

# IT 认证电子书



质 量 更 高 服 务 更 好

半年免费升级服务

<http://www.itrenzheng.com>

**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)

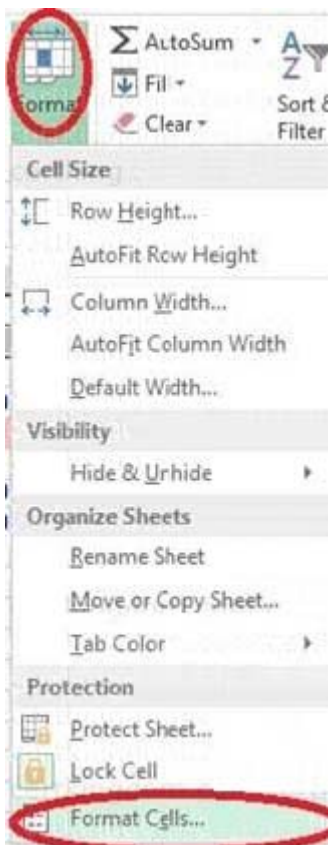
**Answer:**

Step 1: Open the correct worksheet (Section 3 Worksheet).

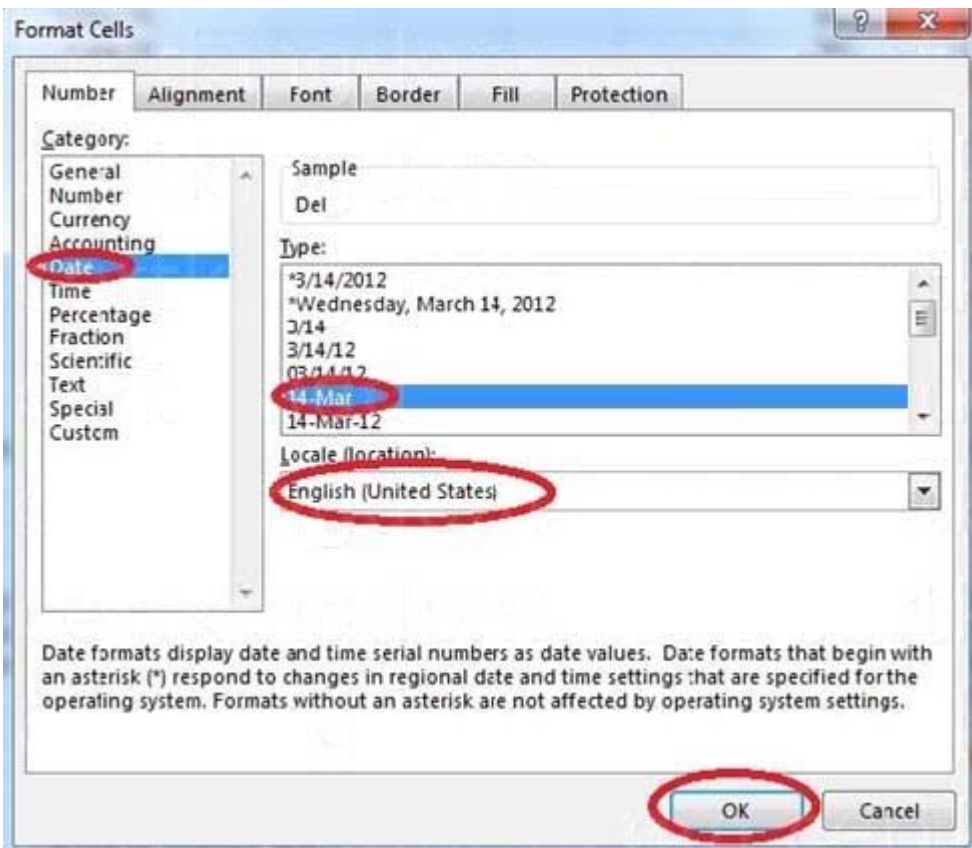
Step 2: Click in cell A2.

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"

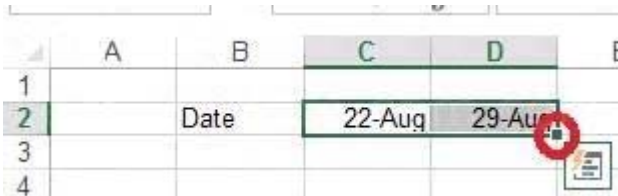
**Answer:**

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).

