Testpassport Q&A

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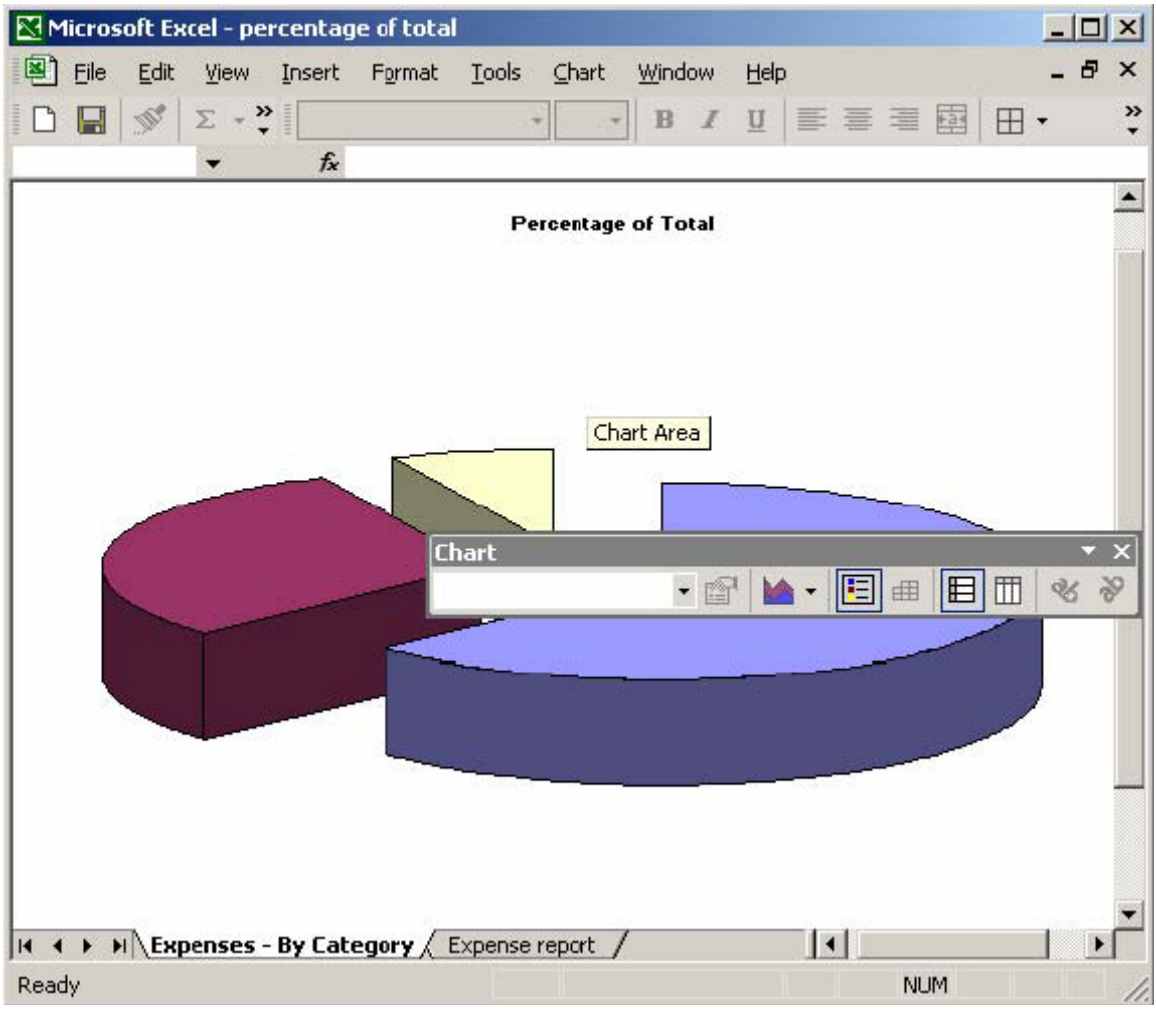
Exam : **MOS-E2K**

Title : Microsoft Excel 2000 CORE

Version : DEMO

1.

