

77-727^{Q&As}

Excel 2016 Core Data Analysis, Manipulation, and Presentation

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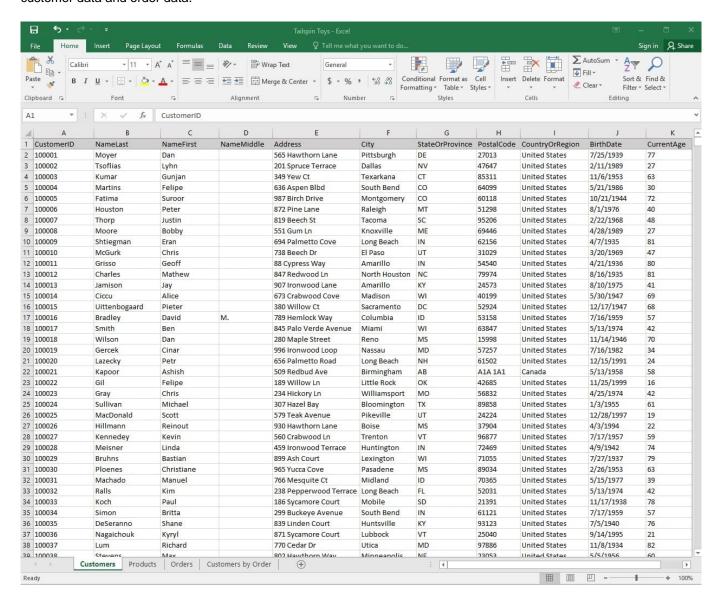
QUESTION 1

SIMULATION

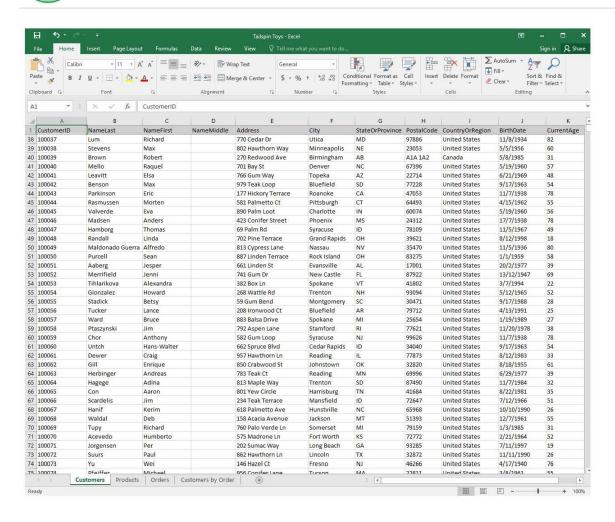
Project 1 of 7: Tailspin Toys

Overview

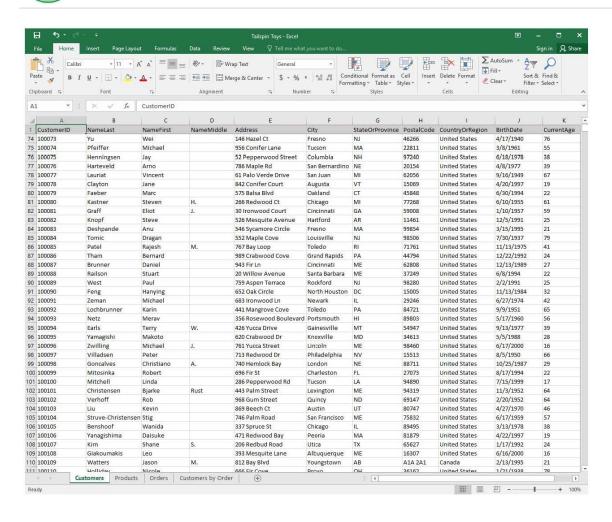
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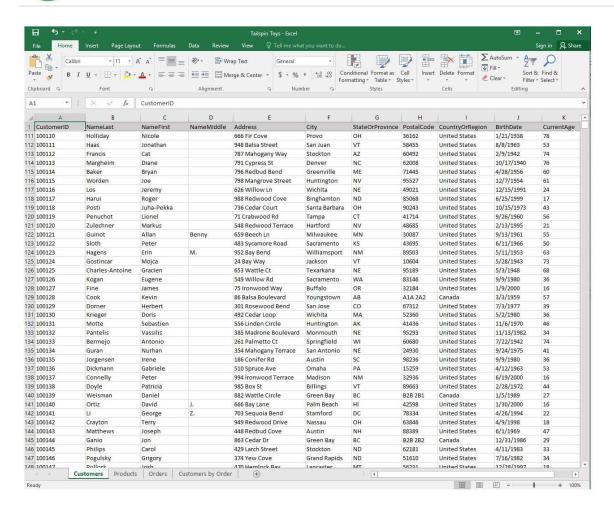




