Microsoft
MO-200
Microsoft Excel (Excel and Excel 2019)

Questions&AnswersPDF

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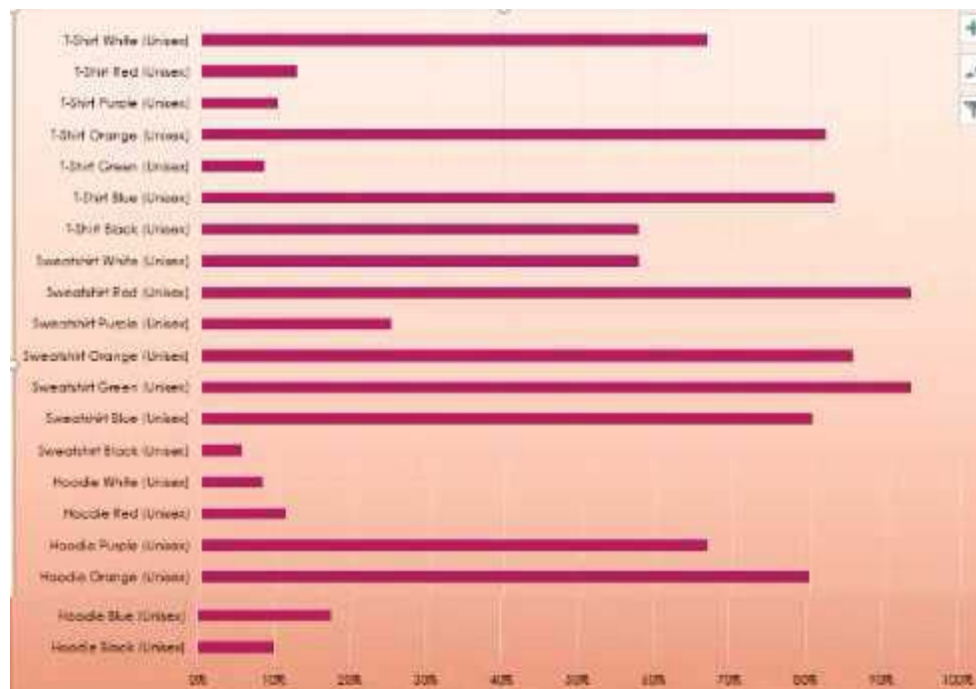➢ 24/7OnlineChat Support

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Latest Version: 6.0

VanArsdel, Ltd.

Product Quote

Reference Number
Customer Name
Customer Email
Customer Telephone

SKU	Product Name	Quantity	Unit Price	Line Total
TGU	T-Shirt Green (Unisex)			$ 240.00
HGU	Hoodie Green (Unisex)	10	$ 24.00	$ 2,400.00
TWU	T-Shirt White (Unisex)	100	$ 24.00	$ 9,000.00
		30	$ 300.00	

	$	11,640.00
Subtotal	$	931.20
Tax	$	12,571.20
Total		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
4	SKU	Product Name	Product Type	Color	In Stock	Max Inventory	Inventory Level %	Inventory Notice	Unit Cost	Unit Price	Tax	Price with Tax				
5	HBKU	Hoodie Black (Unisex)	Hoodie	Black	20	200	10%		$ 15.00	$ 30.00	$	30.00				
6	HBU	Hoodie Blue (Unisex)	Hoodie	Blue	42	240	18%		$ 15.00	$ 30.00	$	30.00				
7	HGU	Hoodie Green (Unisex)	Hoodie	Green	24	150	16%		$ 15.00	$ 30.00	$	30.00				
8	HOU	Hoodie Orange (Unisex)	Hoodie	Orange	120	150	80%		$ 15.00	$ 30.00	$	30.00				
9	HPU	Hoodie Purple (Unisex)	Hoodie	Purple	80	120	67%		$ 15.00	$ 30.00	$	30.00				
10	HRU	Hoodie Red (Unisex)	Hoodie	Red	20	180	11%		$ 15.00	$ 30.00	$	30.00				
11	HWU	Hoodie White (Unisex)	Hoodie	White	24	300	8%		$ 15.00	$ 30.00	$	30.00				
12	SBKU	Sweatshirt Black (Unisex)	Sweatshirt	Black	21	400	5%		$ 12.00	$ 24.00	$	24.00				
13	SBLU	Sweatshirt Blue (Unisex)	Sweatshirt	Blue	201	250	80%		$ 12.00	$ 24.00	$	24.00				
14	SGU	Sweatshirt Green (Unisex)	Sweatshirt	Green	140	150	93%		$ 12.00	$ 24.00	$	24.00				
15	SOU	Sweatshirt Orange (Unisex)	Sweatshirt	Orange	120	140	86%		$ 12.00	$ 24.00	$	24.00				
16	SPU	Sweatshirt Purple (Unisex)	Sweatshirt	Purple	20	80	25%		$ 12.00	$ 24.00	$	24.00				
17	SRU	Sweatshirt Red (Unisex)	Sweatshirt	Red	140	150	93%		$ 12.00	$ 24.00	$	24.00				
18	SWU	Sweatshirt White (Unisex)	Sweatshirt	White	230	400	58%		$ 12.00	$ 24.00	$	24.00				
19	TBKU	T-Shirt Black (Unisex)	T-Shirt	Black	144	250	58%		$ 4.35	$ 8.70	$	8.70				
20	TBLU	T-Shirt Blue (Unisex)	T-Shirt	Blue	250	300	83%		$ 4.35	$ 8.70	$	8.70				
21	TGU	T-Shirt Green (Unisex)	T-Shirt	Green	24	290	8%		$ 4.35	$ 8.70	$	8.70				
22	TOU	T-Shirt Orange (Unisex)	T-Shirt	Orange	115	140	82%		$ 4.35	$ 8.70	$	8.70				
23	TPU	T-Shirt Purple (Unisex)	T-Shirt	Purple	25	250	10%		$ 4.35	$ 8.70	$	8.70				
24	TRU	T-Shirt Red (Unisex)	T-Shirt	Red	50	400	13%		$ 4.35	$ 8.70	$	8.70				
25	TWU	T-Shirt White (Unisex)	T-Shirt	White	300	450	67%		$ 4.35	$ 8.70	$	8.70				
26																
27																
28																
29																

Customer Name
Order Number
Order Date
Order Description
Order Total

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Question: 1

You are updating the sales spreadsheet for an online clothing store.
On the "Quote'' worksheet move the cells E8:F32 up to correct the alignment by deleting cells E7:F7.

Answer: Select and press delete on the home tab.

Question: 2

On the ''Prices'' worksheet, apply the Title style to cell A1.

Answer: Home Tab/ Styles group/ cell styles

Question: 3

On the ''Orders'' worksheet, filter the table data to display only the orders from ''Alpine SKI House.''

Answer: On the data tab, click filter. Display only alpine.

Question: 4

On the ''Prices'' worksheet, in the ''Tax column, enter a formula that multiples the value in the ''Unit Price'' column by cell L2.

Answer:

=_*_

Question: 5

On the ''Prices'' worksheet, in the ''inventory Notice'' column, use a function to display ''Low'' if the ''

inventory Level % is below 15%. Otherwise, leave the ''Inventory Notice'' blank.

Answer: =IF(inventory level<15%), "low", ""). Select and drag to apply to other rows

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