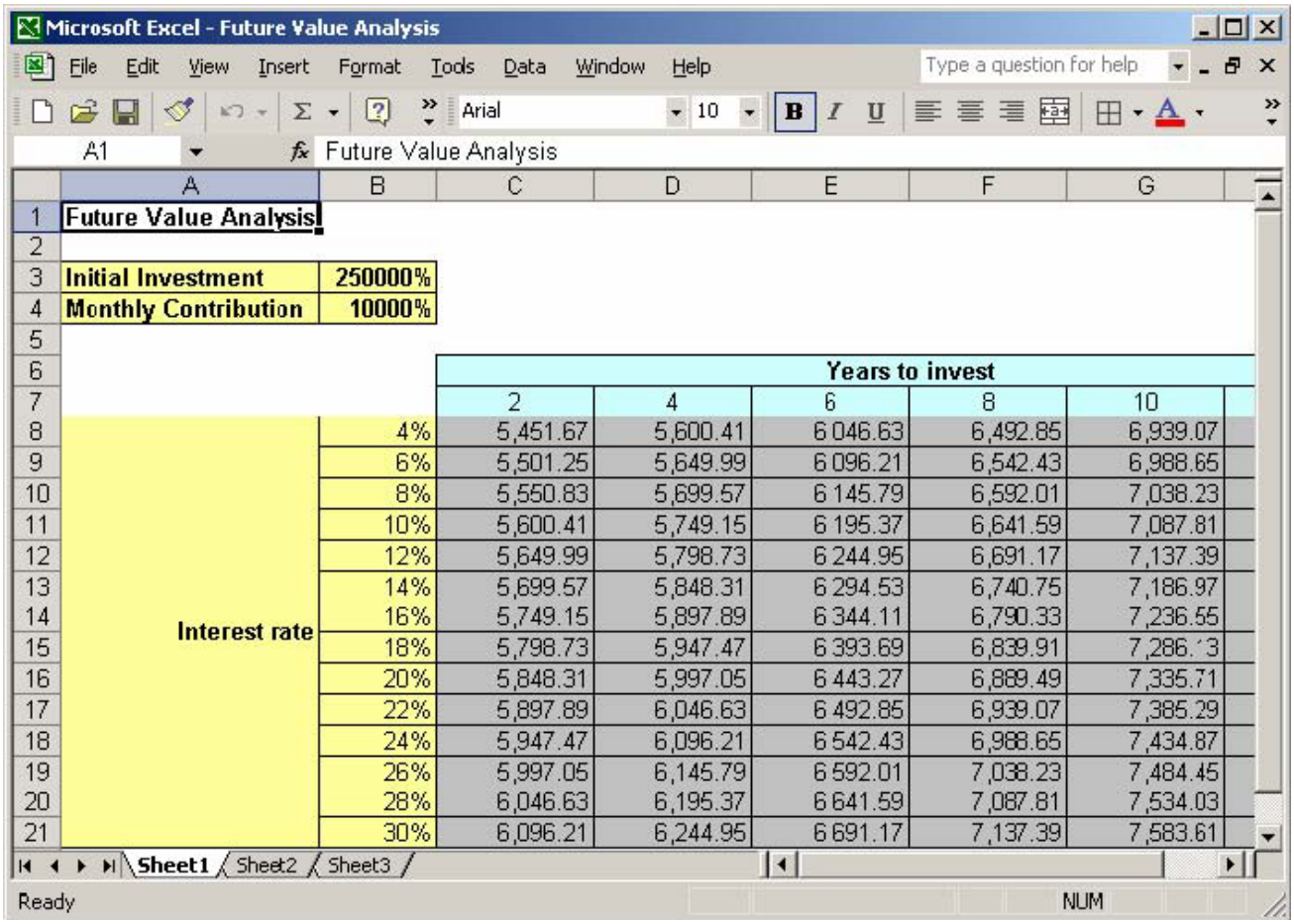


Answer:

Step 1: Select the Chart Type button

Step 2: Select Pie chart.

2.Add a header to the worksheet with Investment Analysis appearing at the left of the header, and the page number appearing at the right. In the footer, include the current data in the center.

