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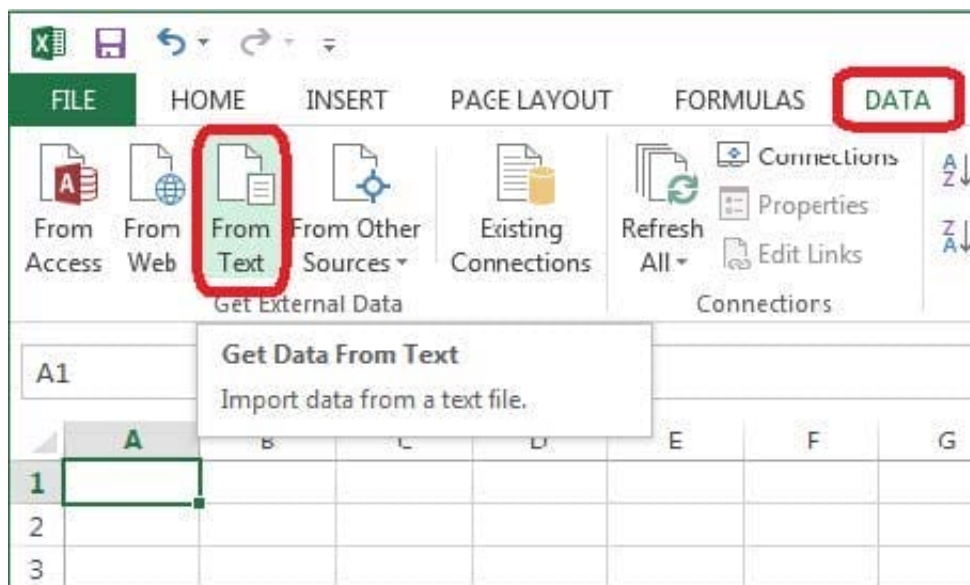**QUESTION 1**

Insert data from a text file.

Cell A1.

File source Autumn.txt

Tab-delimited

Correct Answer: Use the following steps to complete this task in explanation:
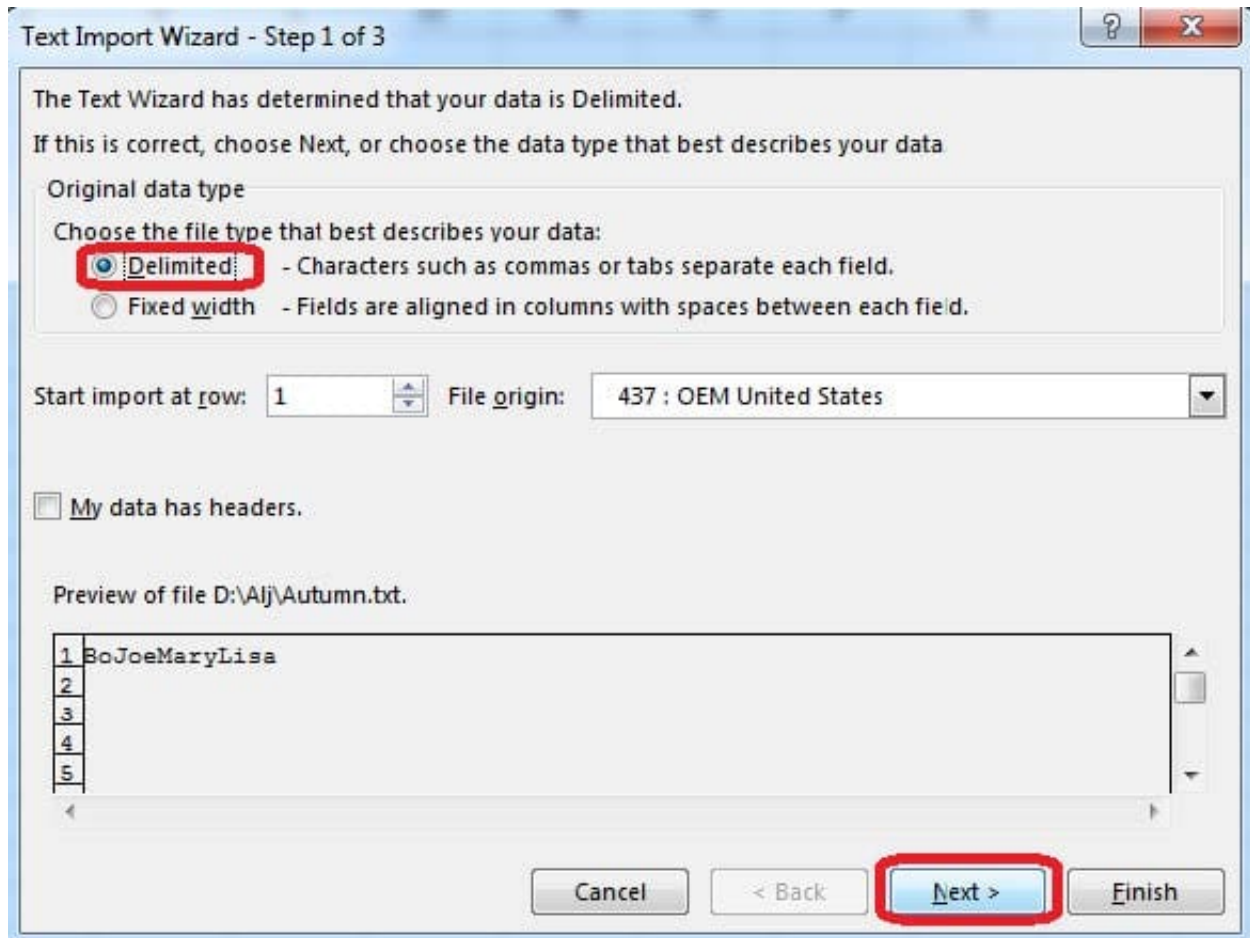
Step 1:Click cell A1.