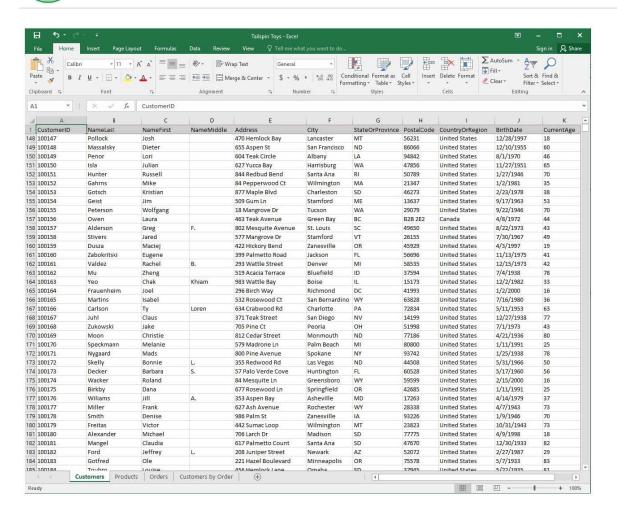




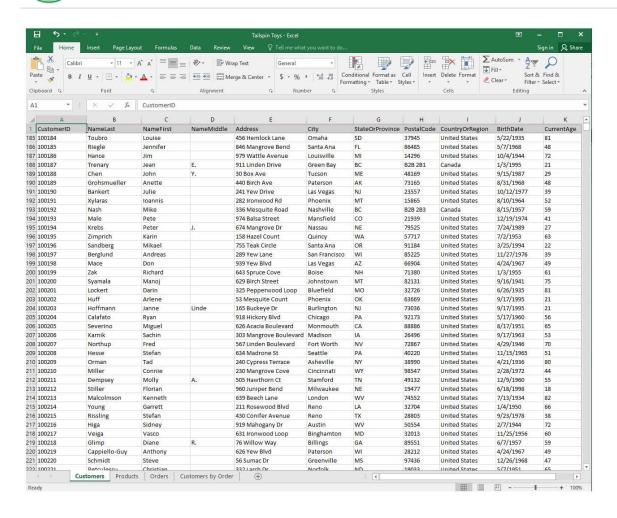




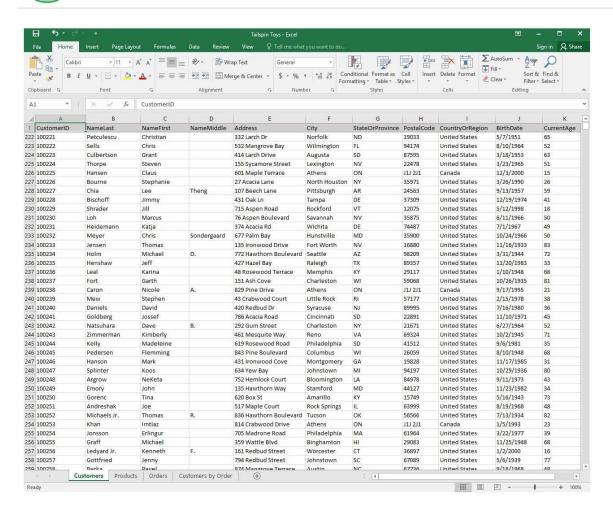




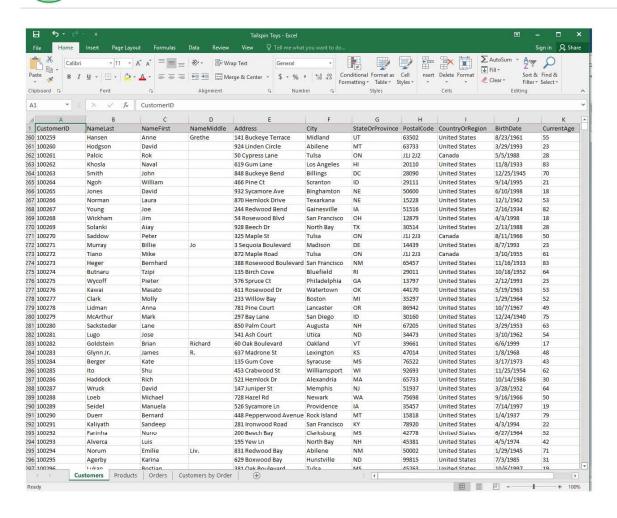




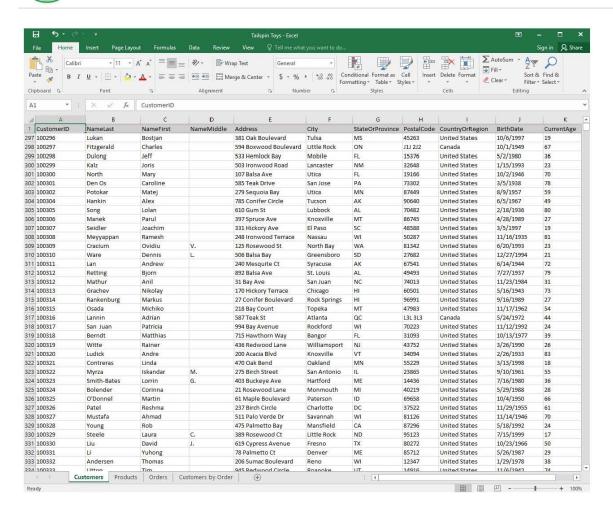




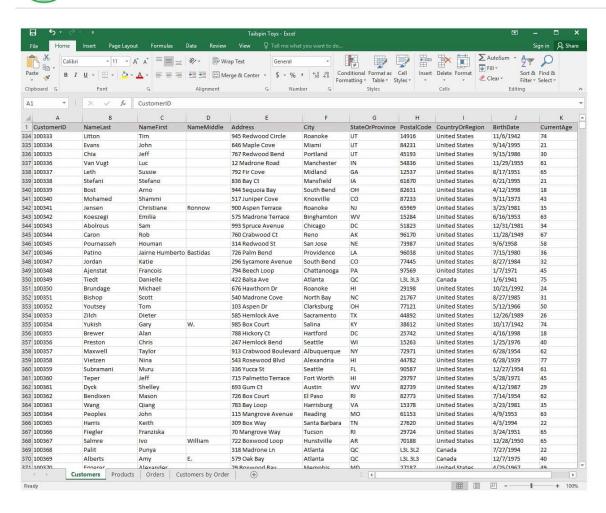




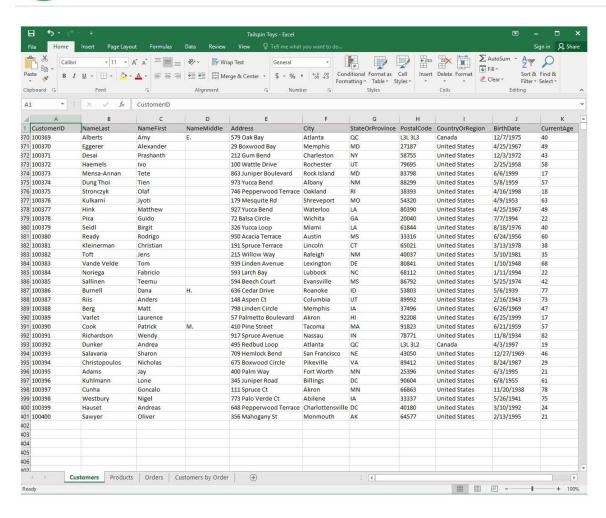




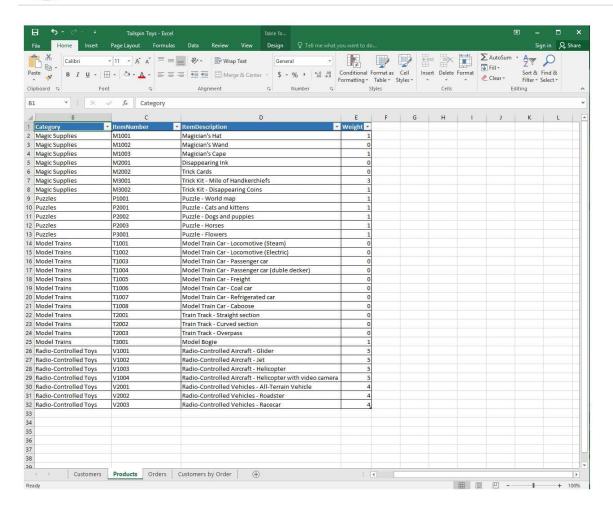




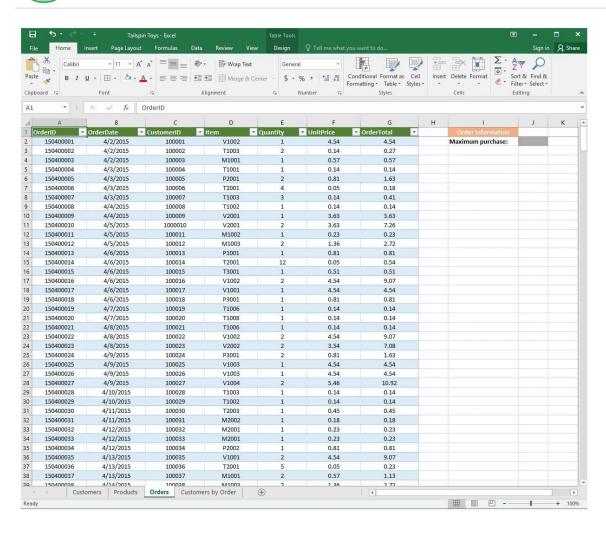


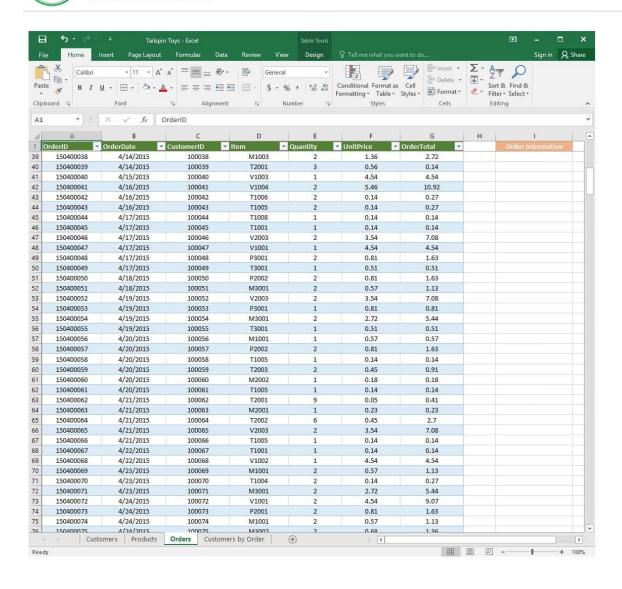




