation

Answer: B

Question: 7

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

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

Answer: B

Question: 8

Arrange the steps to create a formula using nested IF functions.

1. Enter =IF in the formula bar
2. Specify the output for TRUE and FALSE results
3. Set the first logical test
4. Add the second logical test inside the first IF function

- A. 1, 2, 3, 4
- B. 2, 4, 1, 3
- C. 3, 1, 2, 4
- D. 1, 3, 2, 4

Answer: D

Question: 9

To copy a macro between two workbooks, you must first open the ____.

- A. Data Tab
- B. VBA Editor
- C. Formula Bar
- D. Review Tab

Answer: B

Question: 10

To create a rule that formats cells red if they contain numbers greater than 100, which formula would you use in conditional formatting?

- A. =A1>100
- B. >100
- C. = ">100"
- D. None of the above

Answer: A

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