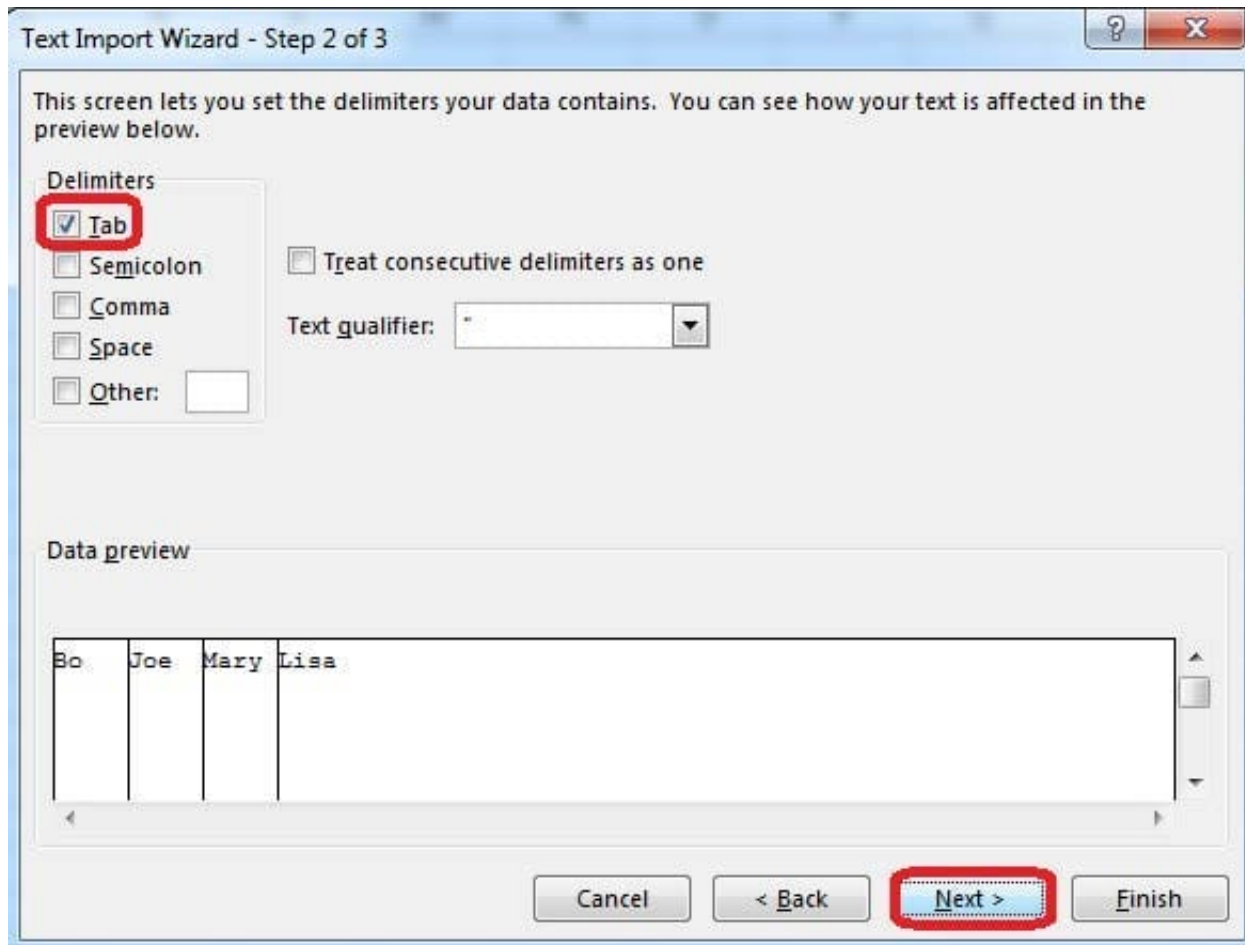Step 2:Click the Data tab, and click the From Text button.
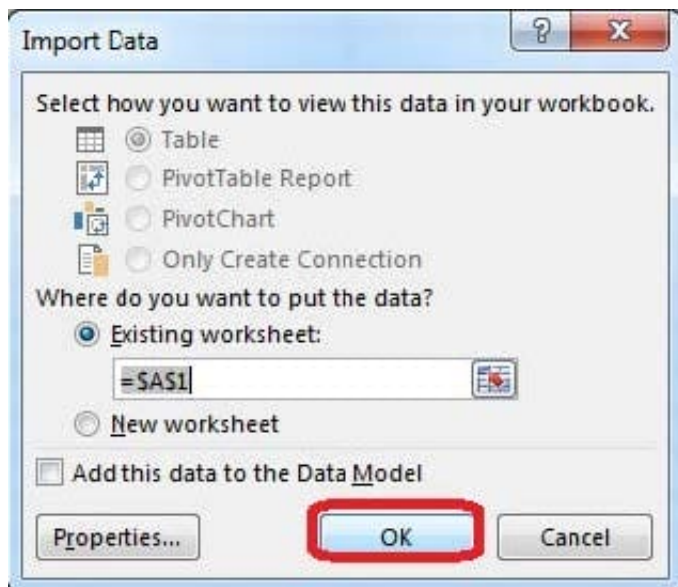

