

## Higher Quality

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## Exam : MO-201

# Title: Microsoft Excel Expert<br/>(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.

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Conditional Format as	40% - Accent1	40% - Accent2	40% - Accent3	40% - Accent4	40% - Accent5	Ŧ
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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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Cell Size							
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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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2		Date	22-Aug	29-Au	
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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	
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