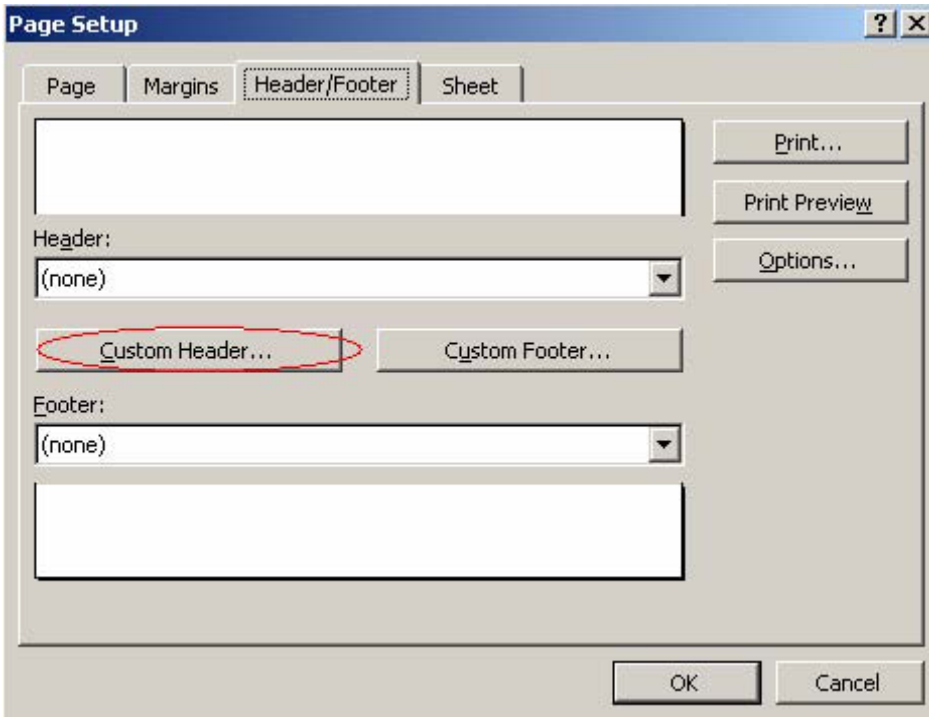


	A	B	C	D	E	F	G
1	Future Value Analysis						
2							
3	Initial Investment	250000%					
4	Monthly Contribution	10000%					
5							
6			Years to invest				
7			2	4	6	8	10
8		4%	5,451.67	5,600.41	6 046.63	6,492.85	6,939.07
9		6%	5,501.25	5,649.99	6 096.21	6,542.43	6,988.65
10		8%	5,550.83	5,699.57	6 145.79	6,592.01	7,038.23
11		10%	5,600.41	5,749.15	6 195.37	6,641.59	7,087.81
12		12%	5,649.99	5,798.73	6 244.95	6,691.17	7,137.39
13		14%	5,699.57	5,848.31	6 294.53	6,740.75	7,186.97
14		16%	5,749.15	5,897.89	6 344.11	6,790.33	7,236.55
15	Interest rate	18%	5,798.73	5,947.47	6 393.69	6,839.91	7,286.13
16		20%	5,848.31	5,997.05	6 443.27	6,889.49	7,335.71
17		22%	5,897.89	6,046.63	6 492.85	6,939.07	7,385.29
18		24%	5,947.47	6,096.21	6 542.43	6,988.65	7,434.87
19		26%	5,997.05	6,145.79	6 592.01	7,038.23	7,484.45
20		28%	6,046.63	6,195.37	6 641.59	7,087.81	7,534.03
21		30%	6,096.21	6,244.95	6 691.17	7,137.39	7,583.61