The Text Import Wizard starts.

Step 3:Make sure Delimited is select, and click Next.

Step 4:Make sure Delimiters: Tab is selected. Then click Next.

Step 5:Finish the wizard by click the Finish Button. Step 6: Confirm with OK in the Import Data dialog box.
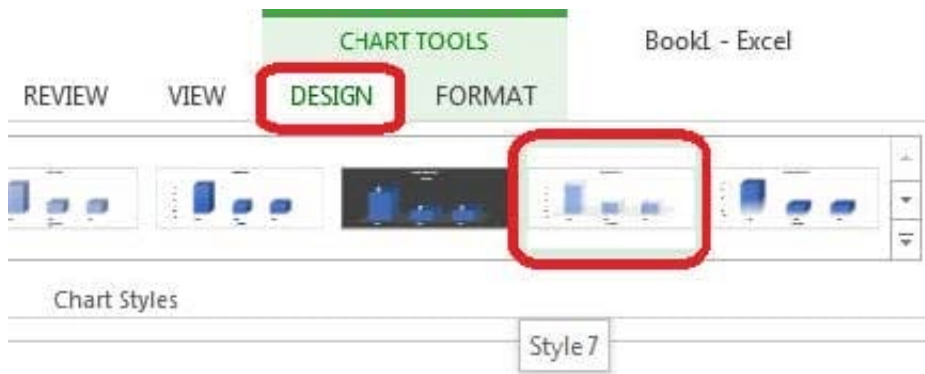

QUESTION 2

Apply a style to the chart.

Chart.

Chart Styles Style 7

Correct Answer: Use the following steps to complete this task in explanation:

Step 1:Click on the chart.

Step 2:On the Design tab, in the Chart Styles group, click theStyle 7chart style.

QUESTION 3

Create a hyperlink to another worksheet.

Cell A2.

