77-727^{Q&As}

Excel 2016 Core Data Analysis, Manipulation, and Presentation

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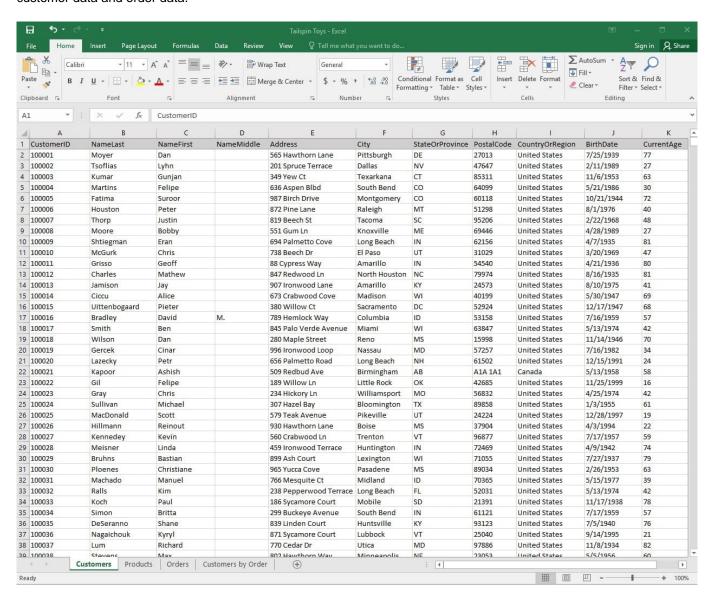
QUESTION 1

