

# 77-727<sup>Q&As</sup>

Excel 2016 Core Data Analysis, Manipulation, and Presentation

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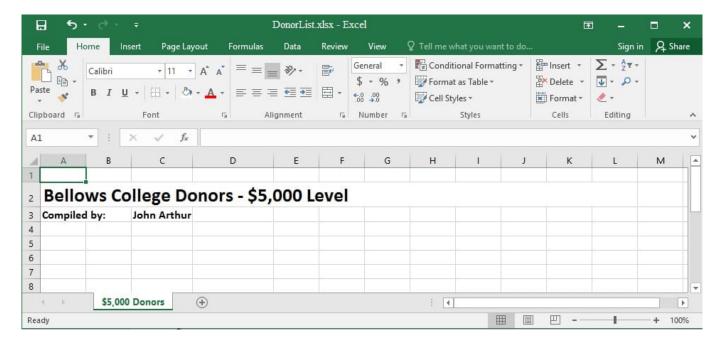
#### **QUESTION 1**

**SIMULATION** 

Project 2 of 7: Donor List

Overview

You are an executive assistant for a non-profit organization named Bellows College. You are updating a workbook containing lists of donors.



Arrange the worksheets so that "\$5,000 Donors" is first.

Correct Answer: See explanation below.

**Explanation:** 

1.

Click Sort Sheets from the Worksheet group in the Kutools Plus tab.

2.

Click the Alpha sort button OR the Alpha Numeric Sort button in the Sort Sheets dialog box, the results can be previewed in the New sheets tab order list box.

3.

Use the Move up or Move down button to manually change the order of the sheets so that the "\$5,000 Donors" worksheet is first in the New sheet tabs order list.

4.

Click OK once satisfied with the results.



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#### References:

https://www.extendoffice.com/product/kutools-for-excel/sort-worksheets-in-one-workbook-in-alphabeticalorder.html

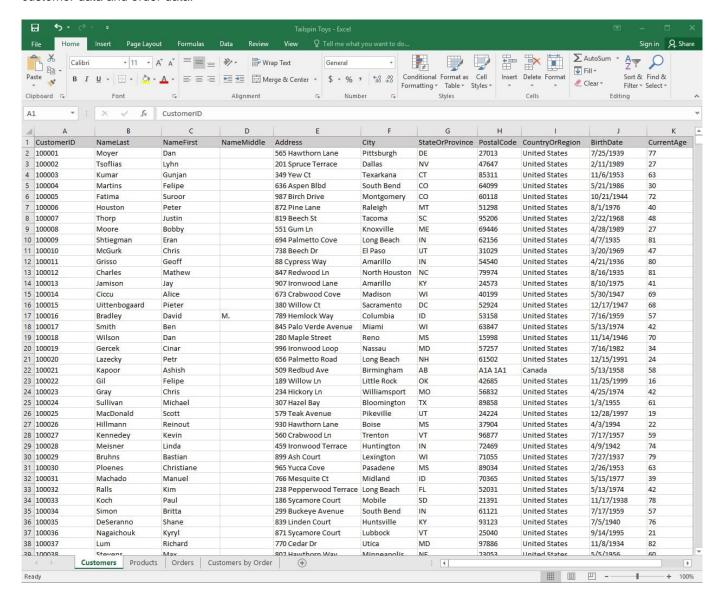
#### **QUESTION 2**

SIMULATION

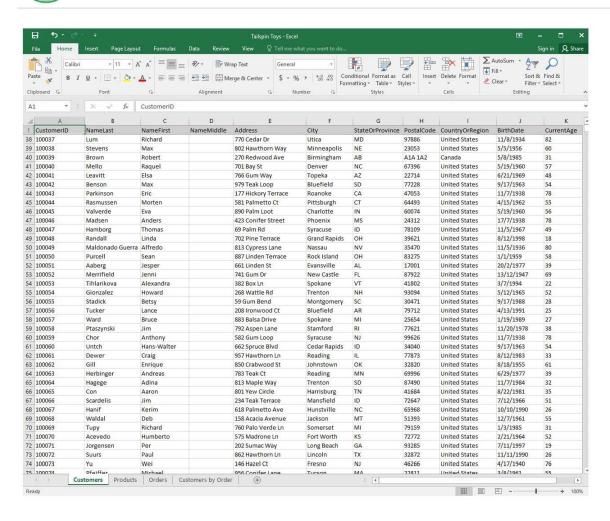
Project 1 of 7: Tailspin Toys

#### Overview

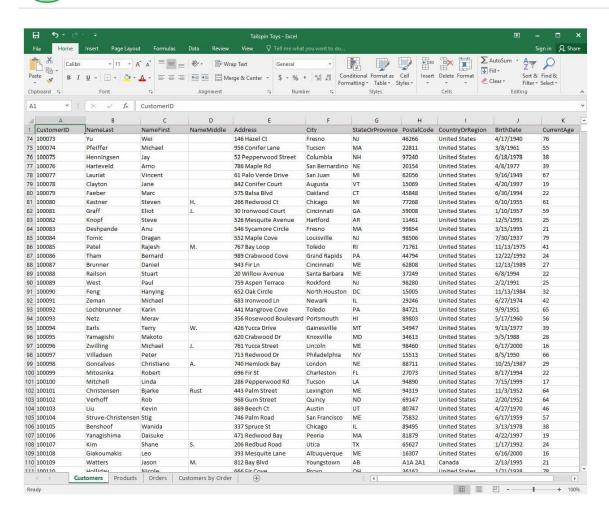
You recently opened an online toy store. You have sold products to 500 individual customers. You are evaluating customer data and order data.