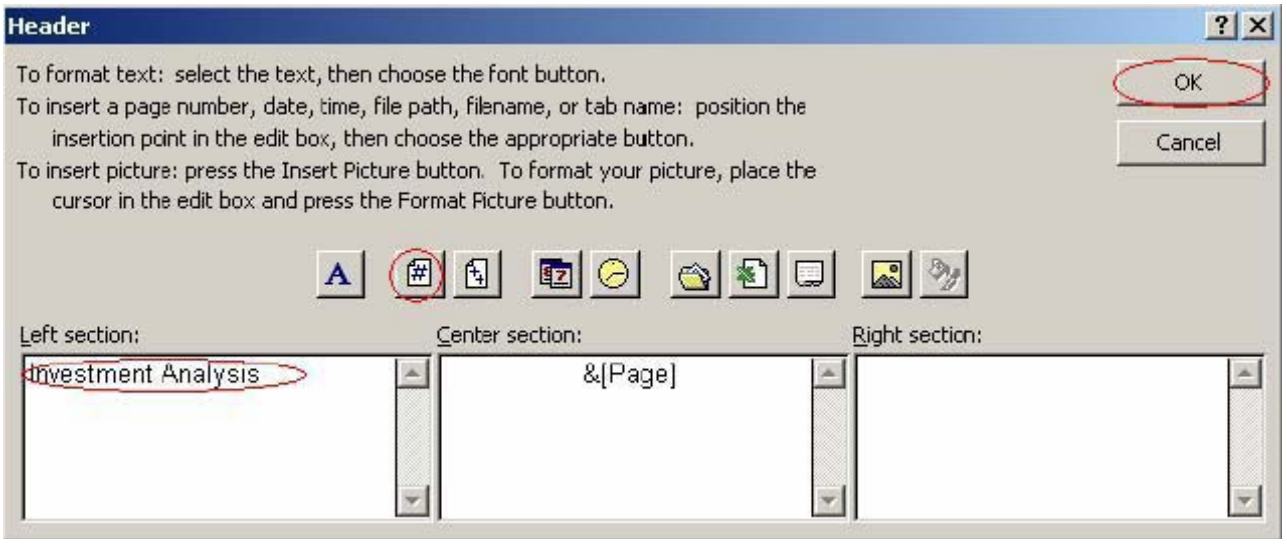
Answer:

Step 1: Select the View menu.

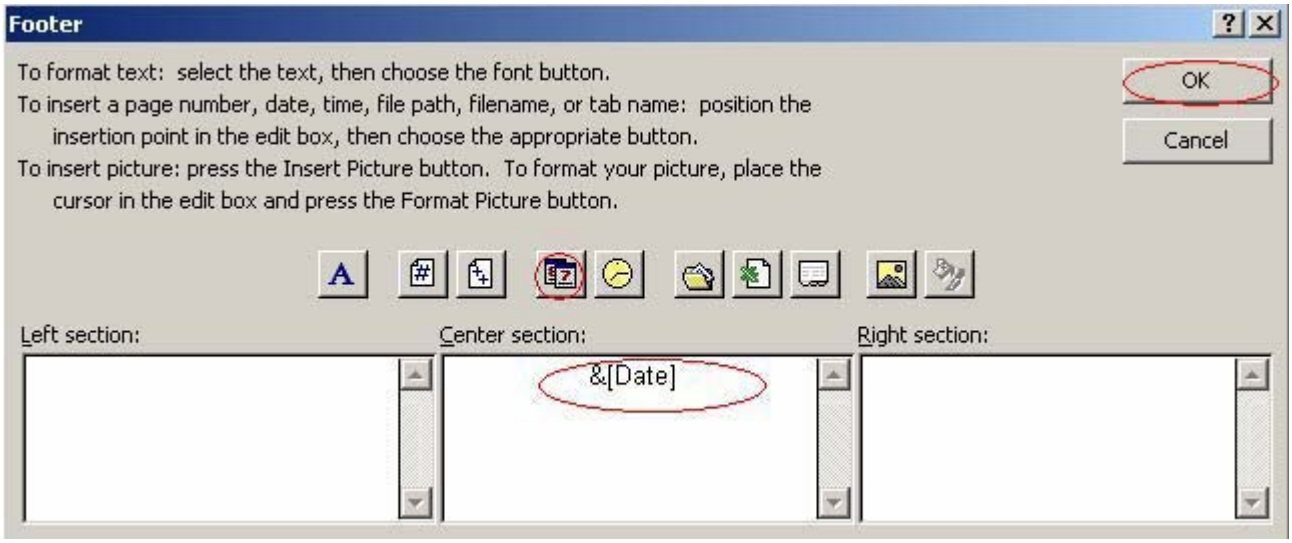
Step 2: Select the Header and Footer command.