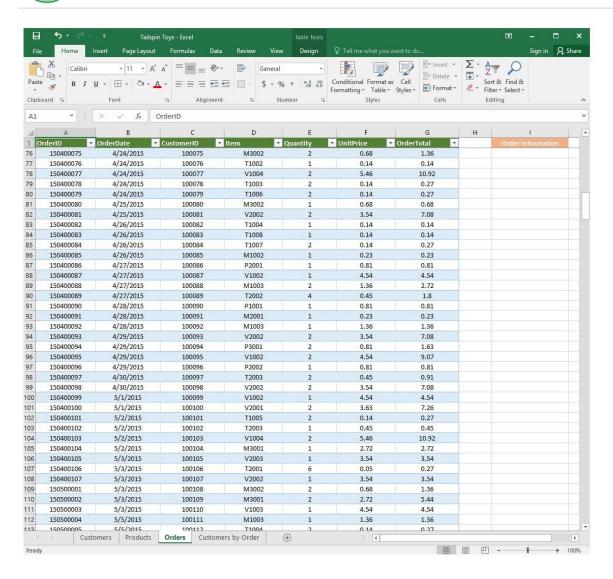




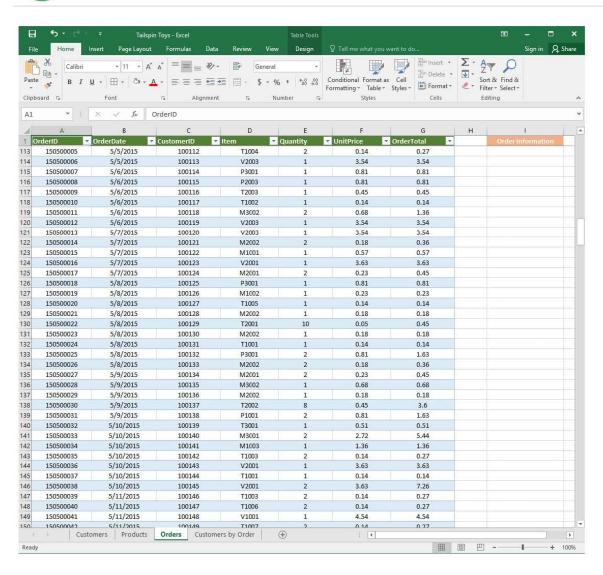


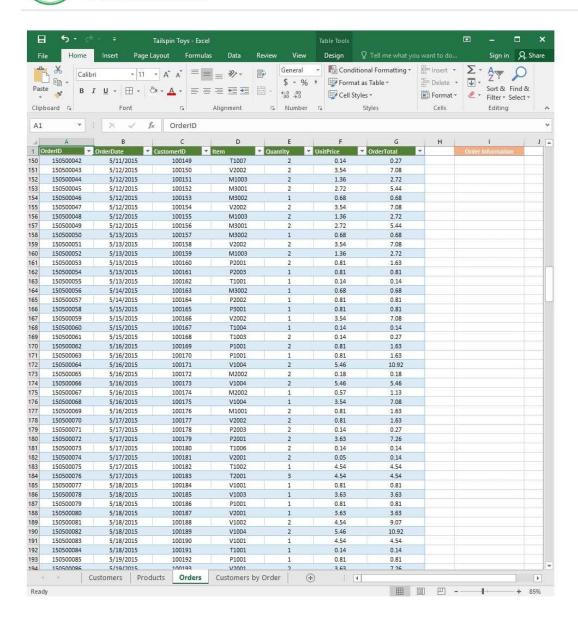


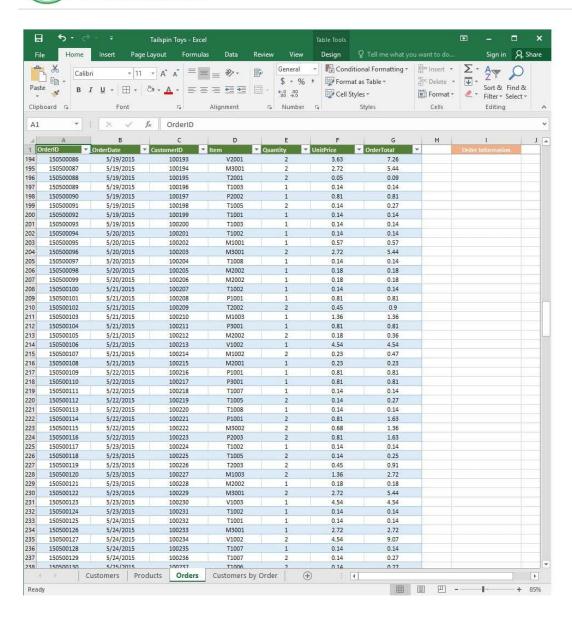


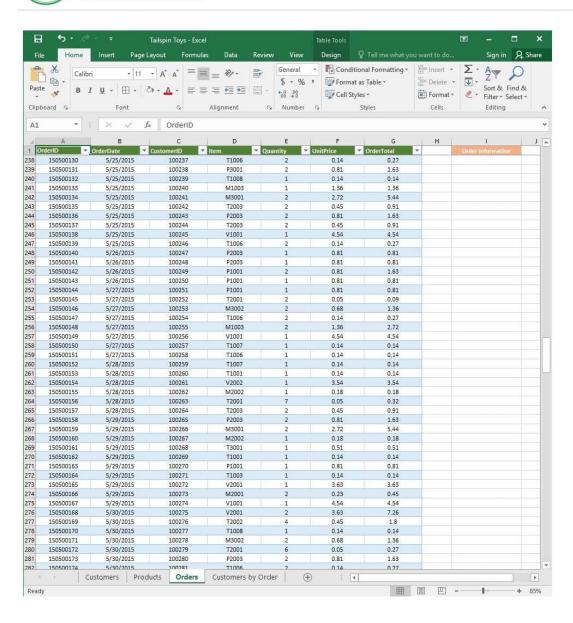


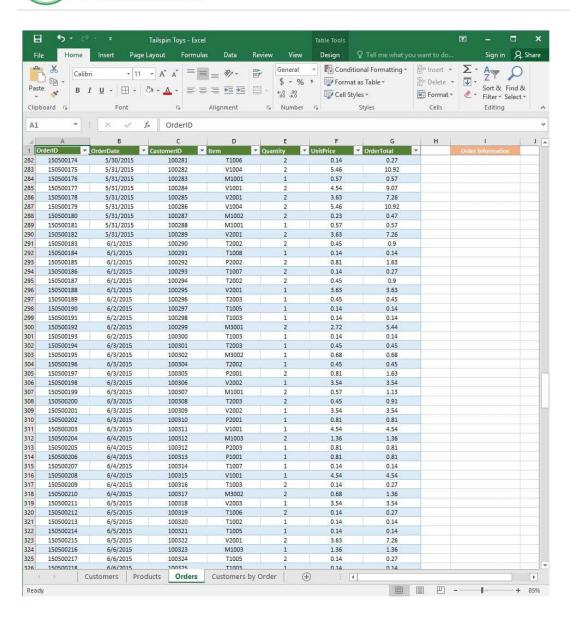


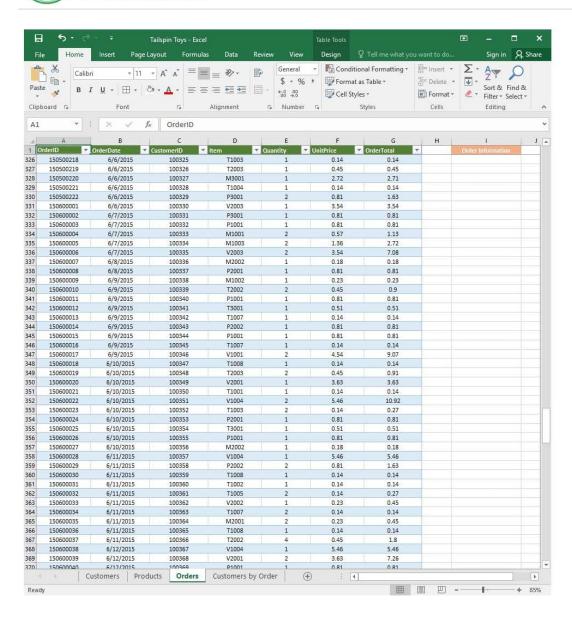


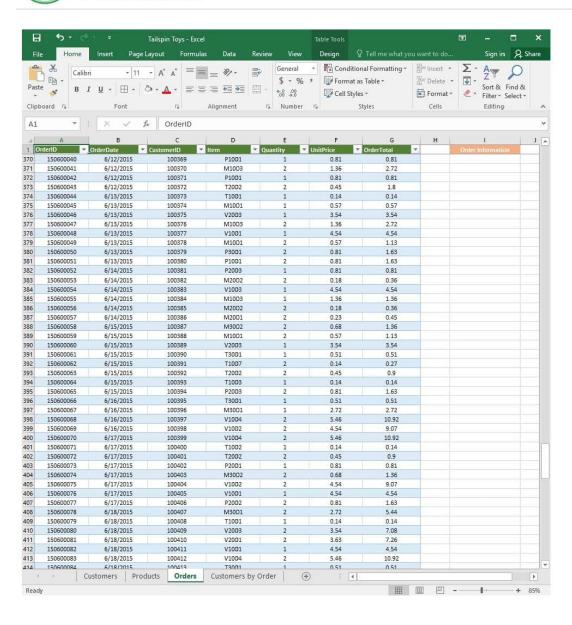


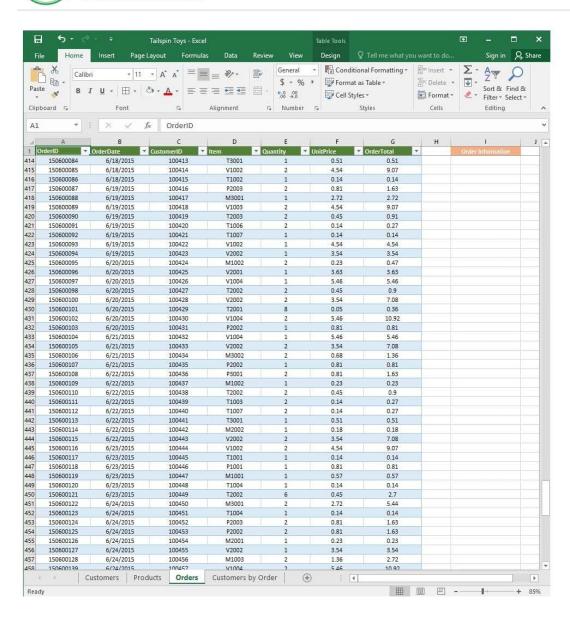


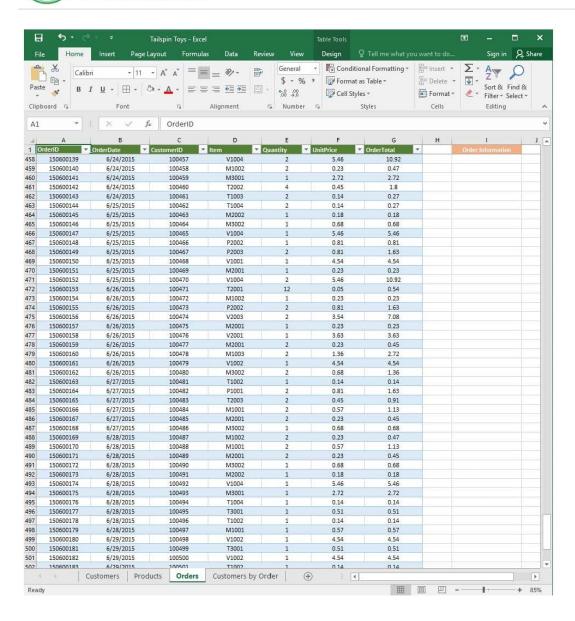








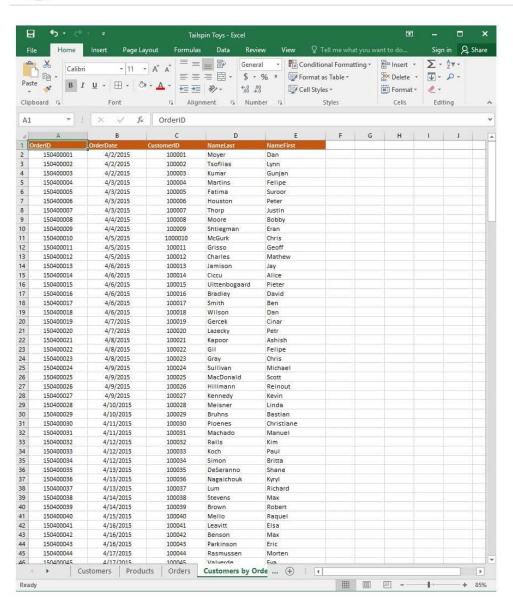