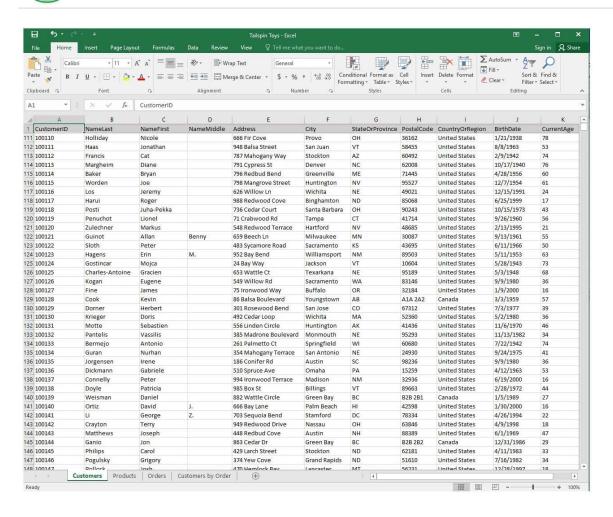




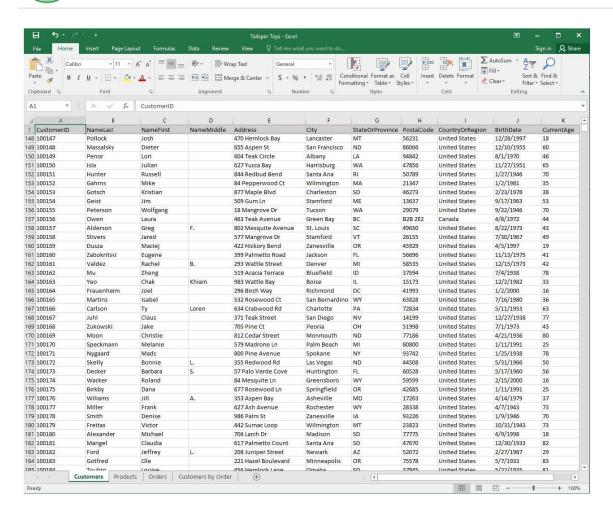




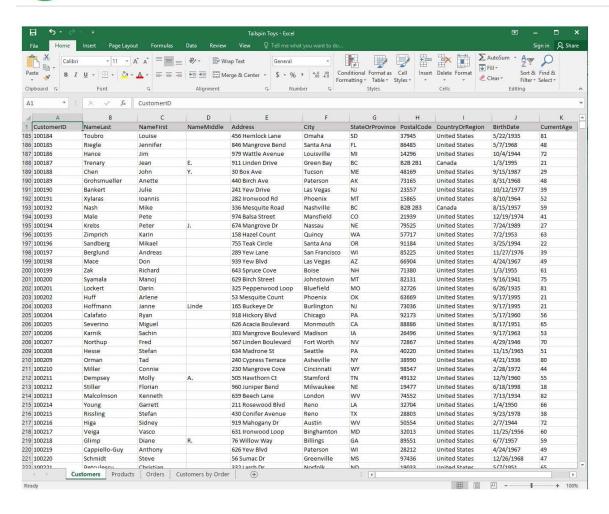




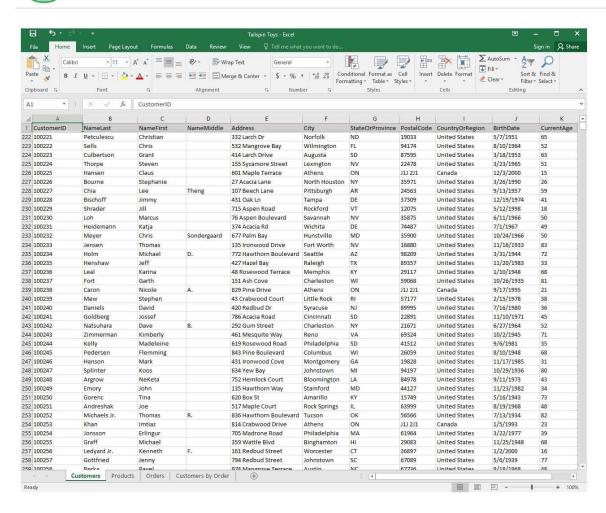




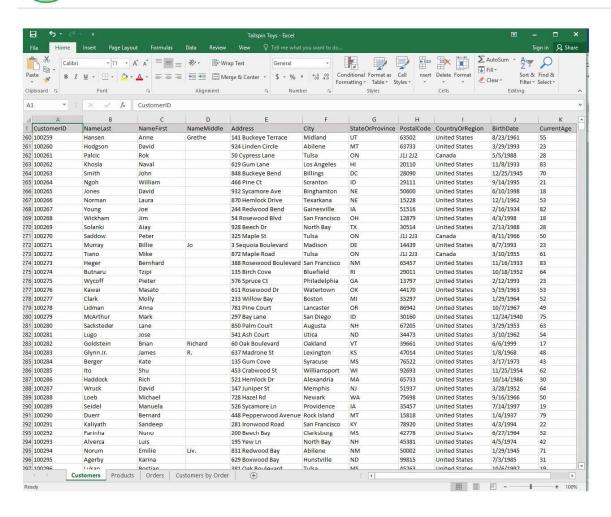




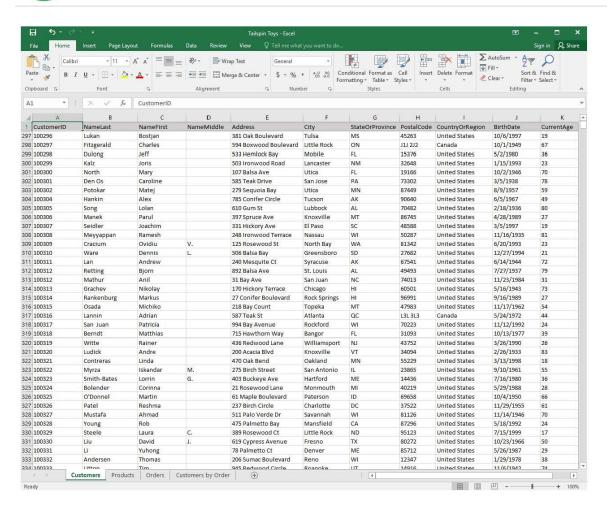




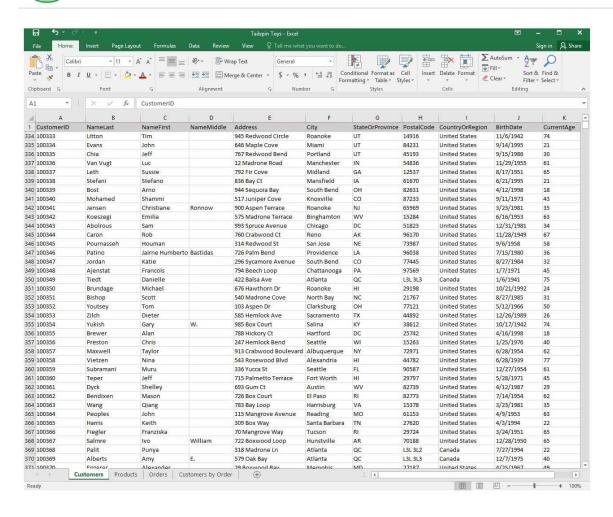




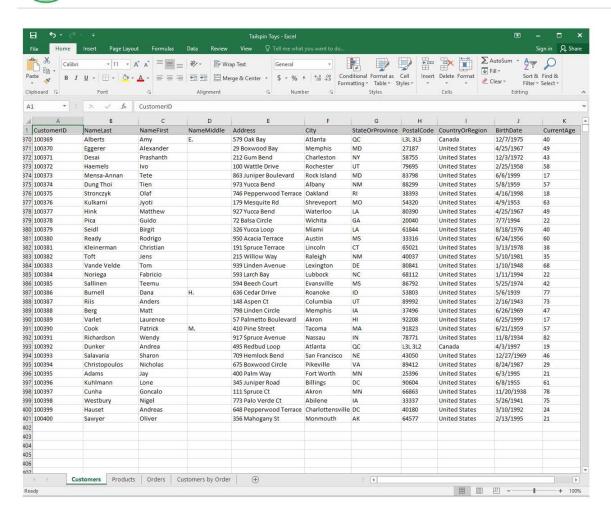




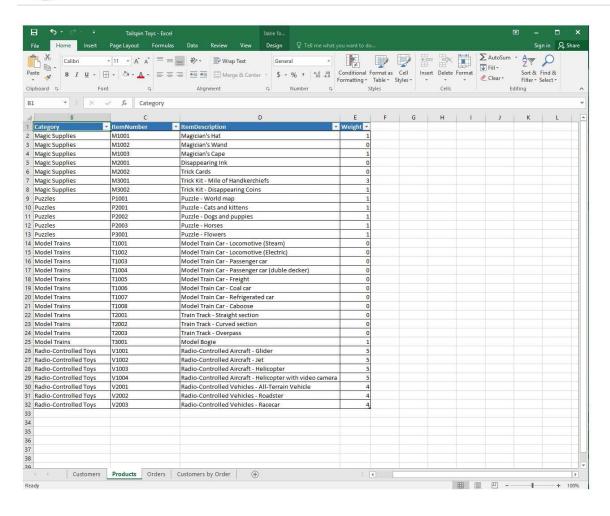


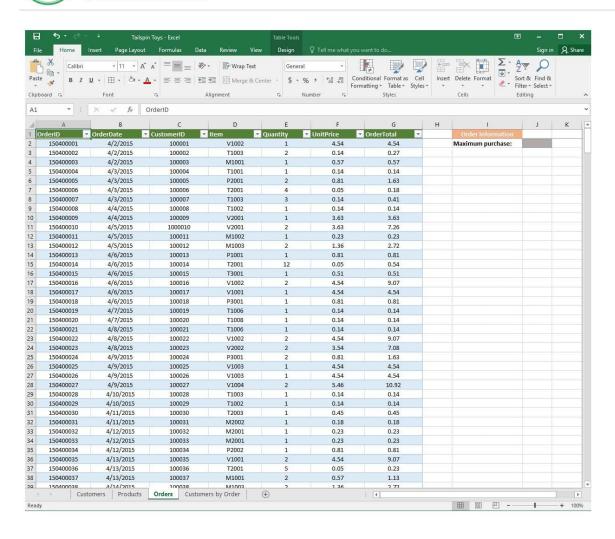


