



**Microsoft**

# **MOS-E2K**

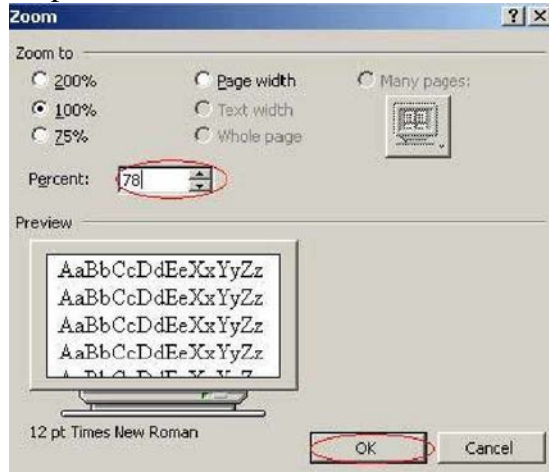
*Microsoft Excel 2000 CORE*

**Answer:**

Step 1: Select the View menu.

Step 2: Select the Zoom command.

Step 3: Select 78 Percent.

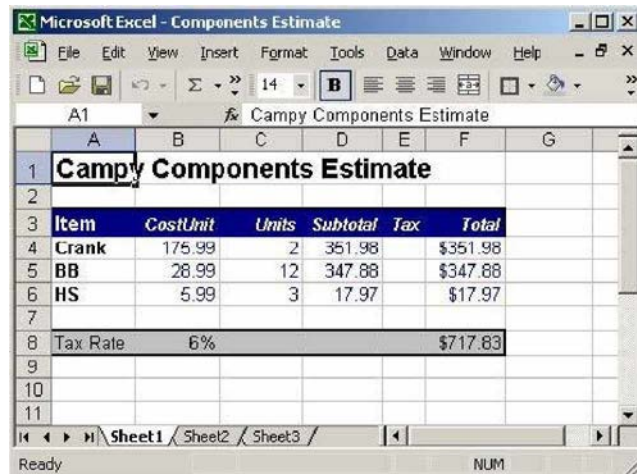


Step 4: Click OK.

**QUESTION: 34**

Complete the following tasks:

- (1) Enter a formula in cell E4 that multiplies the Subtotal in D4 by the Tax rate in B8.
- (2) Then, reference cell B8, with an absolute cell address in the formula so that it will not change if cell E4 is copied to another location.

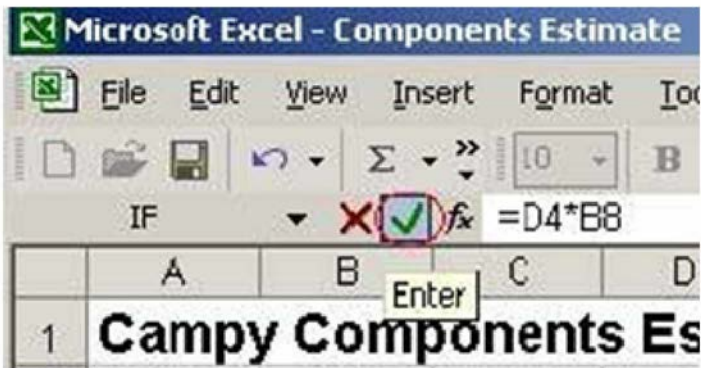


**Answer:**

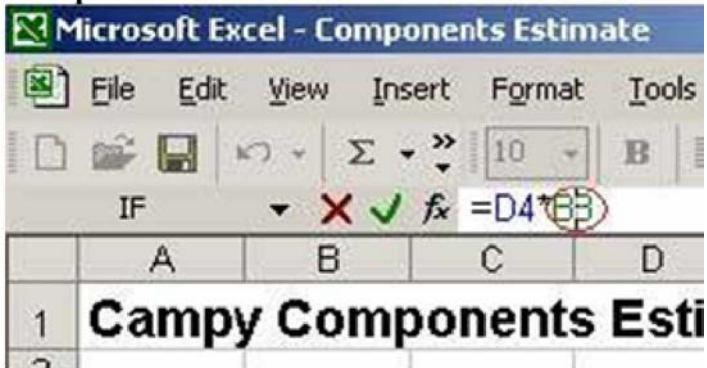
Step 1: Click cell E4.