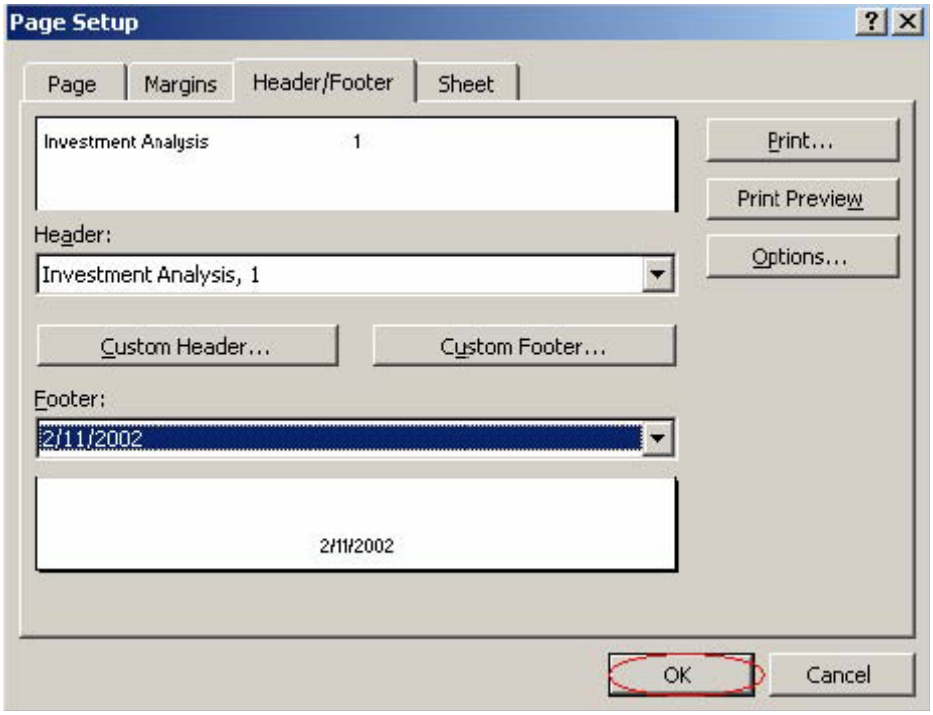


Step 4: Click in the Left section text box.