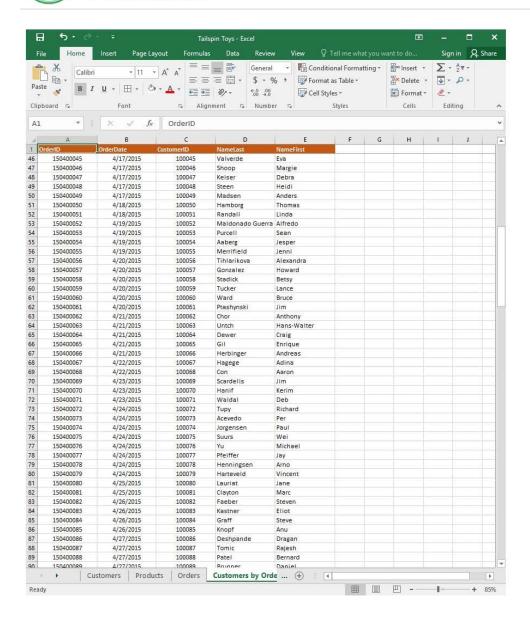


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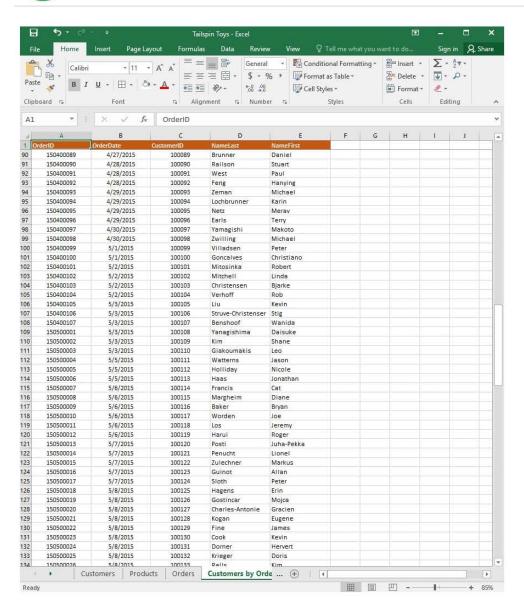
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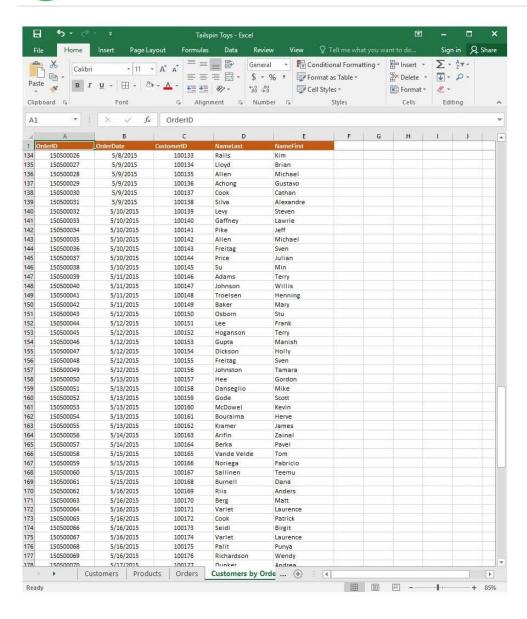




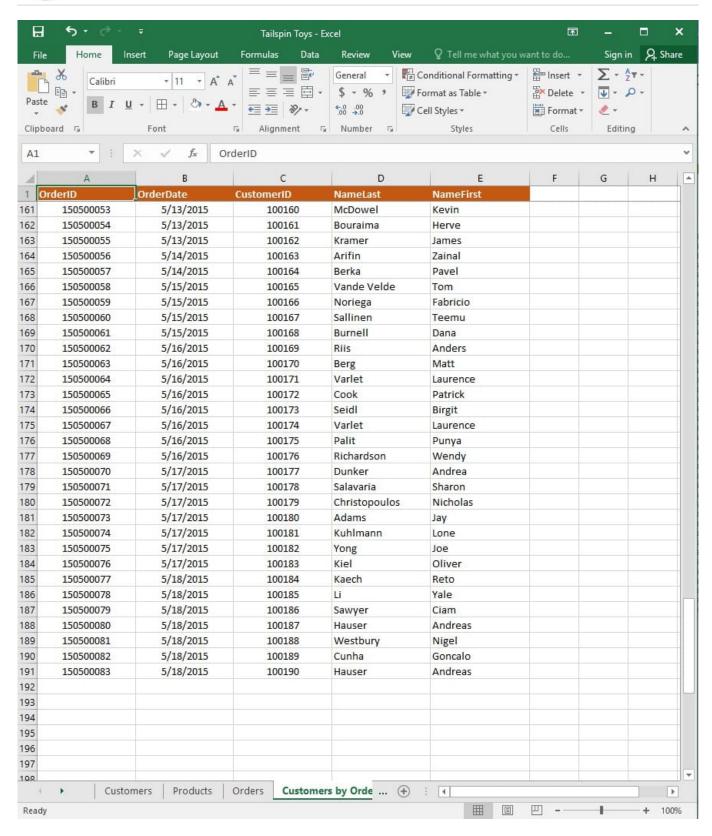








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On the "Products" worksheet, apply a number format to display the numbers in the "Weight" column to three decimal places.