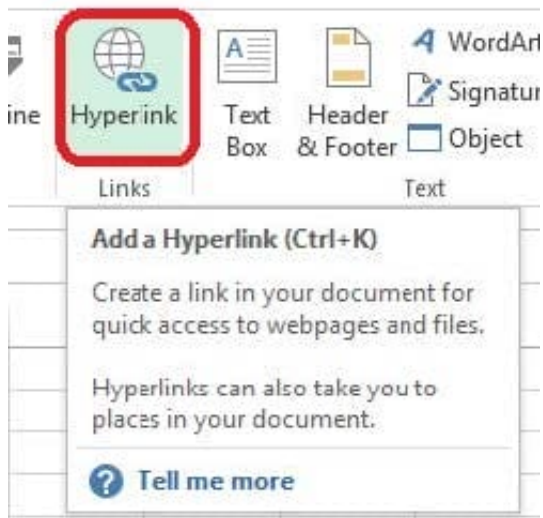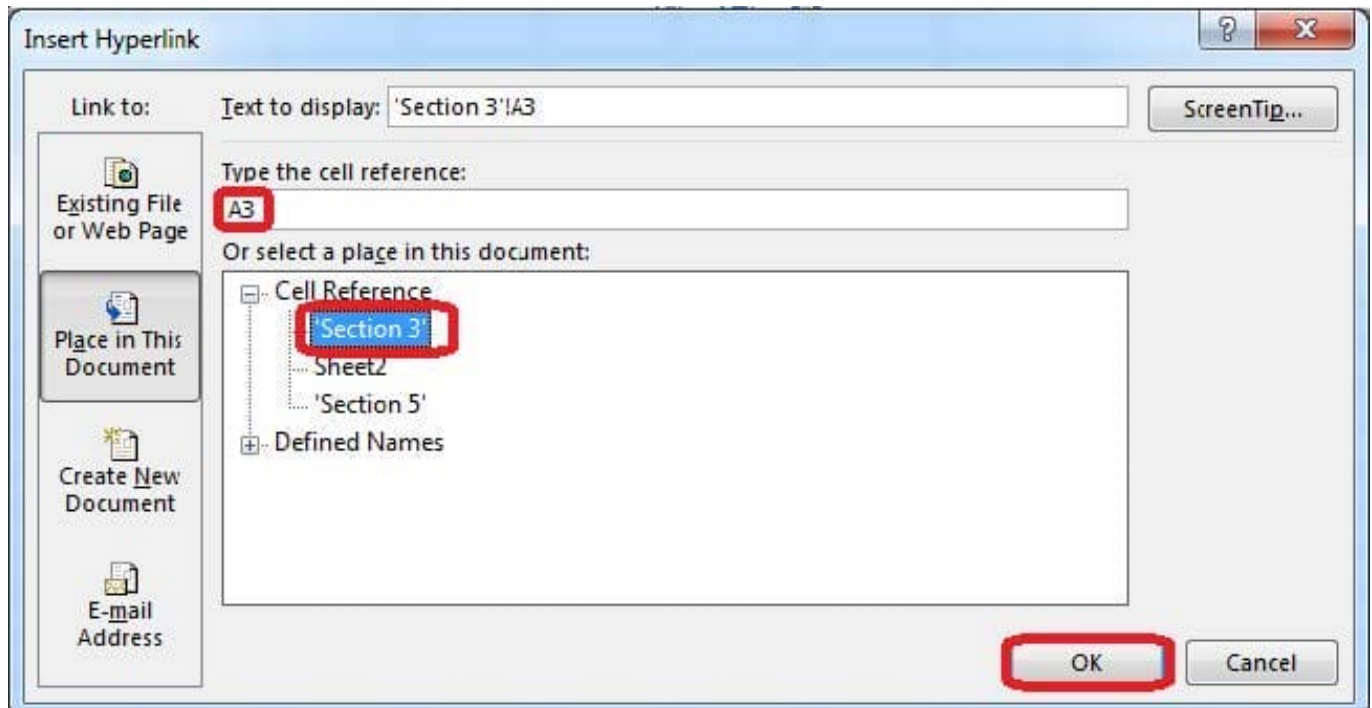Cell reference "A3"

Sheet reference "Section 3" worksheet.

Correct Answer: Use the following steps to complete this task in explanation:

Step 1:Click cell A2.

Step 2:On the Insert tab, in the Links group, click Hyperlink.

