

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.

Zoom to	(N.2)	
C 200%	C Bage width	C Many pages:
€ 100%	C Text width	THET
C <u>7</u> 5%	C Whole page	New Contraction
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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.

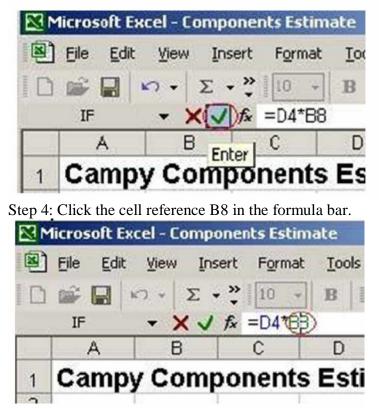
(2) Then, reference cell B8, with an absolute cell address in the formula so that it will not change if cell E4 is copied to another location.

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3	ltem	CostUnit	Units	Subtotal	Tax	Total		
4	Crank	175.99	2	351.98		\$351.98		
5	BB	28.99	12	347.88		\$347.88		
6	HS	5.99	3	17.97		\$17.97		100
7								
8	Tax Rate	6%	1		i)	\$717.83		
9								
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11								-
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Answer:

Step 1: Click cell E4.

Step 2: Enter the following formula: =D4*B8 Step 3: Enter the formula with the green Enter button.



Note: The formula changes to =D4*B, 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.

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	A	В	C	D	E	F	G	н
1					-			
2		3 500 00						
4	Initial Investment Monthly Contribution	2,500.00						
4 5	Monthly Contribution	100.00						
3					Years to	invost		
7			2	4	6	8	10	12
3	-	4%	5.451.67	5,600.41	6,046,63	6,492.85	6,939.07	7,385
ī		6%	5 501.25	5,649.99	6,096,21	6,542,43	6,968,65	7,434
0		8%	5,550.83	5,699.57	6,145.79	6,592.01	7.038.23	7,484
1		10%	5,600.41	5,749.15	6,195.37	6,641.59	7,087.81	7,534
2		12%	5,649,99	5,798.73	6,244.95	6,691.17	7,137.39	7,583
3		14%	5,699.57	5,848.31	6,294.53	6,740.75	7,186.97	7,633
4.	Laborate and a	16%	5,749.15	5,897.89	6,344.11	6,790.33	7,236.55	7,682
5	Interest rate	18%	5,798.73	5,947.47	6,393.69	6,839.91	7,286.13	7,732
5		20%	5,848.31	5,997.05	6,443.27	6,889.49	7,335.71	7,781
7		22%	5,897.89	6,046.63	6,492.85	6,939.07	7,385.29	7,831
В		24%	5,947.47	6,096.21	6,542.43	6,988.65	7,434.87	7,881
9		26%	5,997.05	6,145.79	6,592.01	7,038.23	7,484.45	7,930
0		28%	6,046.63	6,195.37	6,641.69	7,087.81	7,534.03	7,980
1		30%	6,096.21	6,244.95	6,691.17	7,137.39	7,583.61	8,029
2								
3								

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.

Column Width	? ×					
<u>C</u> olumn width:	(15)					
ОК	Cancel					

Step 15: Click OK.

QUESTION: 36

Clear all formats from the cell range A6:G17.

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2	Employee Expen	se Rep	ort		Date:	4-Apr-02		
3								
4	West Division						Travel %	
5	Month	Hotel	Meals	Travel	Misc.	Total	of total	
6	January	1423	110	1600	180	3313	5203	
7	February	1425	100	1700	165	3390	5355	
8	March	1427	90	1800	150	3467	5507	
9	April	1429	80	1900	135	3544	5659	
10	May	1431	70	2000	120	3621	5811	
11	June	1433	60	2100	105	3698	5963	
12	July	1435	50	2200	90	3775	6115	
13	August	1437	40	2300	75	3852	6267	
14	September	1439	30	2400	60	3929	6419	
15	October	1441	20	2500	45	4006	6571	
16	November	1443	10	2600	30	4083	6723	
17	December	1445	99	2700	15	4259	7073	
18	Total	17208	759	25800	1170	44937	72666	
19				1				
20	East Divisions:						Travel %	
21	Month	Hotel	Meals	Travel	Misc.	Total	of total	
22	January	1423	110	1600	180	3313	5203	
23	February	1425	100	1700	165	3390	5355	
24	March	1427	90	1800	150	3467	5507	
25	April	1429	80	1900	135	3544	5659	1
26	Мау	1431	70	2000	120	3621	5811	
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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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