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

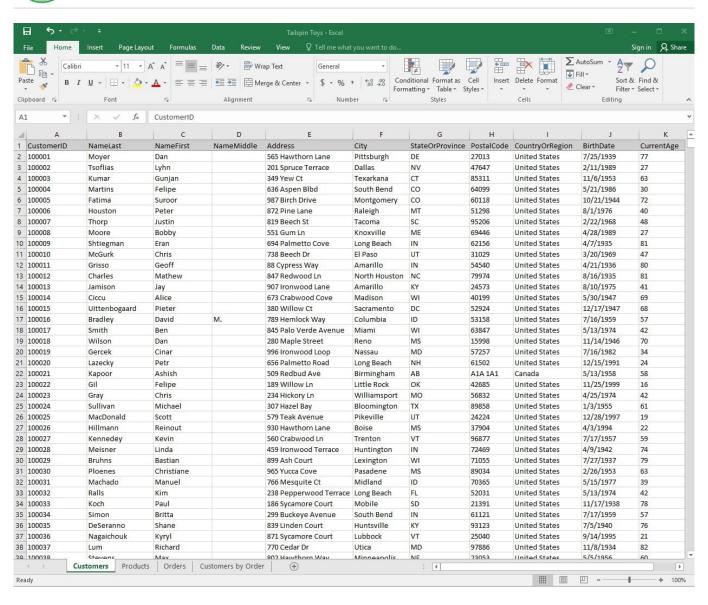
QUESTION 2

SIMULATION

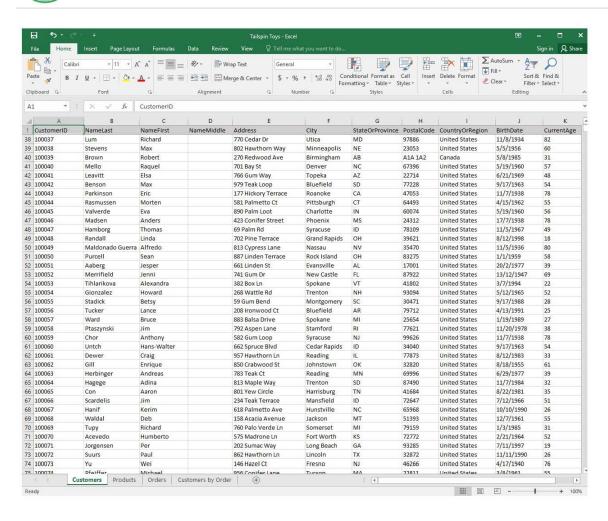
Project 1 of 7: Tailspin Toys Overview

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

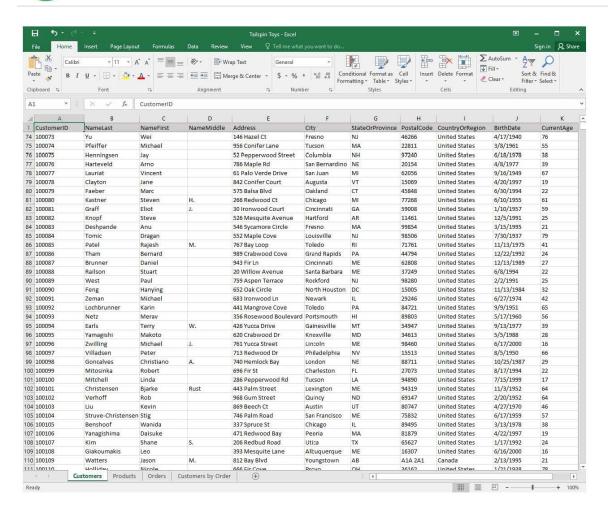




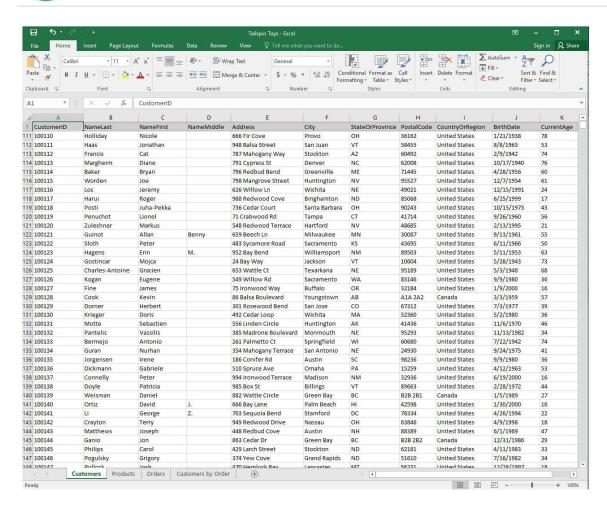




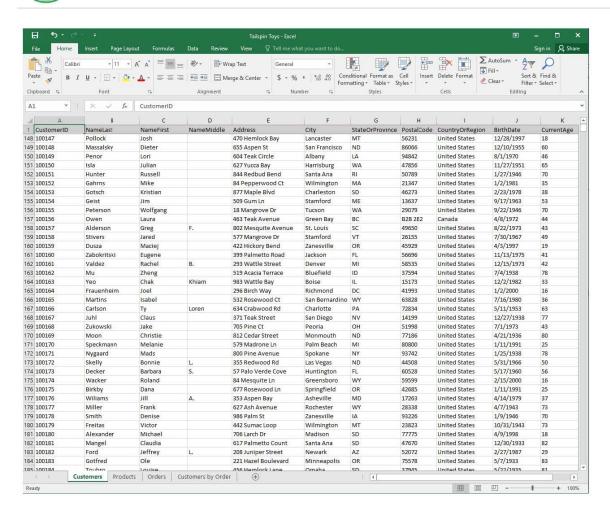




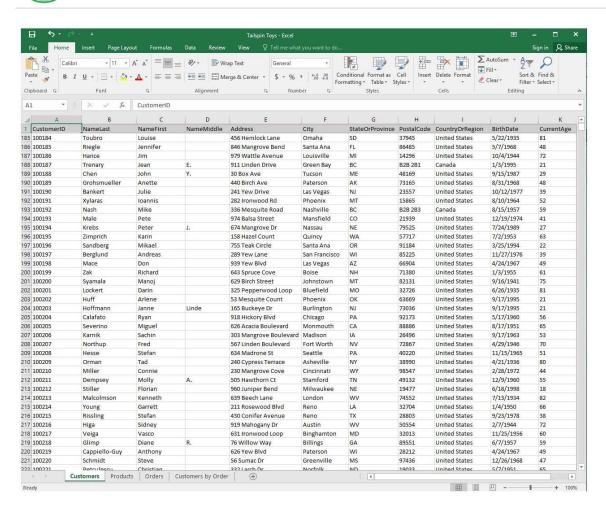




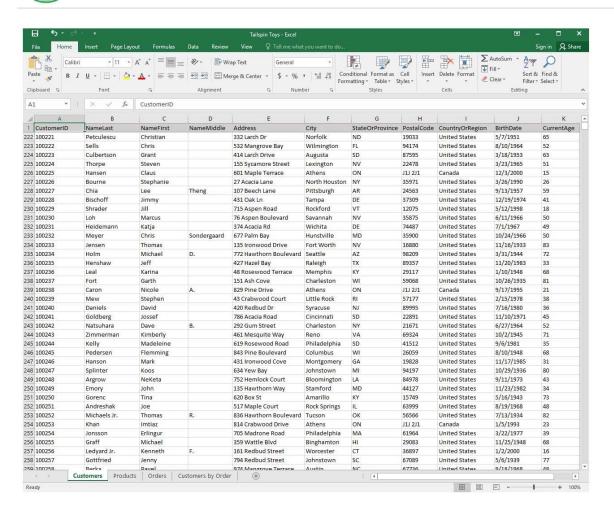




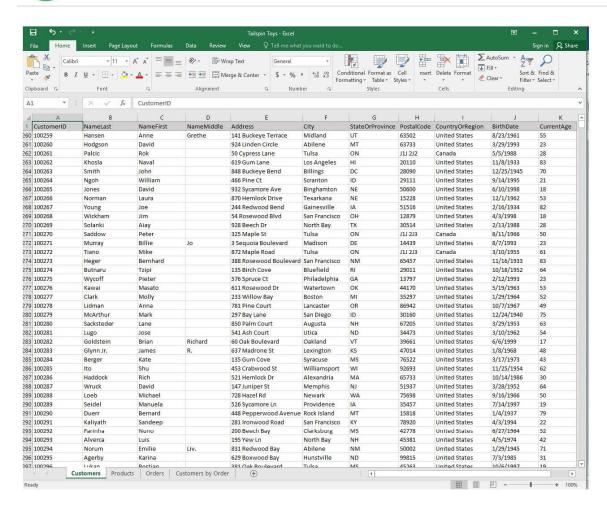




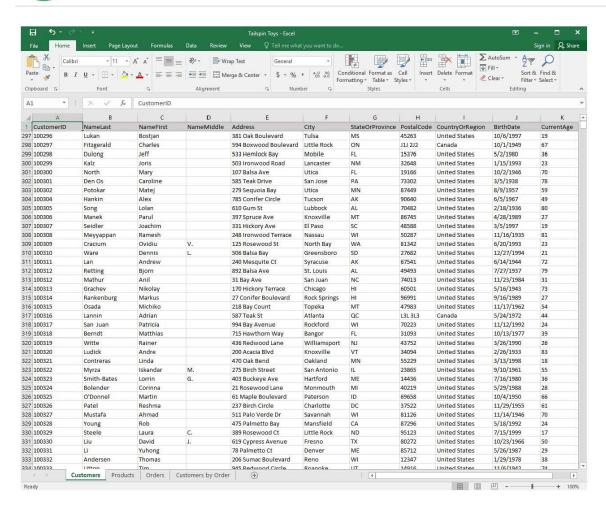




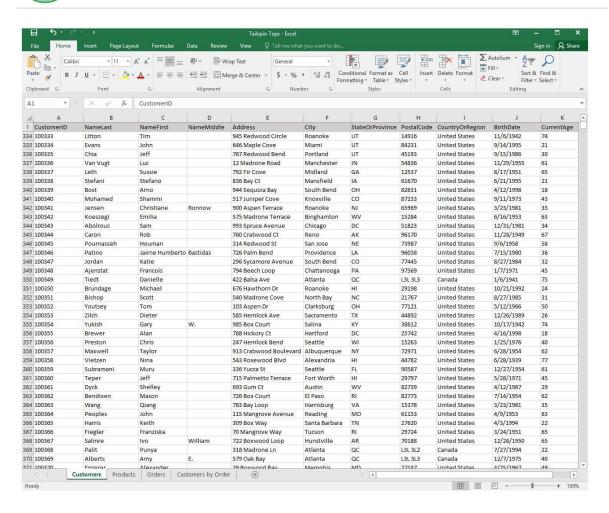