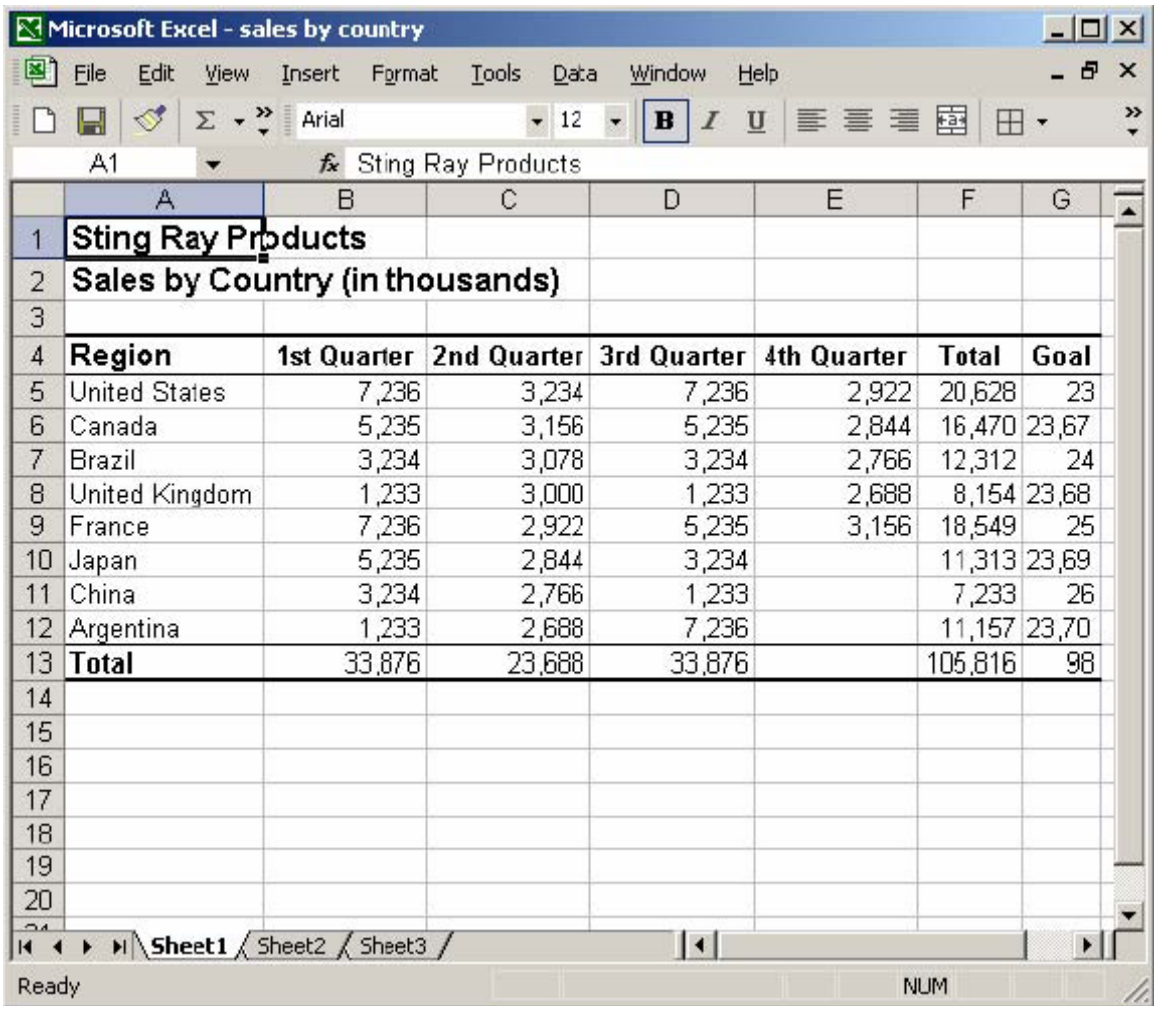


Step 6: Click in Center section text box. Step 7: Click the Page number button. Step 8: Click OK. Step 9: Click the Custom Footer button.





3.Clear the contents of the quarterly values for France in the range B9:E9.



	A	B	C	D	E	F	G
1	Sting Ray Products						
2	Sales by Country (in thousands)						
3							
4	Region	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	Goal
5	United States	7,236	3,234	7,236	2,922	20,628	23
6	Canada	5,235	3,156	5,235	2,844	16,470	23,67
7	Brazil	3,234	3,078	3,234	2,766	12,312	24
8	United Kingdom	1,233	3,000	1,233	2,688	8,154	23,68
9	France	7,236	2,922	5,235	3,156	18,549	25
10	Japan	5,235	2,844	3,234		11,313	23,69
11	China	3,234	2,766	1,233		7,233	26
12	Argentina	1,233	2,688	7,236		11,157	23,70
13	Total	33,876	23,688	33,876		105,816	98
14							
15							
16							
17							
18							
19							
20							