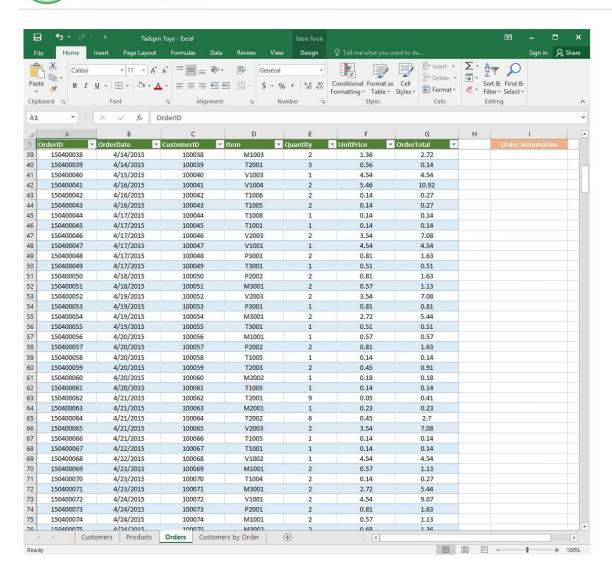


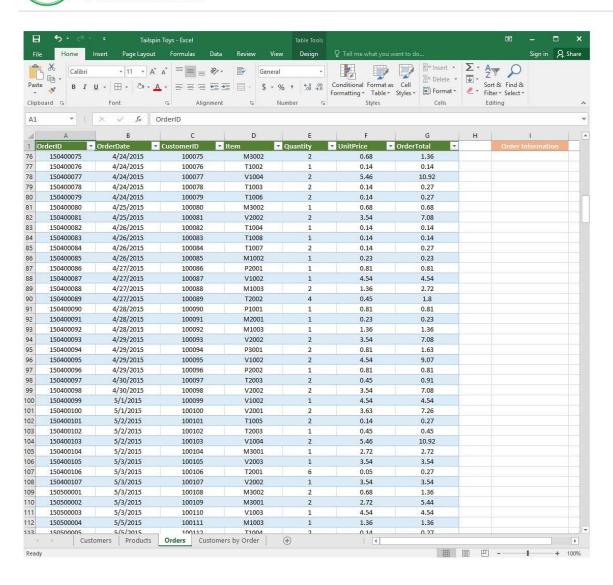


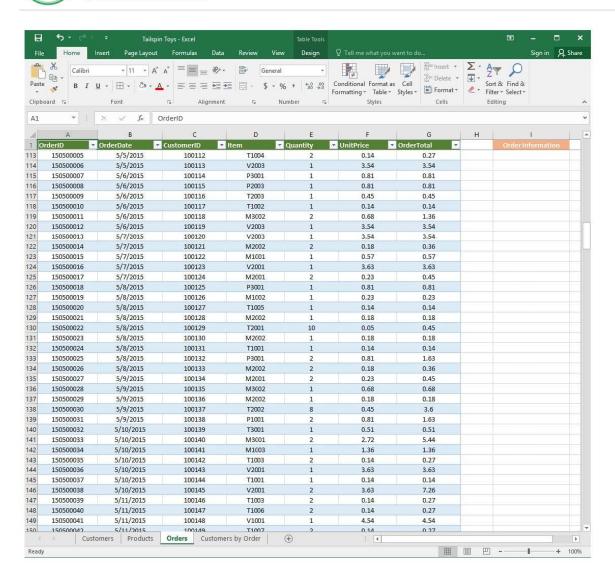


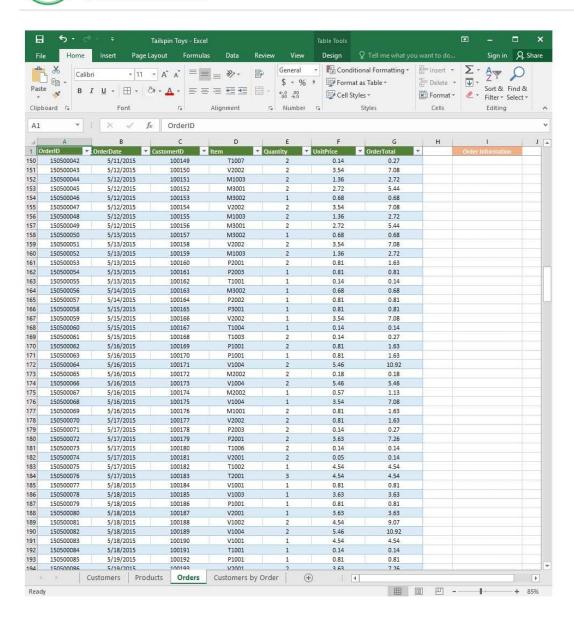


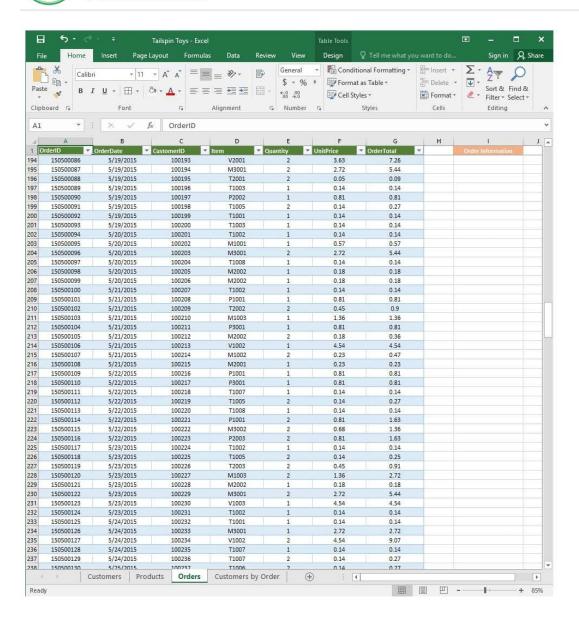


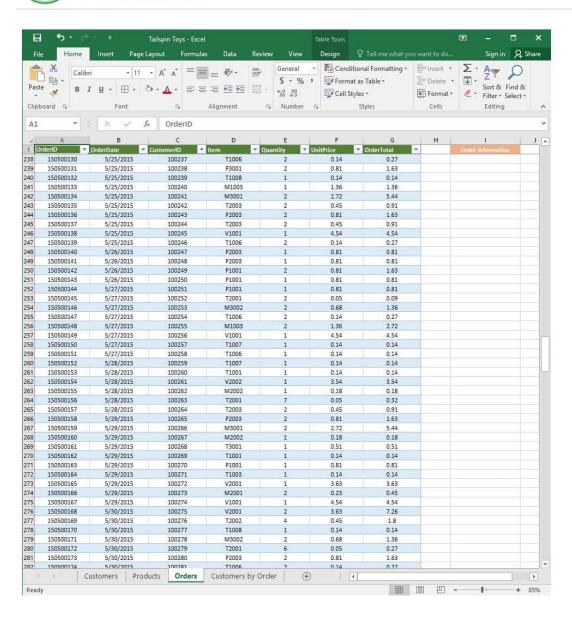


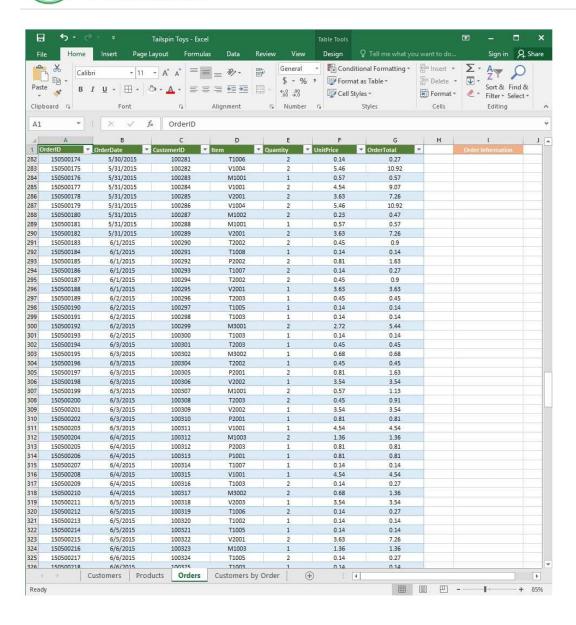


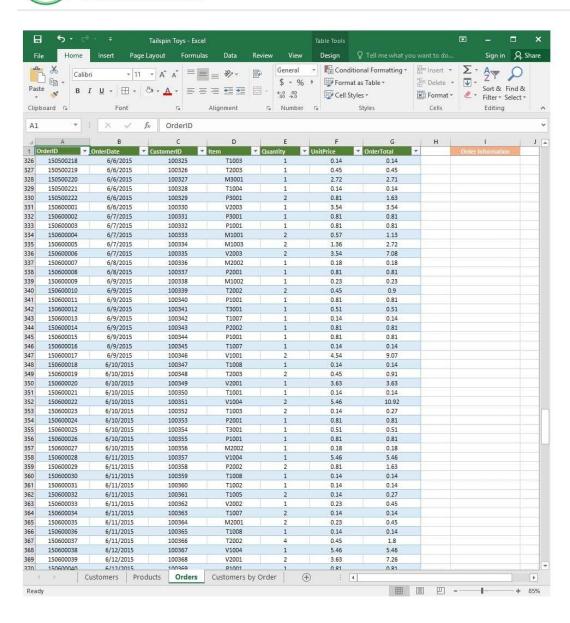


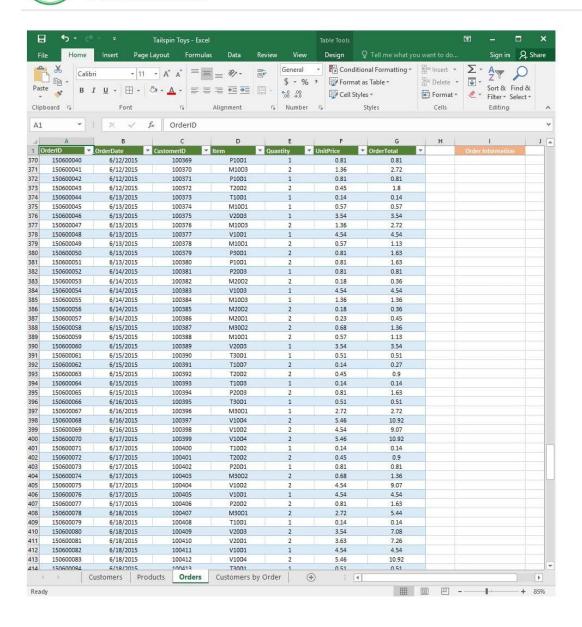


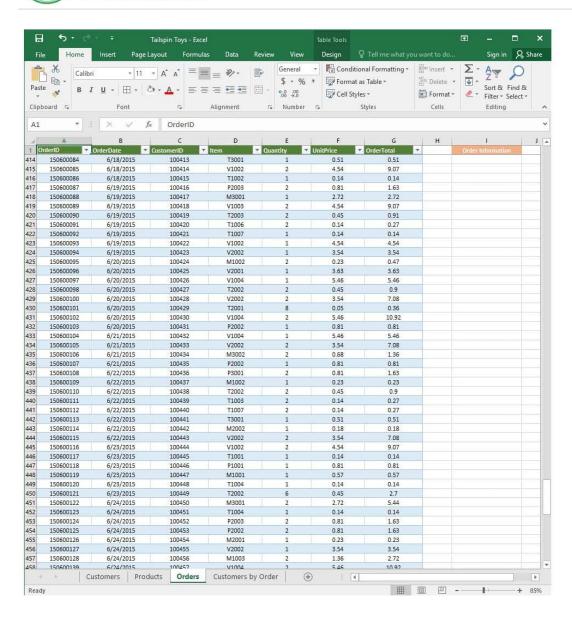