Step 3:In the Insert Hyperlink dialog box, in the Type the cell reference: type A3, select Cell Reference \\'Section 3\\', and click OK.


QUESTION 4

Sort and Filter. Apply a sort and a filter to the table. Cell range B6:F29 Sort Column Zero Scores Order Largest to Smallest Column IDs Order Smallest to Largest Filter Hide students ids with no zero scores.
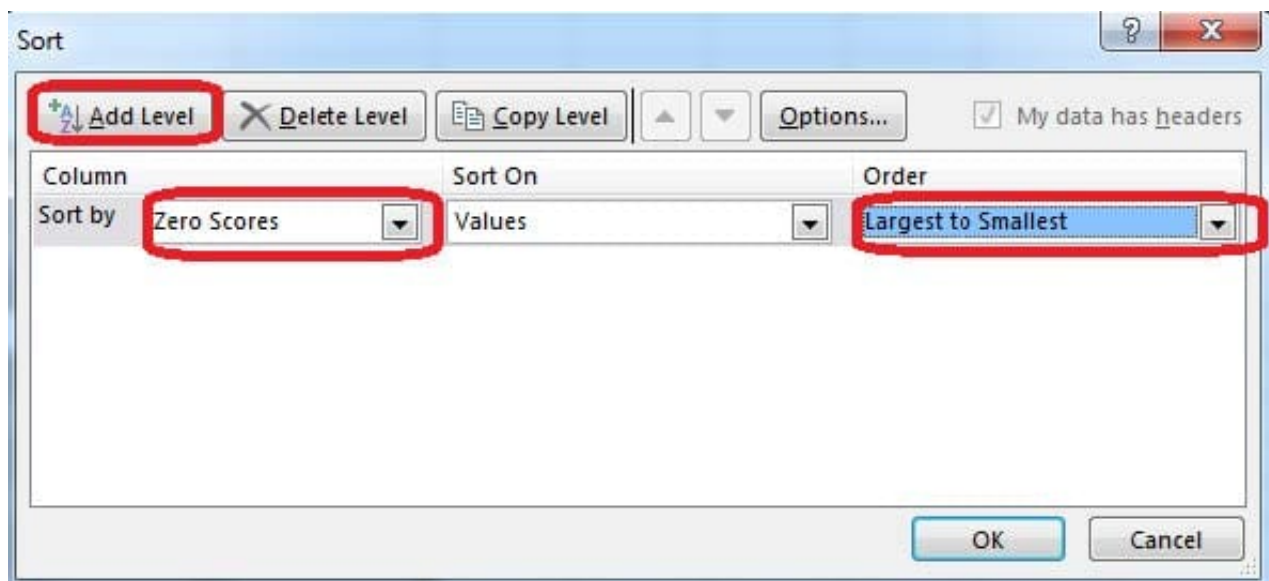
Correct Answer: Use the following steps to complete this task in explanation:

Step 1:Click a cell in the table.

