

MOS EXAM

PRACTICE TASKS

1. On the "Patient List" worksheet, freeze rows 1 through 9 so the title and column headings always remain visible while scrolling.
2. On the "Patient List" worksheet, align right the text in cell A4:A6.
3. On the "Orders" worksheet in the "OrderTotal" table column, use conditional formatting to apply the 3 Traffic Lights (Unrimmed)
4. On the "Products" worksheet, apply the White, Table Style Medium 1 style to the table.
5. On the "Orders" worksheet, in the "Projected Value" column, enter a formula that multiplies the value in the "Current Value" column by the "increase" named range. Use the range name in the formula instead of a cell reference or value.
6. On the "Summary" worksheet, apply the Colorful Palette 2 color to the chart.
7. On the "London" worksheet, extend the formula in cell K2 to the end of the table column.
8. Remove all conditional formatting rules from the "Orders" worksheet.
9. On the "Products" worksheet, perform a multi-level sort. Sort the table data by "Category" (A to Z) and then by "Weight" (Z to A)
10. On the "Products" worksheet, in cell F1, use a function to display the highest number from the "Weight" column.
11. On the "Seattle" worksheet, create a Clustered Column chart that shows the "Air Quality". Place the chart below the table. The exact size and position of the chart do not matter.
12. On the "Seattle2" worksheet, for the "Air Quality" chart, display a data table without legend keys
13. Navigate to the range named "Rate" and delete the contents of the selected cells.
14. On the "Summary" worksheet, in cells B2:B20, format the cells to display the numbers to two decimal places.
15. On the "Products" worksheet, remove the table row that contains "Puzzles" data. Do not change any content outside the table.
16. On the "Fall Sales" worksheet, in the "Monthly Average" column, use a function to calculate the average monthly balance for each account from September through November.
17. On the "Donor Contact Info" worksheet in the "Email Address" column, use a function to construct email addresses for each person using the first name

and “@woodgrovebank.com”

18. On the “Sales” worksheet, for the “Fall Sales” chart, swap the data over the axis.
19. On the “Substitutes” worksheet, beginning at cell A1. Import the data from the Substitutes text file in the Documents folder. Use the first row of the data source as headers.
20. On the “Instructional Hours” worksheet, adjust the width of columns B:G to exactly 12.
21. On the “Enrollment” worksheet, in cells C4:O4, insert Column sparklines to compare the hours.
22. On the “Classes” worksheet, convert the table to a cell range. Keep the formatting.
23. On the “Seattle3” worksheet, modify the chart to display “Percent” as the Primary Vertical Axis Title.
24. Copy the formatting of the title and subtitle of the “Task” worksheet and apply it to the title and subtitle of the “Projects” worksheet.
25. On the “Tasks” worksheet, name the table “Tasks”.
26. On the “Tasks” worksheet, configure the table style options to automatically shade every other table row.
27. On the “Grade Criteria” worksheet, in cell H2, enter a formula that sums the values in the ranges “total 1”, “total 2”, “total 3”. Use range names in the formula instead of cell references or values.
28. On the “Exams” worksheet, in cell F156, use a function to determine how many students do not have an “Exam 3” result.
29. On the “Score Distribution” chart sheet, remove the legend and display only the values as data labels above each column.
30. You are updating car insurance policy renewal data for the current month. Configure the “January” worksheet so that only cells A1:O19 will be printed.
31. On the “March” worksheet, filter the table data to display only the job with a “Job Title” of “Content Developer”.
32. On the “Texts” worksheet, in the “Country” column, use a function to display the first 3 characters of the “Part Number” from column A.
33. On the “Sales” worksheet, add the alt text description “Renewal data” to the chart.