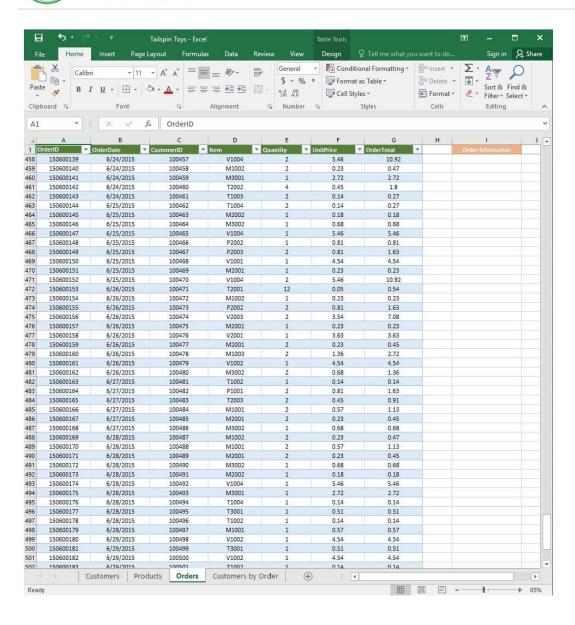




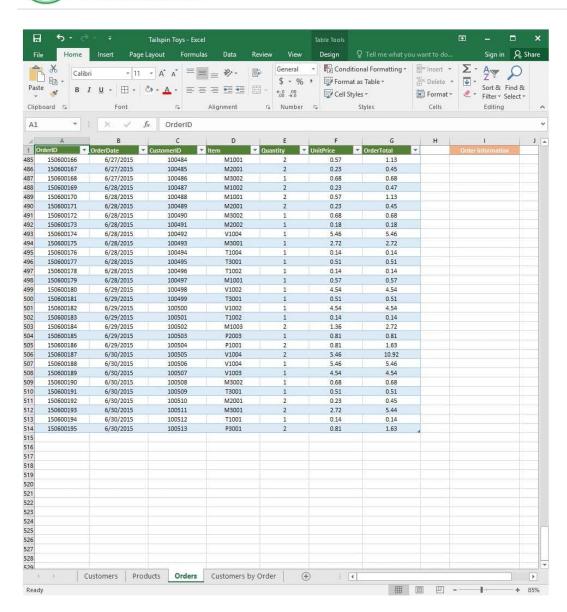


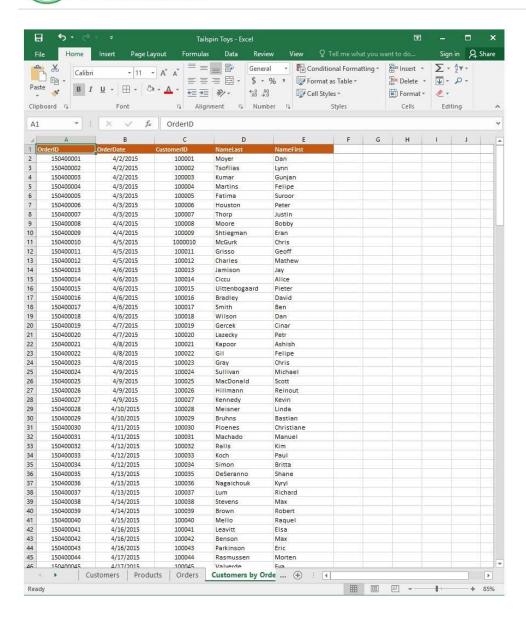


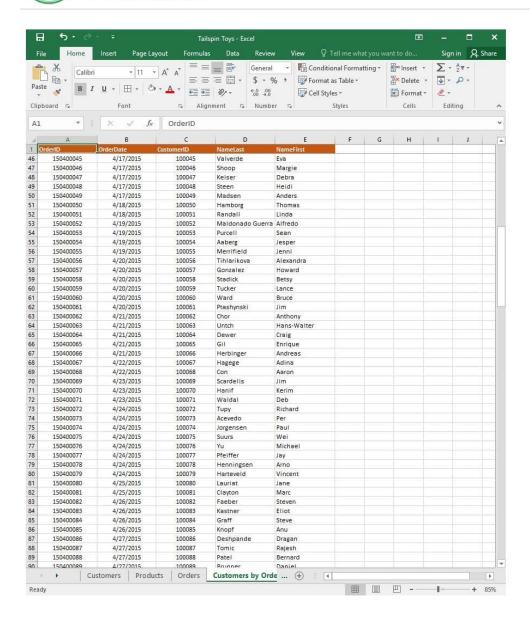


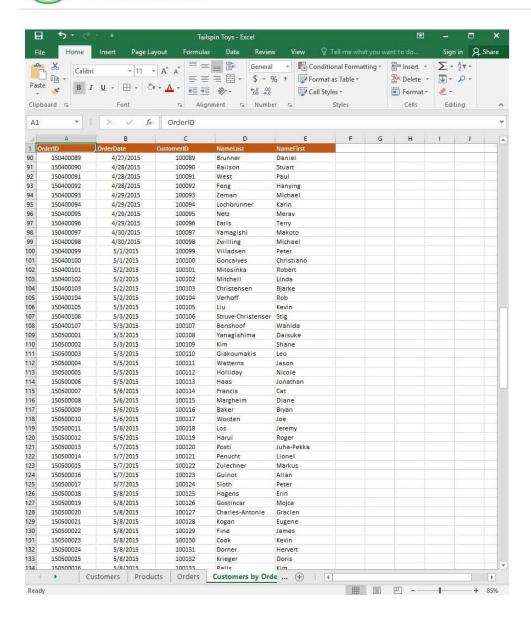


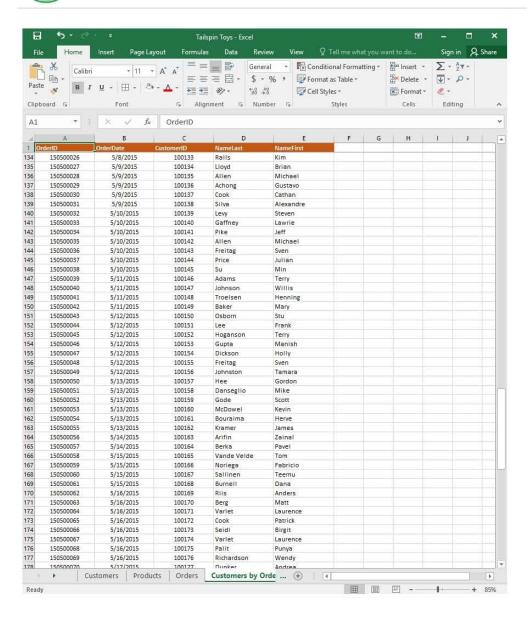
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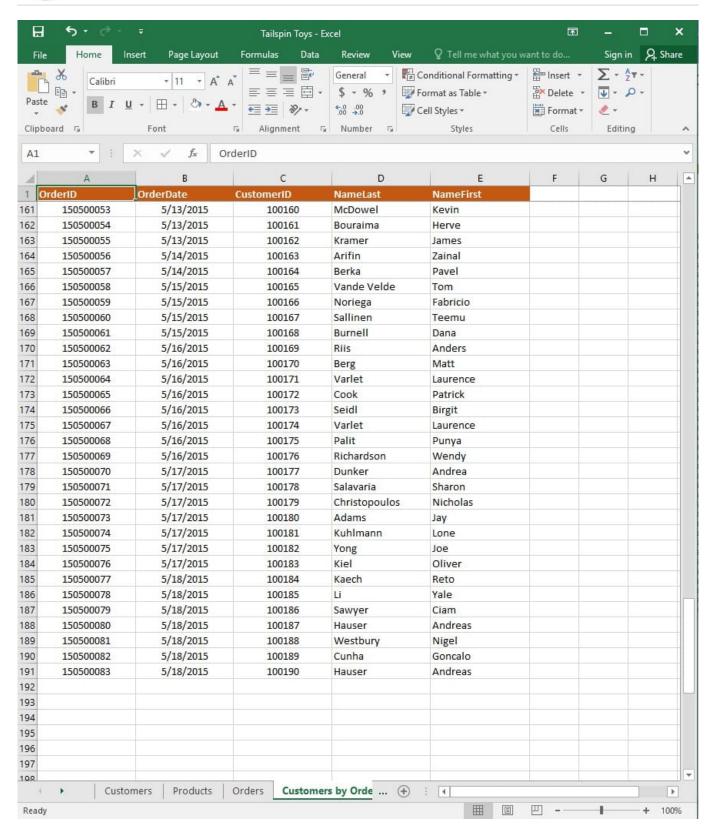








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On the "Products" worksheet, apply a