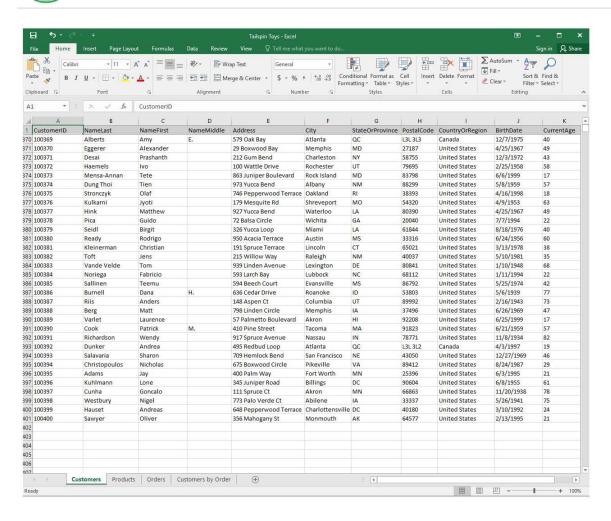




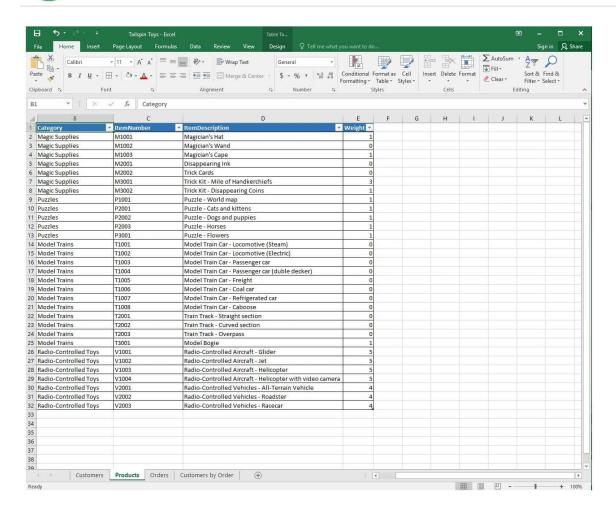




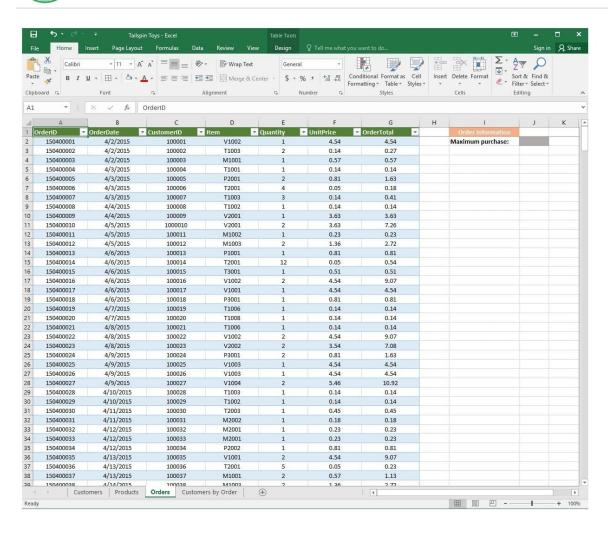




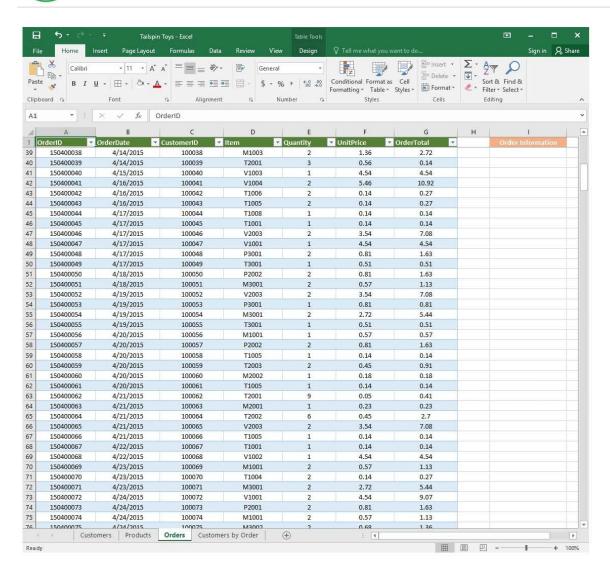




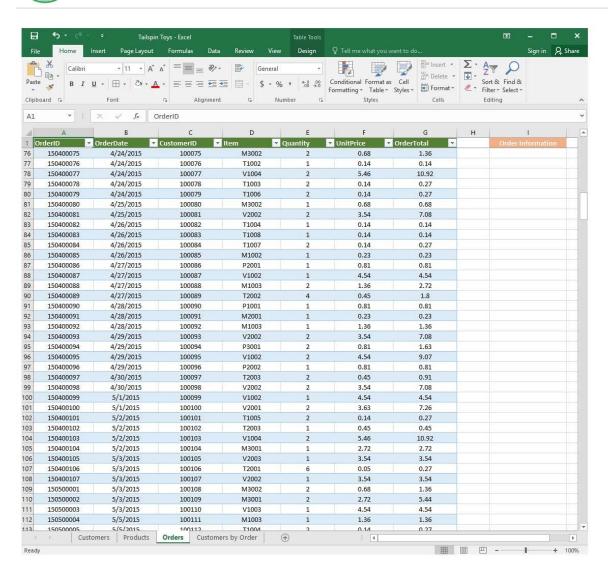




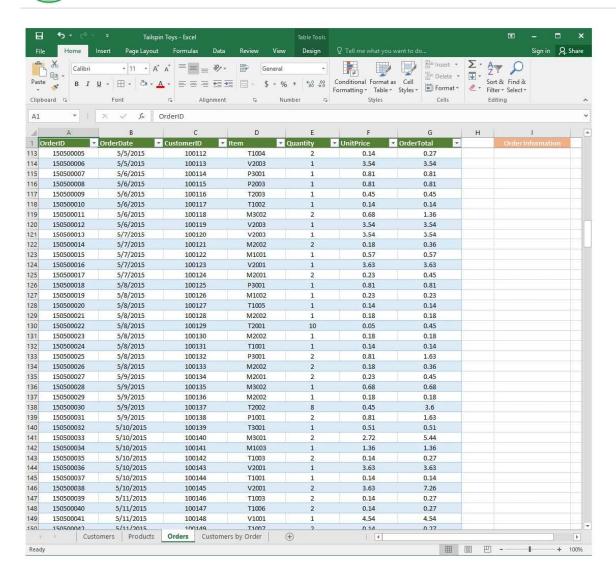


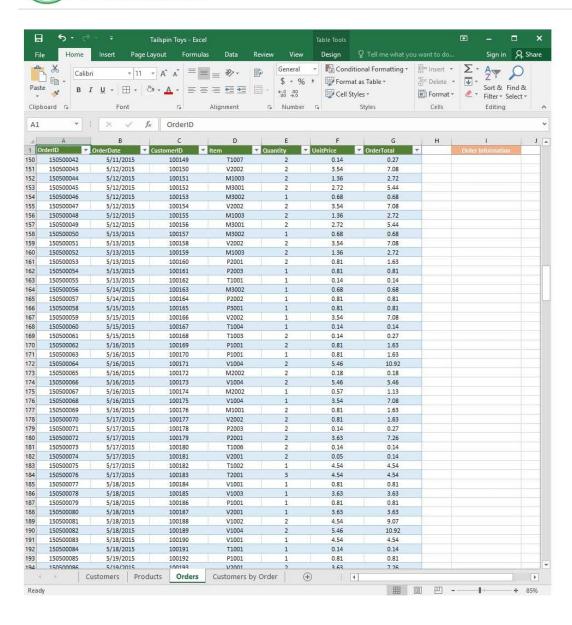


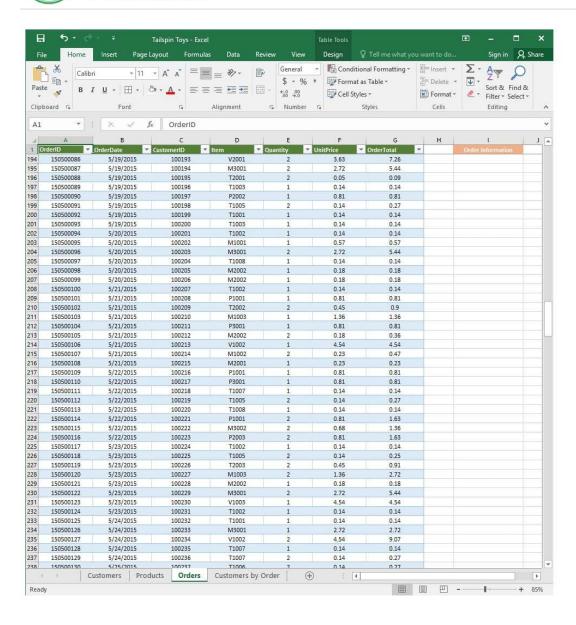


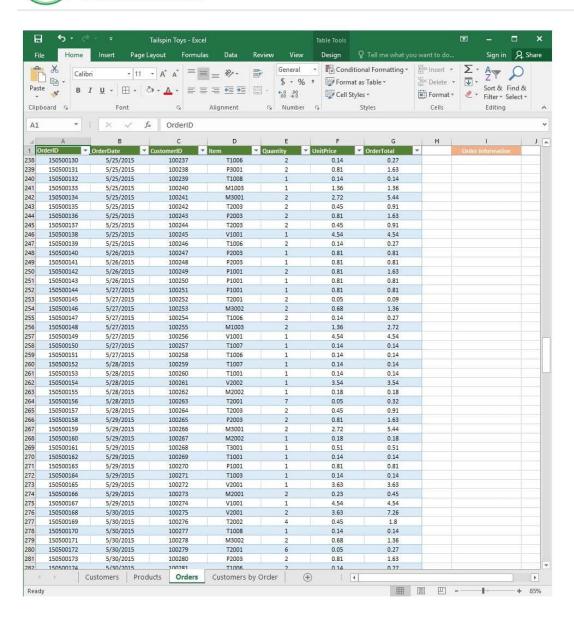


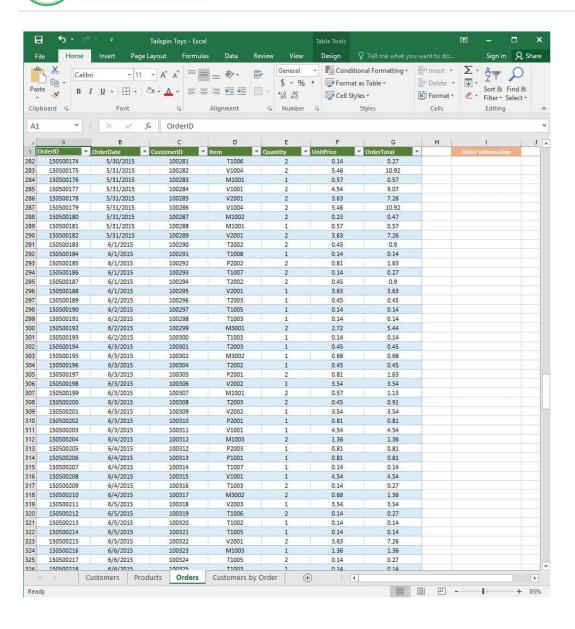


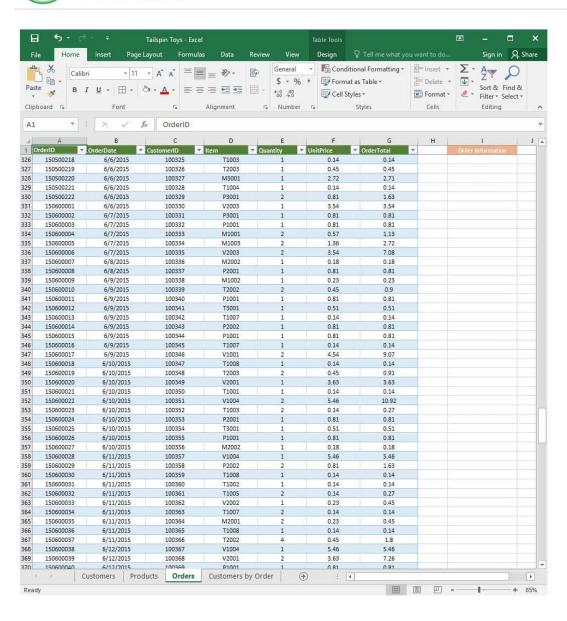


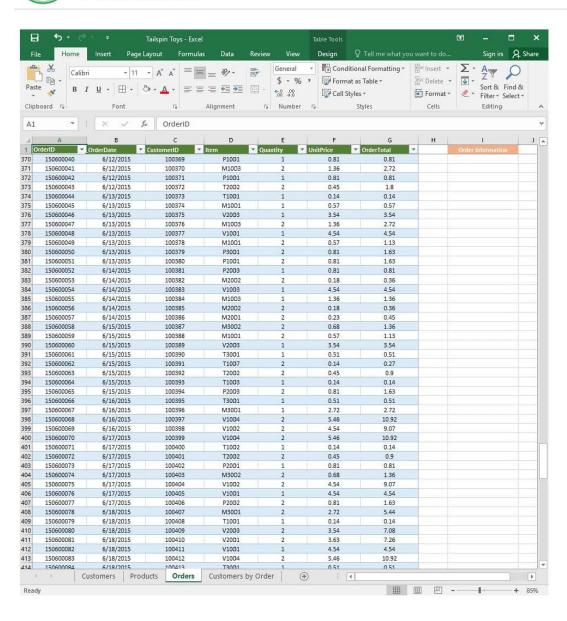


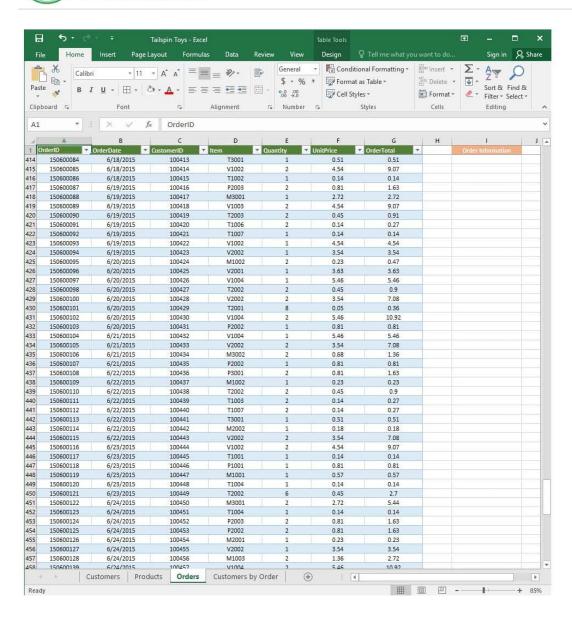


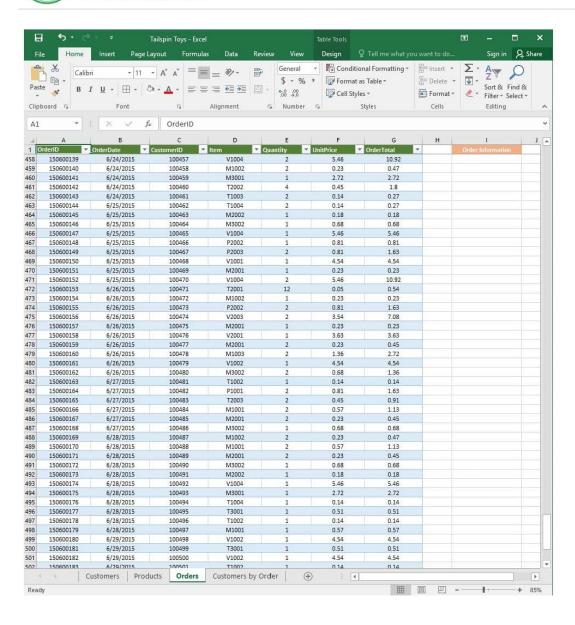


