



問題集

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Exam : MO-201

Title: Microsoft Excel Expert
(Excel and Excel 2019)

Version : DEMO

1.Apply a cell style Cell range A2:S2 Style 40% - Accent3

Answer:

Step 1: Open the correct worksheet (Section 3 Worksheet).

Step 2: Click in cell A2.

Step 3: Press down the Shift key and click in cell S2.

Step 4: On the Home tab, under Format, scroll down until you see 40% . Accent3, and click on it.

	20% - Accent2	20% - Accent3	20% - Accent4	20% - Accent5	20% - Accent6	-
Conditional Format as Formatting + Table +	40% - Accent1	40% - Accent2	40% - Accent3	40% - Accent4	40% - Accent5	Ŧ
romating rable		Styl	les s			

2. Modify the cell format to date.

Cell range C2:S2

Type: 14-Mar

Locale (location): English (United States)

Answer:

Step 1: Open the correct worksheet (Section 3 Worksheet).

Step 2: Click in cell A2.

Step 3: Press down the Shift key and click in cell S2.

Step 4: On the Home tab, under Format, choose Format Cells.

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	Move or Copy Sheet
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Pro	tection
B	Protect Sheet
6	Lock Cell
-	Format Cells

Step 5: In the Format Cells dialog box, choose Date, 14-Mar, and Locale (location): English (United States). Click OK.

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3. Add a header and the date for each of the columns (assignments) in the range. Cell B2.

Text "Date".

Cell Range C2: S2

Text: "22-Aug, 29-Aug,...12-Dec"

Answer:

Step 1: Click Cell B2. Type the text: Date

- Step 2: Click cell C2. Type the text: 22-Aug
- Step 3: Click cell D2. Type the text: 29-Aug

Step 3: Click cell C2, then shift-click cell D2.

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Step 4: Copy until cell S2 (by dragging from cell D2 to cell S2).

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3-Oct	10-Oct	17-Oct	24-Oct	31-Oct	7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-De
										12+