number format to display the numbers in the "Weight" column to three decimal places.

Correct Answer: See explanation below.

Explanation:



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1.

Select the cells in the "Weight" column which you want to apply the number formatting to.

2.

Click Increase Decimal till the desired decimal places of three is selected, this is found on the Home tab.

OR

1.

Select the cells in the "Weight" column which you want to apply the number formatting to.

2.

On the Home tab, in the Number group, click the arrow next to the list of number formats, then select More Number Formats.

3.

Select the type of data you have in the Category list, in this case it would be Scientific.

4.

Enter the desired amount of decimal places you want to display in the Decimal places box, in this case it would be three.

## References:

https://support.office.com/en-us/article/Round-a-number-to-the-decimal-places-I-want-49B936F9-6904425D-AA98-02FFB7F9A17B

#### **QUESTION 3**

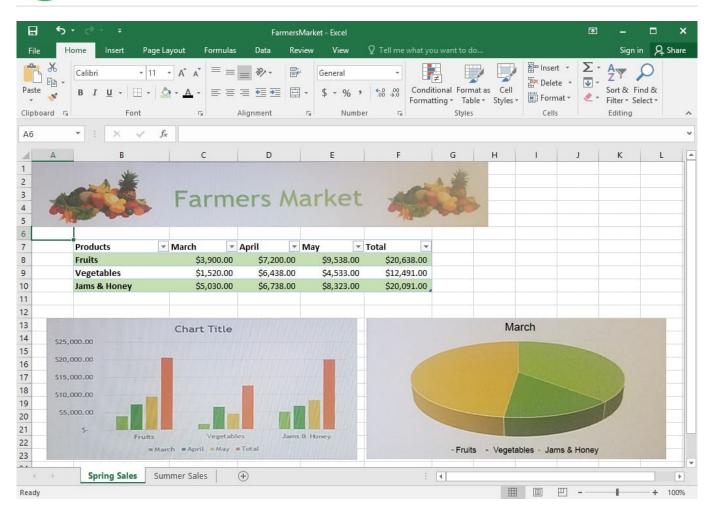
**SIMULATION** 

Project 7 of 7: Farmers Market

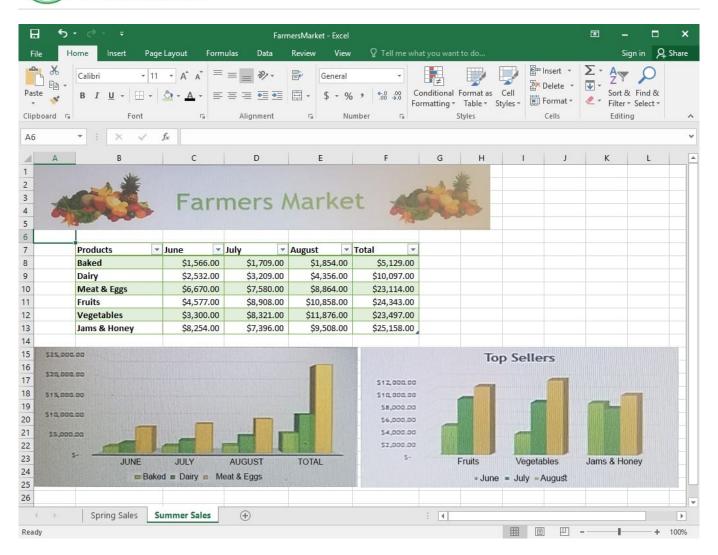
Overview

You are the Director of a local farmers' market. You are creating and modifying charts for a report which shows the amounts and variety of products sold during the season.