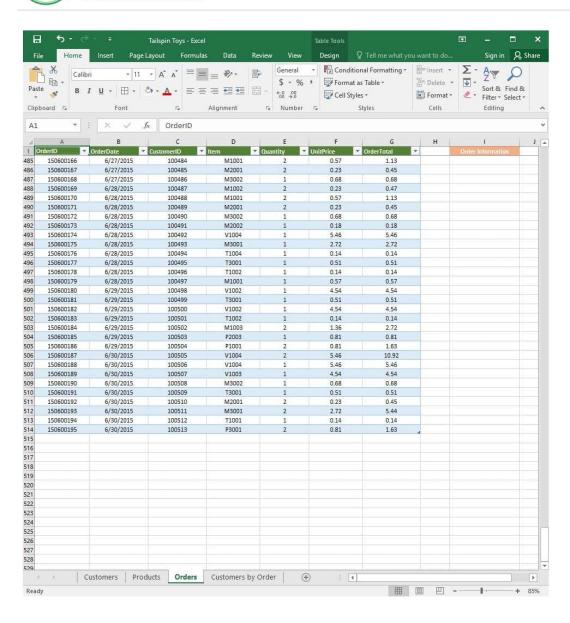


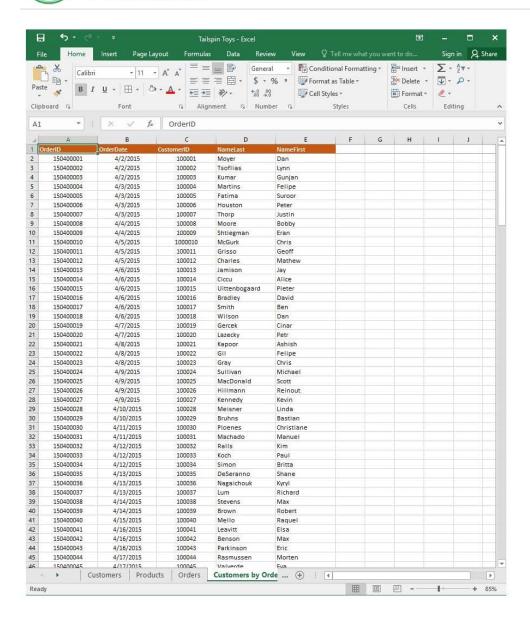


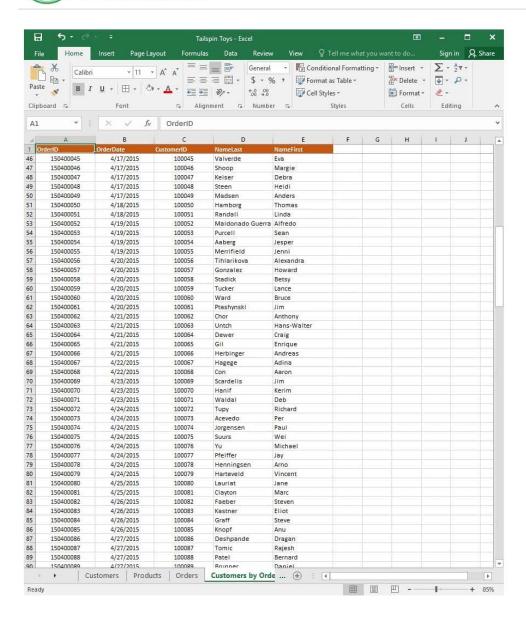




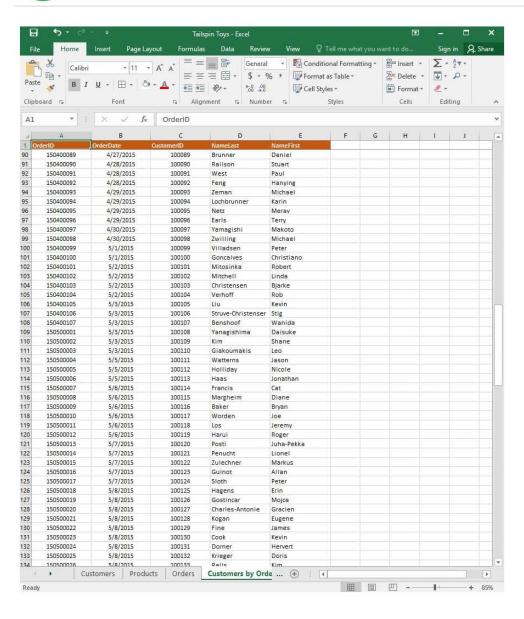


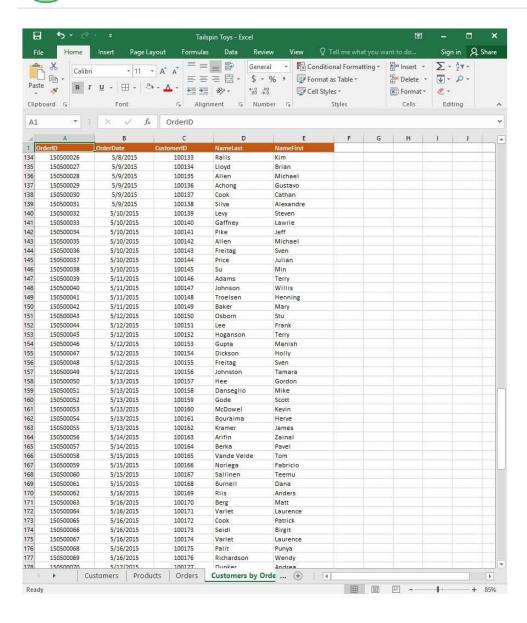




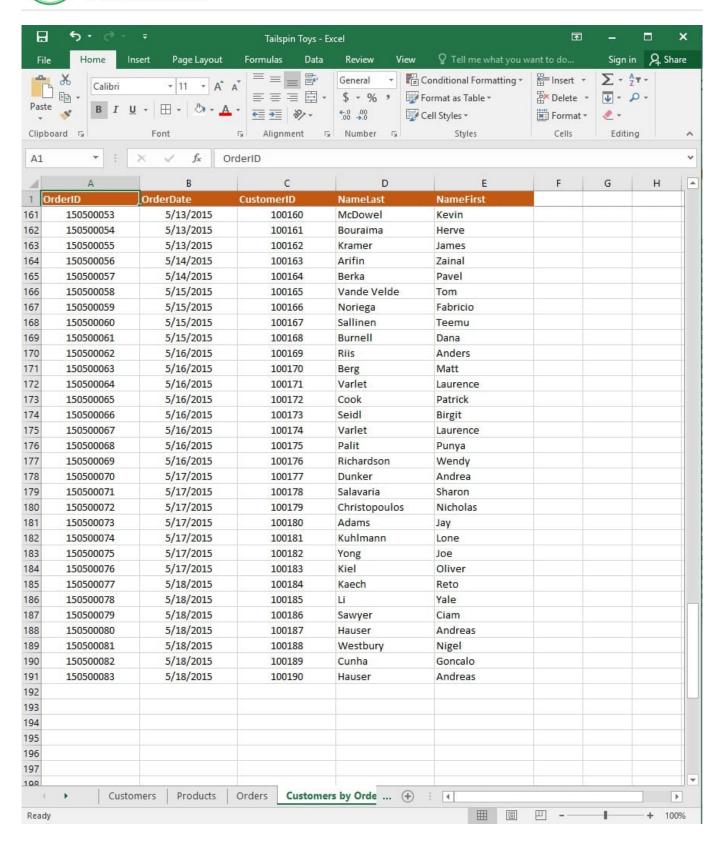








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On the "Customers" worksheet, sort the table to order the records by the "CountryOrRegion" field, with customers in the United States first and customers in Canada second.

Then sort the customers in each country alphabetically (from A to Z) by the "StateOrProvince" field.