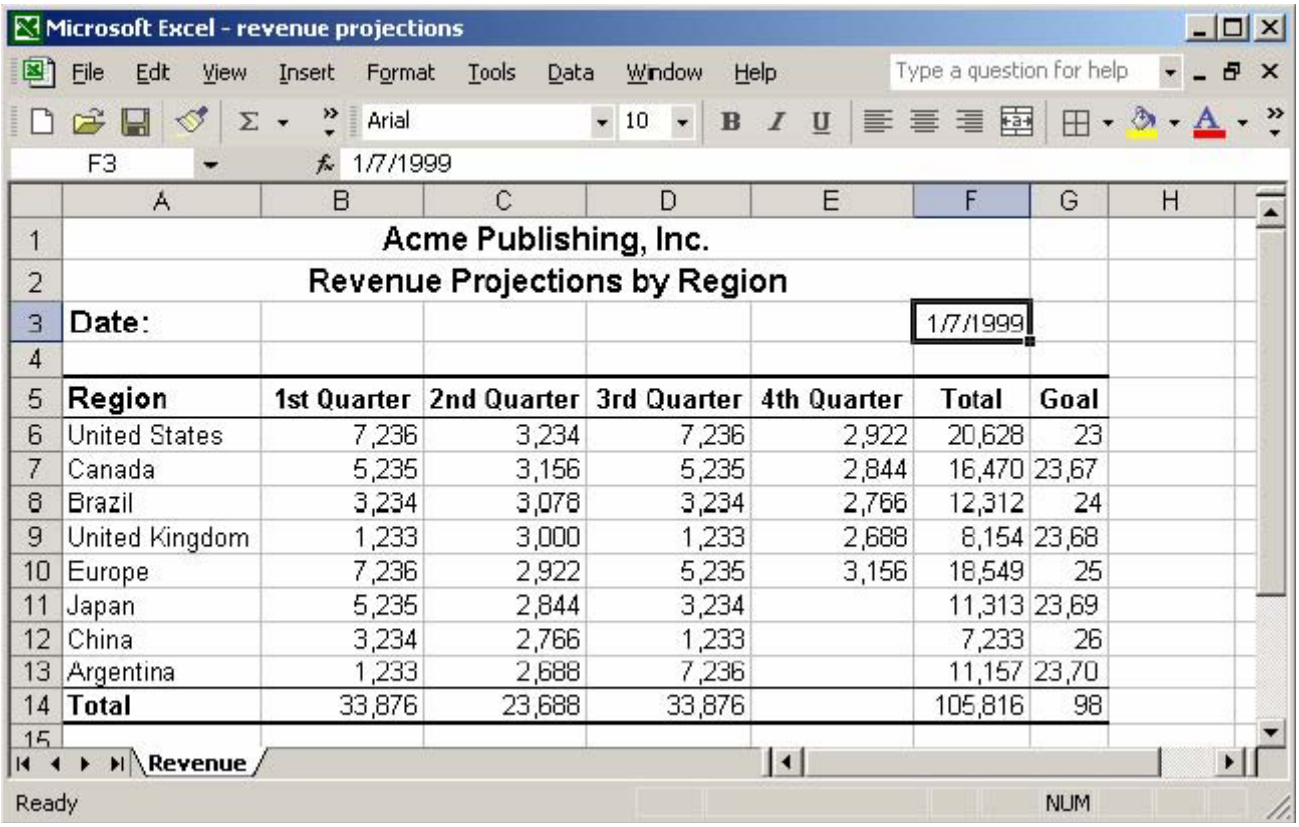
Answer:

Step 1: Click cell B9.

Step 2: Press the Shift key and click cell E9.

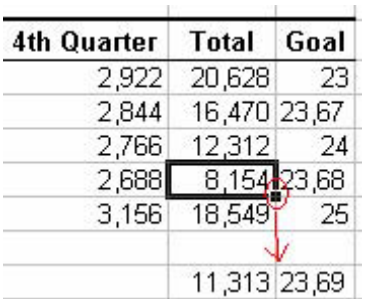
Step 3: Press the Delete key.

4.Delete the content in the cell range A9:F9. Then, add 1 row before Europe. Add England and Ireland in cells A9 and A10. Finally, copy the formula in cell F8 to cells F9 and F10.