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On the "Summer Sales" worksheet, use the data in the "Products" and "Total" columns only to create a 3-D Pie chart. Position the new chart to the right of the column charts.

Correct Answer: See explanation below.

## Explanation:

1.

Select the data you would like to use, in this case it would be the data in the "Products" and "Total" columns from the "Summer Sales" worksheet.

2.

Click on Insert Pie Chart situation on the Insert tab then pick the 3-D Pie chart as desired.

3.

Format the chart as desired by using Chart Elements, the Chart Styles, or the Chart Filters.

4.

Drag the Pie Chart to the desired location which is to the right of the column charts.

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#### References:

https://support.office.com/en-us/article/Add-a-pie-chart-1A5F08AE-BA40-46F2-9ED0-FF84873B7863

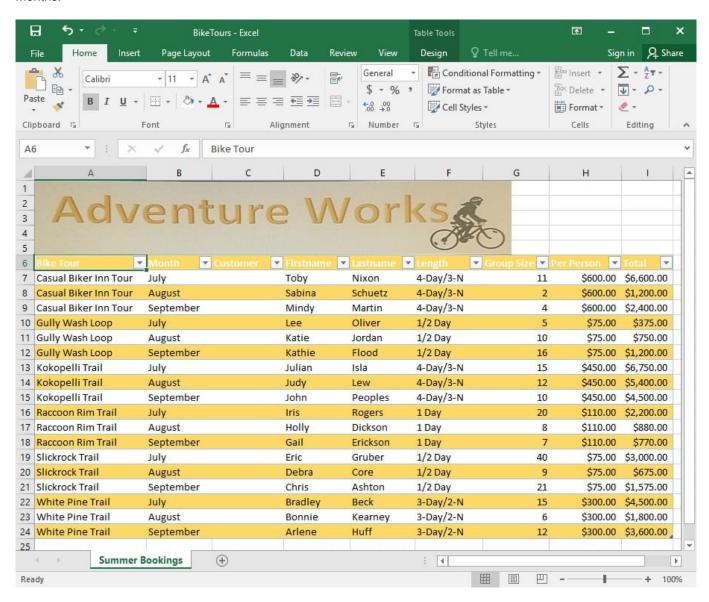
#### **QUESTION 4**

**SIMULATION** 

Project 6 of 7: Bike Tours

Overview

You are the owner of a small bicycle tour company summarizing trail rides that have been booked for the next six months.



In cell M10 on the "Summer Bookings" worksheet, insert a function that calculates the total amount of sales from the "Total" column for groups containing 12 or more people even if the order of the rows is changed.



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Correct Answer: See explanation below.

Explanation:

1. In cell M10 on the "Summer Bookings", insert the following SUMIF formula: "=SUMIF(G6:G24, "andgt;= 12", I6:I24)."

References:

https://support.office.com/en-us/article/SUMIF-function-169B8C99-C05C-4483-A712-1697A653039B

### **QUESTION 5**

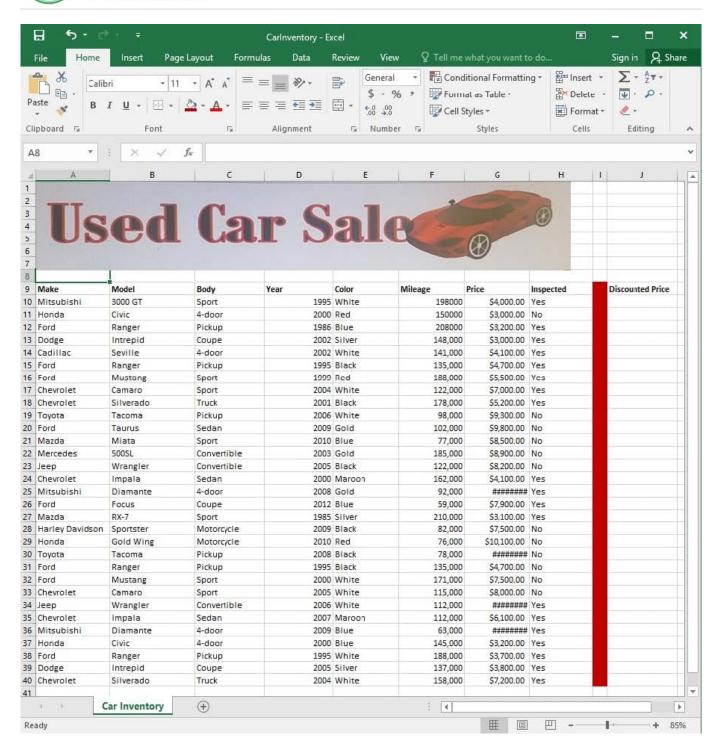
**SIMULATION** 

Project 4 of 7: Car Inventory

Overview

You manage the office of a used car business. You have been asked to prepare the inventory list for a big annual sale.

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Configure the "Car Inventory" worksheet so the column headings in row 9 appear on all printed pages.

Correct Answer: See explanation below.

Explanation:

1.

On the "Car Inventory" worksheet, click Print Titles from the Page Setup group, situated on the PageLayout tab.

2.



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Under Print Titles, on the Sheet tab, type the reference of the row you want to reappear (row 9) in the Rows to repeat at top box.

### References:

https://support.office.com/en-us/article/Print-rows-with-column-headers-on-top-of-every-page-D3550133F6A1-4C72-AD70-5309A2E8FE8C

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