Step 2:On the Home tab select the Sort and Filter button, and select Custom sort (needed to sort on more than one column at a time).
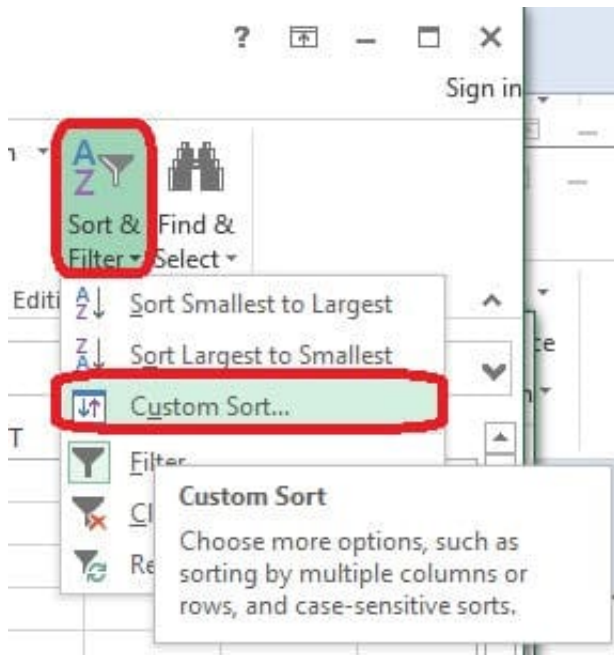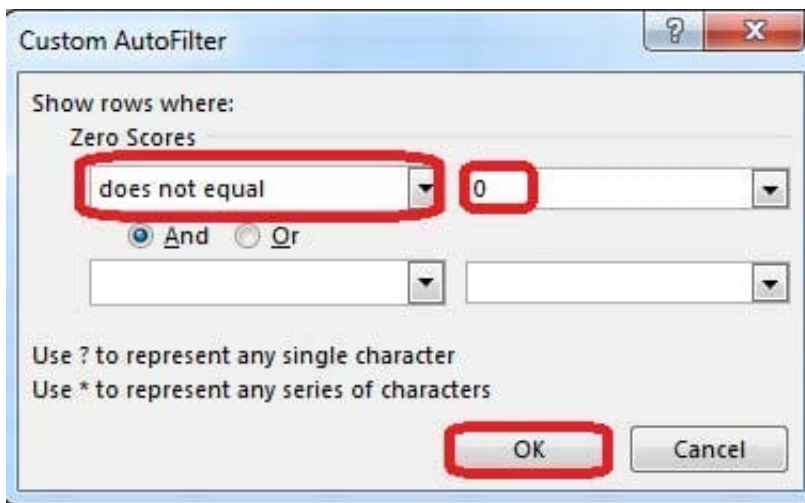
Step 3:In the Sort dialog box select Sort by: Zero Scores, Order: Largest to Smallest, and click the Add Level button.

Step 4:Select then by: Ids, Order: Smallest to Largest, and click the OK button. Step 5:Click the Zero Scores column header header arrow, select Number Filters, and clickDoes not Equal.
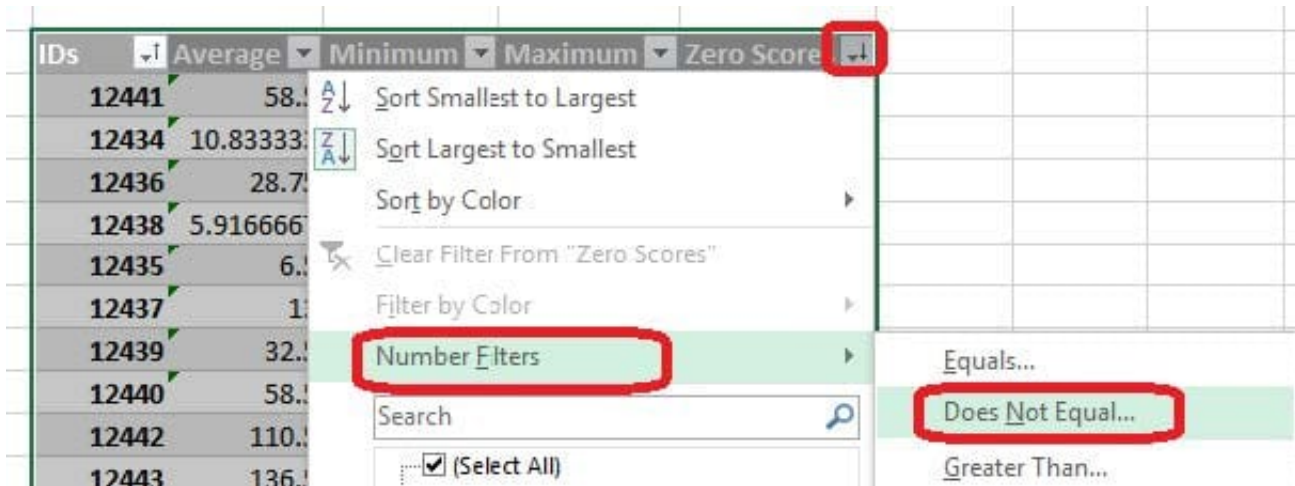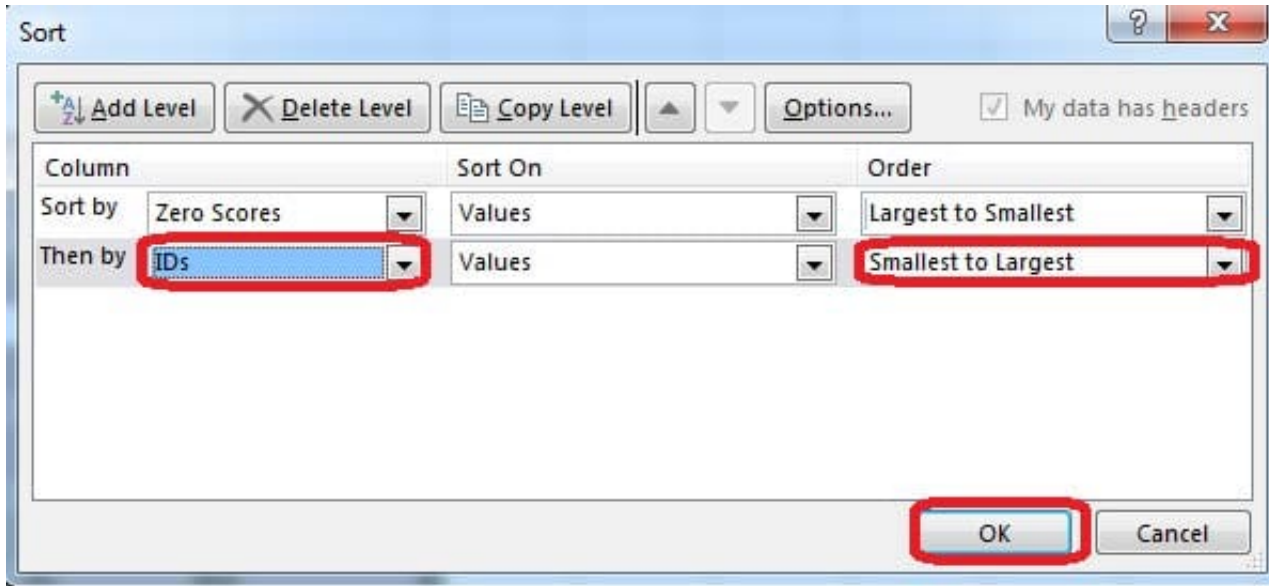
Step 6: In the Custom AutoFilter enter 0, and click OK