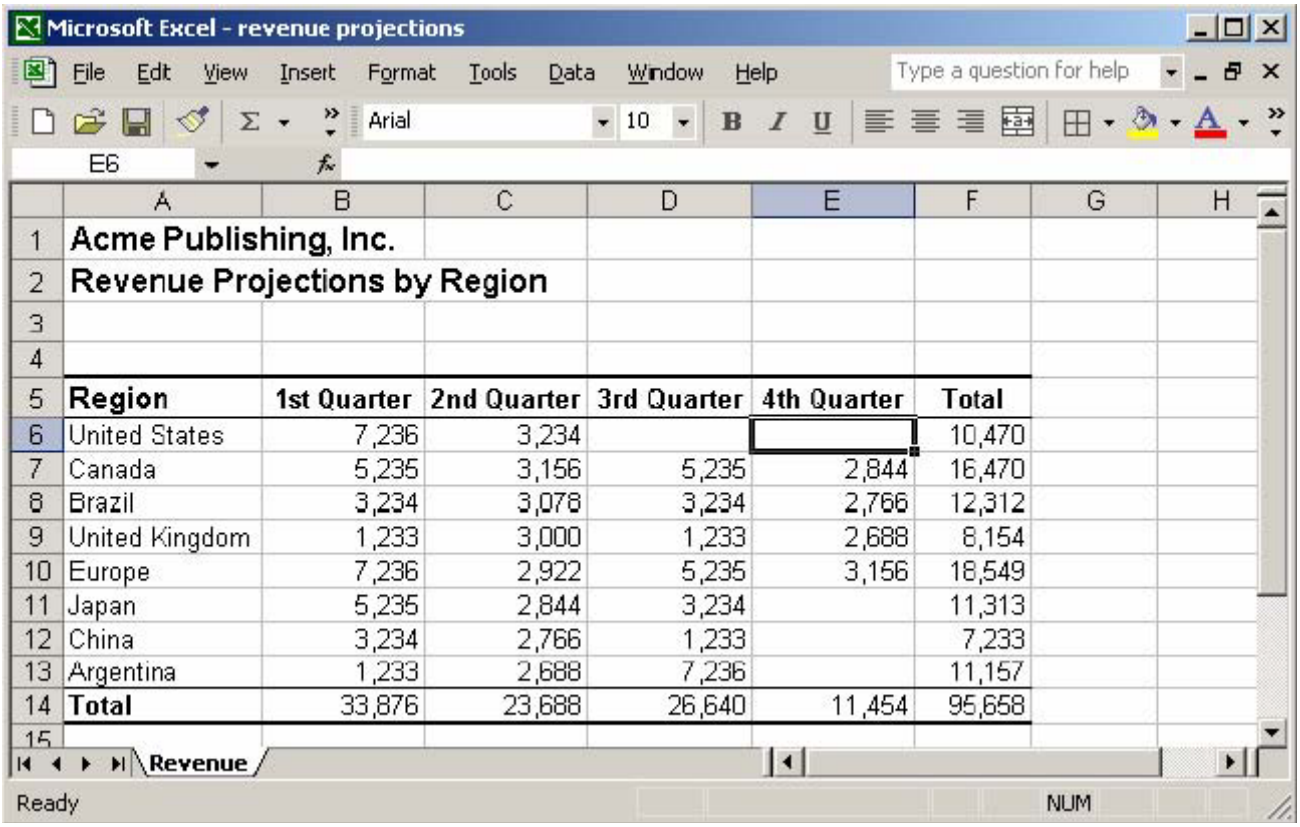


Answer:

Step 1: Click cell A9. Step 2: Press the Shift key and click cell F9. Step 3: Press the Delete key. Step 4: Click cell A10. Step 5: Select the Insert menu. Step 6: Select the Rows command. Step 7: Click cell A9. Step 8: Type England and hit the Enter key. Step 9: Type Ireland and hit the Enter key. Step 10: Click the cell F8.



5.In cell A3, type Date: and enter 01/07/99 in cell F3 as a date. When you are finished, enter the following revenue projections in cells D6 through E6 respectively. D6: 278927 E6: 344981



Answer:

Step 1: Click cell A3.

Step 2: Type Date: and press enter.

Step 3: Click cell F3.

Step 4: Type 01/07/99 and press enter.

Step 5: Click cell D6.

Step 6: Type 278927 and press the Tab key.

Step 7: Type 344981 and press Enter.