



Microsoft

MOS-E2E

Excel 2000 Expert

QUESTION 23

Merge the active workbook, with the Music3 workbook in C:\DDCMyDocs. If prompted to save, do so.

Answer:

- Step 1: Click Tools>Merge Workbooks.
- Step 2: If prompted, click OK to save the workbook.
- Step 3: Navigate to the C:\DDCMyDocs folder.
- Step 4: Select the Music3 workbook and click OK.

QUESTION 24

Ad a second conditional format to B8:M15 that will apply a Red font color to the cells with values less than \$10,000.

Answer:

- Step 1: Select Cells B8:M15. Click Format>Conditional Formatting. Click Add.
- Step 2: In the second box of the Condition 2 section, select less than.
- Step 3: In the third box of the Condition section, type 10000.
- Step 4: Click Format. In the Color box, select Red (3rd row, 1st column) and click OK.
- Step 5: Click OK,

QUESTION 25

Use the Print button on the Standard toolbar to print the first two worksheets with one print command (Nothing will actually print)

Answer:

- Step 1: Hold Ctrl and click the Region, East, West worksheet tab.
- Step 2: Click the Print button on the Standard toolbar.

QUESTION 26

Display the Auditing toolbar.

Answer:

- Step 1: Click Tools>Auditing>Show Auditing Toolbar.

QUESTION 27

Use the Trace Error button on the Auditing toolbar to find the source of the error in cell D23.

Answer:

- Step 1: Select cell D23.
- Step 2: Click Tools>Auditing>Show Auditing Toolbar.
- Step 3: Click the Trace Error button on the Auditing toolbar.

QUESTION 28

Sort cells A9:F14 first by Percentage Used in descending order, then by New Rate in

ascending order.

Answer:

- Step 1: Select cells A9:F14. Click Data>Sort.
- Step 2: In the Sort by box, select Percentage Used.
- Step 3: To the right of the Sort by box, select Descending.
- Step 4: In the first Then by box, select New Rate.

QUESTION 29

Use the Subtotal form to add each change in the Selling Price and Cost columns grouped by Manufacturer. Replace the current groups and add a summary below the data.

Answer:

- Step 1: Click Data>Subtotal.
- Step 2: In the At each change in box, select Manufacturer.
- Step 3: In the Add subtotal to list, check the Selling Price and Cost check boxes.
- Step 4: Leave Replace current subtotals and Summary below data checked. Click OK.

QUESTION 30

Apply a filter to the worksheet. The criteria used for the filter is listed in the worksheet. Which command should you use.

Answer:

- Step 1: Click in the list.
- Step 2: Click Data>Filter->Advanced Filter. Note: Excel automatically detects the list.
- Step 3: Select the Criteria range.



- Step 4: Mark the criteria cells in the worksheet.
- Step 5: Return to the Advanced filter dialog box.



- Step 6: Click the OK button.

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