The result will look like:

	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6		IDs	Average	Minimum	Maximum	Zero Scores	
7		12441	58.5	0	156	3	
8		12434	10.833333	0	24	2	
9		12436	28.75	0	60	1	
10		12438	5.9166667	0	12	1	
16		12443	126	0	252	1	
19		12446	198	0	396	1	
25		12452	332.5	0	684	1	
30							
31							

QUESTION 5
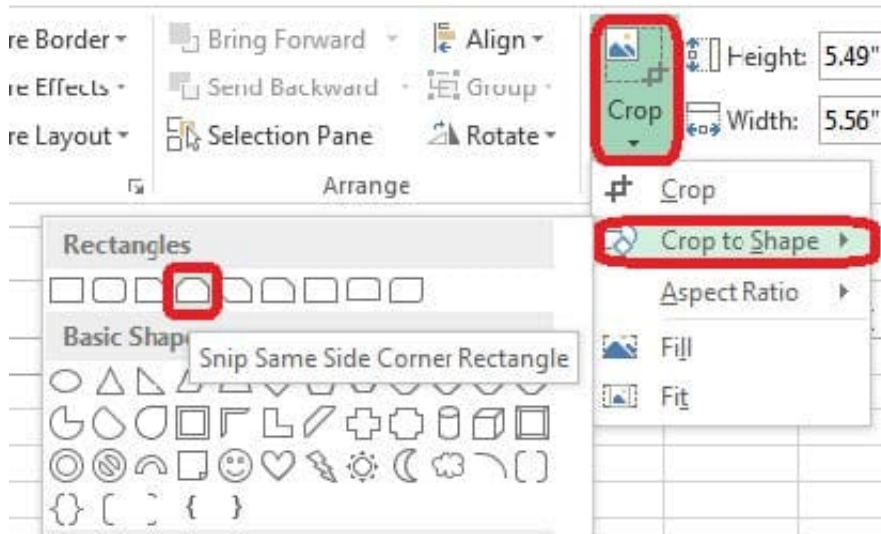
Crop the picture.

Books.jpg

Crop to Shape Snip Same Side Corner Rectangle.

Correct Answer: Use the following steps to complete this task in explanation:

Step 1:Click on the picture.

Step 2:In the Format menu (which is displayedautomatically) click the Crop Command, select Crop to Shape, and click Snip Same Side Corner Rectangle.

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