Step 2: Enter the following formula: =D4\*B8

Step 3: Enter the formula with the green Enter button.



Step 4: Click the cell reference B8 in the formula bar.



Note: The formula changes to =D4\*\$B\$8, locking the cell reference B8.

Step 5: Press the Enter button.

**QUESTION: 35**

Adjust the width of columns C through G to 12.00. Then, change the row height of rows 8 through 21 to 15.00.

		Years to Invest					
		2	4	6	8	10	12
Interest rate	4%	5,451.67	5,500.41	6,046.63	6,492.86	6,939.07	7,385
	6%	5,501.25	5,649.99	6,096.21	6,542.43	6,988.65	7,434
	8%	5,550.83	5,899.57	6,145.79	6,592.01	7,036.23	7,484
	10%	5,600.41	5,749.15	6,196.37	6,641.59	7,087.81	7,534
	12%	5,649.99	5,798.73	6,244.95	6,691.17	7,137.39	7,583
	14%	5,699.57	5,848.31	6,294.53	6,740.75	7,186.97	7,633
	16%	5,749.15	5,897.89	6,344.11	6,790.33	7,236.56	7,682
	18%	5,798.73	5,947.47	6,393.69	6,839.91	7,286.13	7,732
	20%	5,848.31	5,997.05	6,443.27	6,889.49	7,335.71	7,781
	22%	5,897.89	6,046.63	6,492.86	6,939.07	7,385.29	7,831
	24%	5,947.47	6,096.21	6,542.43	6,988.65	7,434.87	7,881
26%	5,997.05	6,145.79	6,592.01	7,038.23	7,484.45	7,930	
28%	6,046.63	6,195.37	6,641.59	7,087.81	7,534.03	7,980	
30%	6,096.21	6,244.95	6,691.17	7,137.39	7,583.61	8,029	

**Answer:**

Step 1: Click in the C column.



Step 2: Press the Shift key and click in the G column.

Step 3: Select the Format menu.

Step 4: Select the Column command.

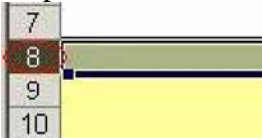
Step 5: Select Width.

Step 6: Enter the Column Width 12.



Step 7: Click OK.

Step 8: Click in the column for row 8.



Step 9: Scroll down until you see row 21.

Step 10: Press the Shift key and click in the column for row 21.

- Step 11: Select the Format menu.
- Step 12: Select the Row command.
- Step 13: Select Width.
- Step 14: Enter the Column Width 15.



Step 15: Click OK.

**QUESTION: 36**

Clear all formats from the cell range A6:G17.

Cyclone Custom Products						
Employee Expense Report						Date: 4-Apr-02
West Division						
Month	Hotel	Meals	Travel	Misc.	Total	Travel % of total
January	1423	110	1600	180	3313	5203
February	1425	100	1700	165	3390	5355
March	1427	90	1800	150	3467	5507
April	1429	80	1900	135	3544	5659
May	1431	70	2000	120	3621	5811
June	1433	60	2100	105	3698	5963
July	1435	50	2200	90	3775	6115
August	1437	40	2300	75	3852	6267
September	1439	30	2400	60	3929	6419
October	1441	20	2500	45	4006	6571
November	1443	10	2600	30	4083	6723
December	1445	99	2700	15	4259	7073
<b>Total</b>	<b>17208</b>	<b>759</b>	<b>25800</b>	<b>1170</b>	<b>44937</b>	<b>72666</b>
East Divisions:						
Month	Hotel	Meals	Travel	Misc.	Total	Travel % of total
January	1423	110	1600	180	3313	5203
February	1425	100	1700	165	3390	5355
March	1427	90	1800	150	3467	5507
April	1429	80	1900	135	3544	5659
May	1431	70	2000	120	3621	5811

**Answer:**

- Step 1: Click in cell A6.
- Step 2: Press Shift key and click in cell G17.
- Note: You can manually select the A6:G17 range by dragging the mouse as well.
- Step 3: Select the Edit menu.
- Step 4: Select the Clear command.
- Step 5: Select Formats.

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