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Finally, sort the customers in each state or province in ascending order by the 'PostalCode" field. Correct Answer: See explanation below. Explanation: 1. Select a cell in the "CountryOrRegion" field on the "Customers" worksheet. 2. Select Sort from the Sort and Filter group in the Data tab. 3. In the Sort dialog box, under Column in the Sort by box, Select the "CountryOrRegion" field. 4. Under the Sort On option, select the type of sort desired, in this case Values, to sort by text. 5. Under Order, select Custom List, then set it for customers in the United States to appear first, then the customers in Canada. 6. Then to add another column to sort by, click Add Level. 7. In the Sort dialog box, under Column in the Sort by box, Select the "StateOrProvince" field. 8. Under the Sort On option, select Values. 9. Under Order, select A to Z. 10. Add a final column by clicking Add Level. 11. In the Sort dialog box, under Column in the Sort by box, Select the "PostalCode" field. 12.

Under Sort On, select Values.

13.



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Under Order, select Smallest to Largest.

14.

Click OK.

References:

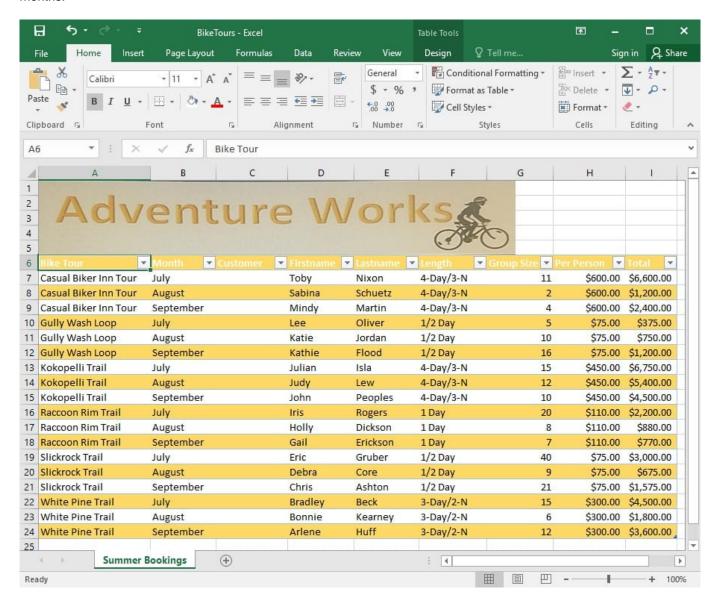
https://support.office.com/en-us/article/sort-data-in-a-range-or-table-62d0b95d-2a90-4610-a6ae2e545c4a4654

QUESTION 3

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.





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Insert page numbering in the center of the footer on the "Summer Bookings" worksheet using the format Page 1 of ?.

Correct Answer: See explanation below.

Explanation:

Insert tab.

1. On the "Summer Bookings" worksheet, click Header and Footer from the Text group situation on the

2.

Click Click to add footer which would display the Header and Footer tools which gets added to the Design tab.

3.

Specify where the page number should be by selecting the Center section box.

4.

On the Design tab in the Header and Footer Elements group, click Page Number.

5.

The placeholder and [Page] will appear in the selected section, to add the total number of pages type the word of followed by the space in the Header and Footer Elements group after clicking Number of Pages, then the placeholder and [Page] of and [Pages] appear.

6.

Click anywhere outside the header or footer area to display the page numbers in Page Layout View.

7.

Once you are done working in the Page Layout View, click Normal in the Workbook Views group situated on the View tab. OR You can also click Normal on the status bar.

References:

https://support.office.com/en-us/article/Insert-page-numbers-on-worksheets-27A88FB9-F54E-4AC4-84D7BF957C6CE29C

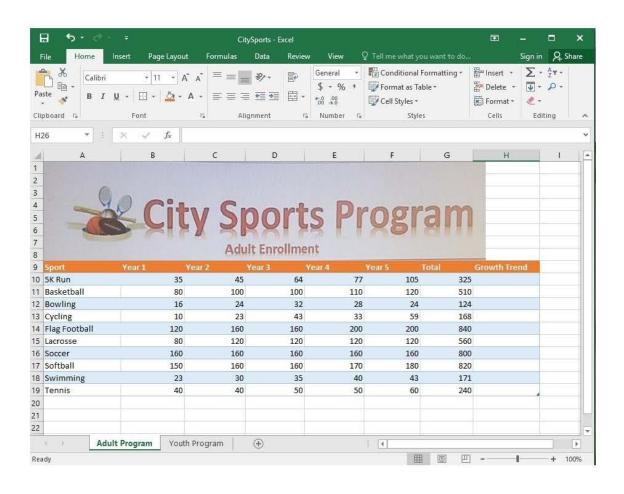
QUESTION 4

SIMULATION

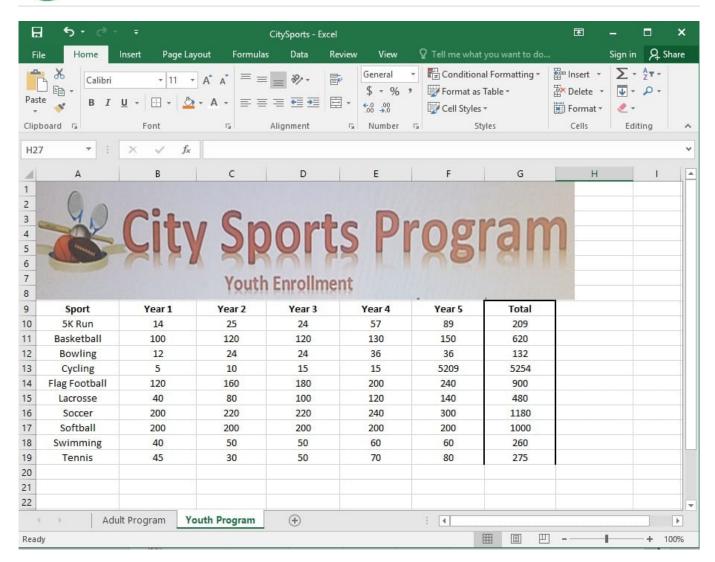
Project 5 of 7: City Sports

Overview

The city events manager wants to analyze the enrollment changes over the past five years for various adult and youth sports programs. You have been tasked to prepare tables for the analysis.



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On the "Youth Program" worksheet, create a table from the cell range A9:G19. Include row 9 as headers.

Correct Answer: See explanation below.

Explanation:

1.

On the "Youth Program" worksheet, select Format as Table from the Home tab.

2.

Choose the desired style for the table.

3.

Select the desired cell range of A9:G19 in the Format as Table dialog box.

4.

Mark row 9 as a header.

5.

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Click OK.

References:

https://support.office.com/en-us/article/create-and-format-tables-e81aa349-b006-4f8a-9806-5af9df0ac664

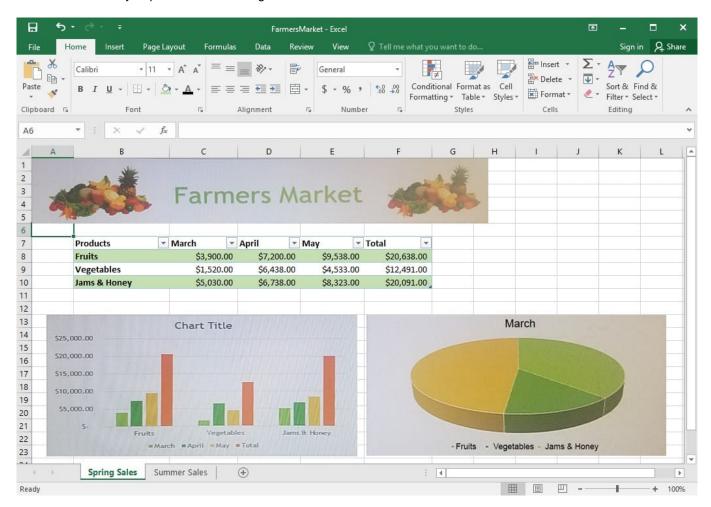
QUESTION 5

SIMULATION

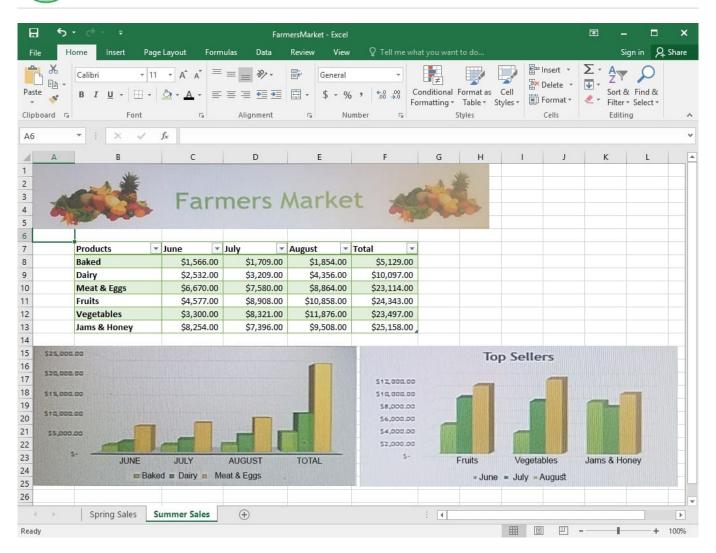
Project 7 of 7: Farmers Market

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 "Spring Sales" worksheet, add the title "New Products" to the column chart. Label the vertical axis "Gross Sales" and the horizontal axis "Months".

Correct Answer: See explanation below.

Explanation:

1.

Click on the title on the "Spring Sales" worksheet, then type "New Products".

2.

You can edit the Font of the title from the mini-toolbar that appears OR from the Home tab.

3.

Click directly on either the x-axis or y-axis in the chart OR click the Chart Elements button.

4.

For editing the x-axis which is the horizontal category then type "Months".

5.



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Do the same to edit the y-axis which is the vertical category and type "Gross Sales".

6.

You can further edit the text of the data in either of the axis as desired.

References:

https://www.dummies.com/software/microsoft-office/excel/how-to-edit-chart-titles-in-excel-2016/

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