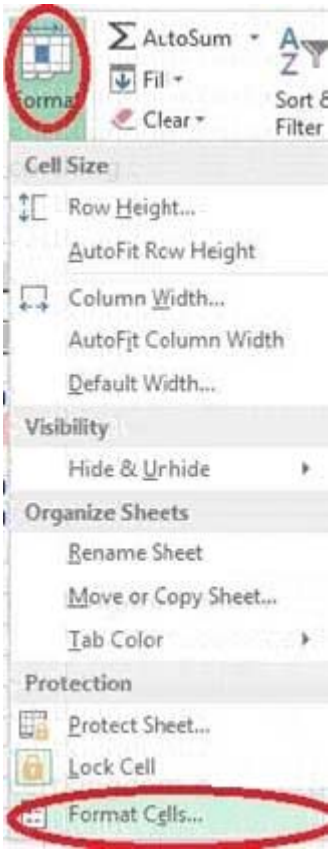
Exam : **MO-201**

Title : Microsoft Excel Expert (Excel and Excel 2019)

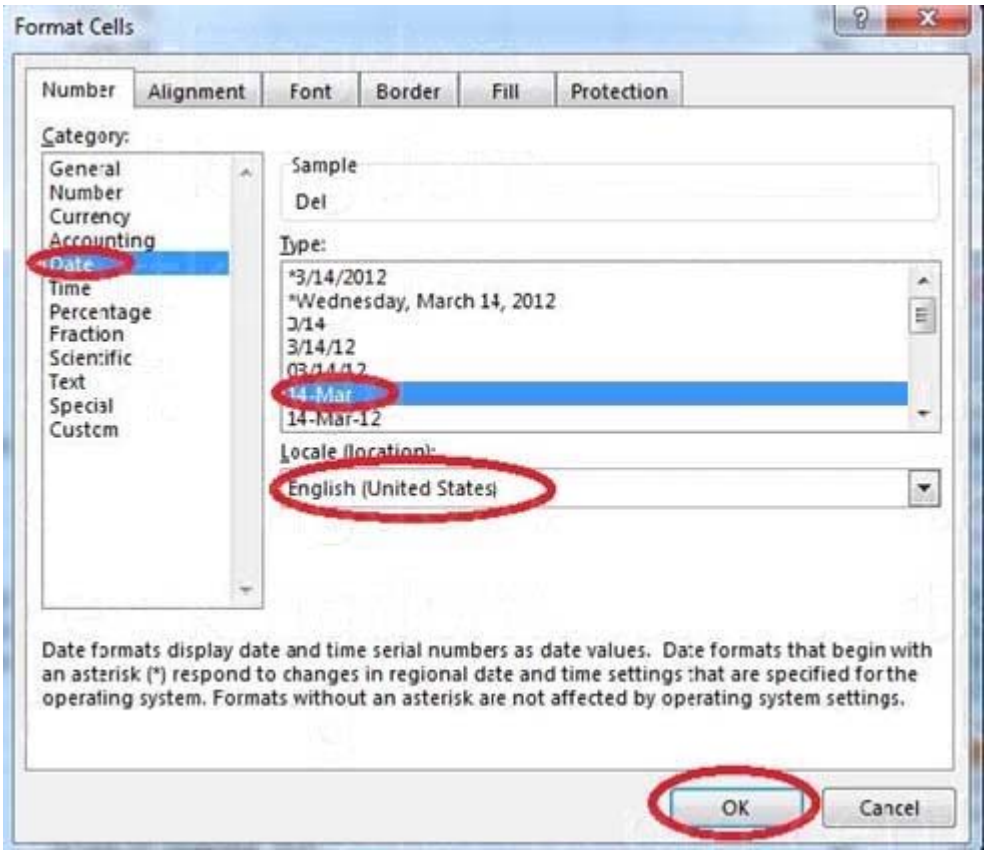
Version : DEMO

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.

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.

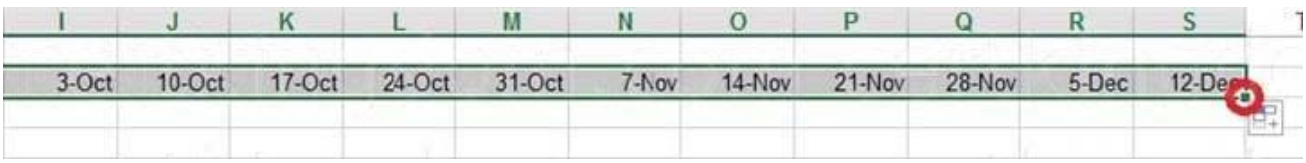


Step 5: In the Format Cells dialog box, choose Date, 14-Mar, and Locale (location): English (United States). Click OK.



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.

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