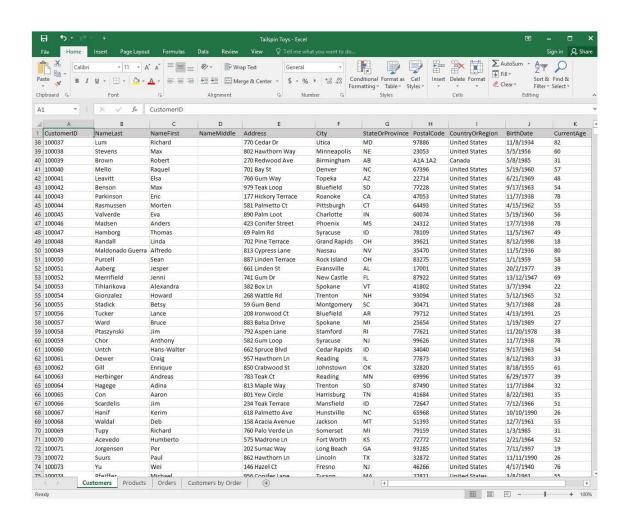
SIMULATION

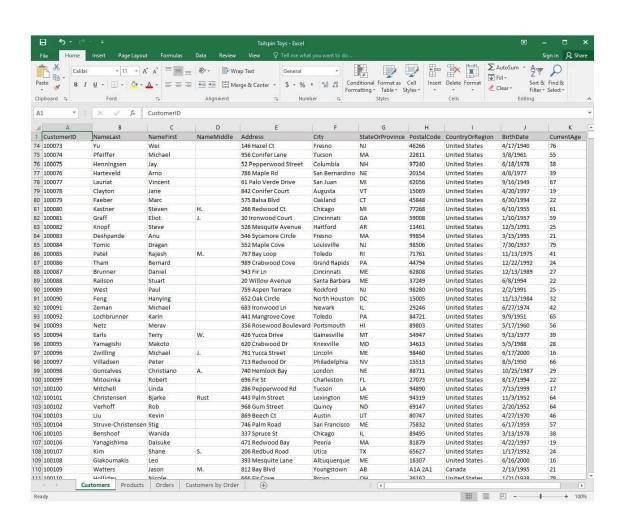
Project 1 of 7: Tailspin Toys

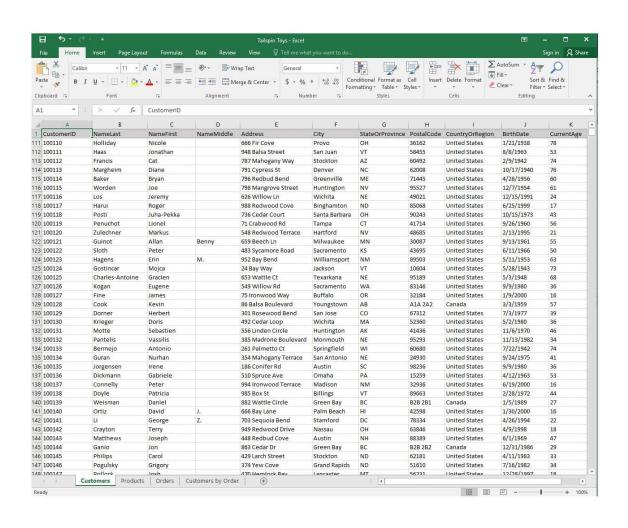
Overview

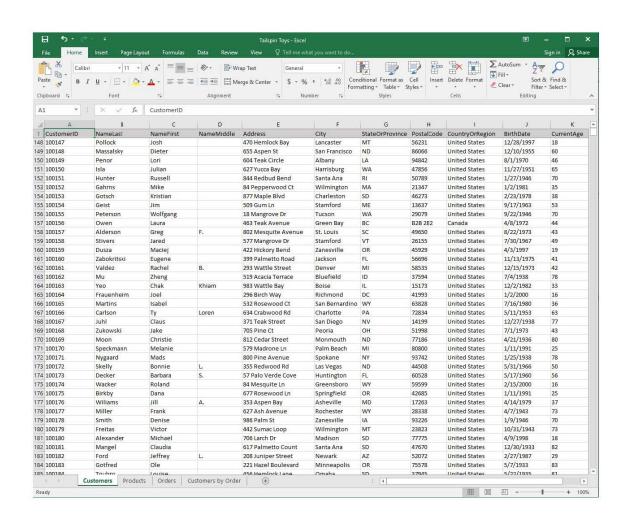
You recently opened an online toy store. You have sold products to 500 individual customers. You are evaluating customer data and order data.

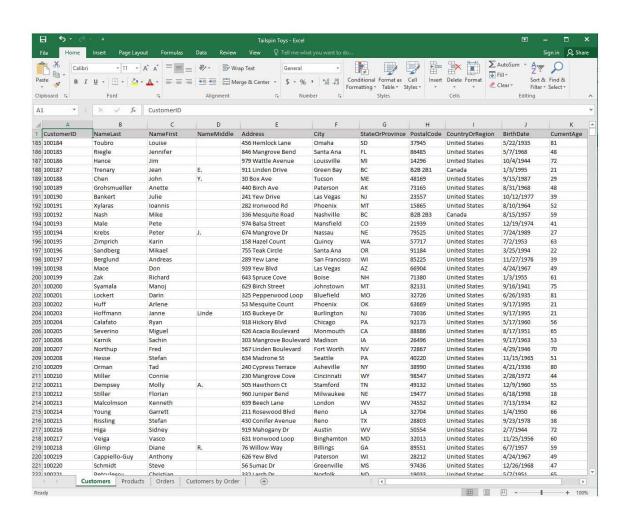


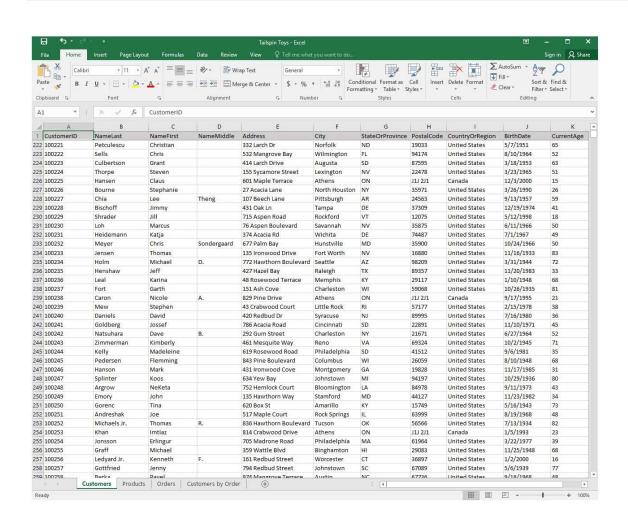


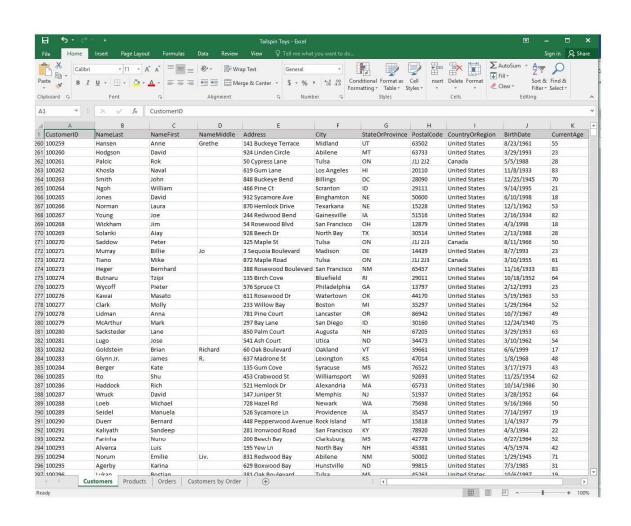


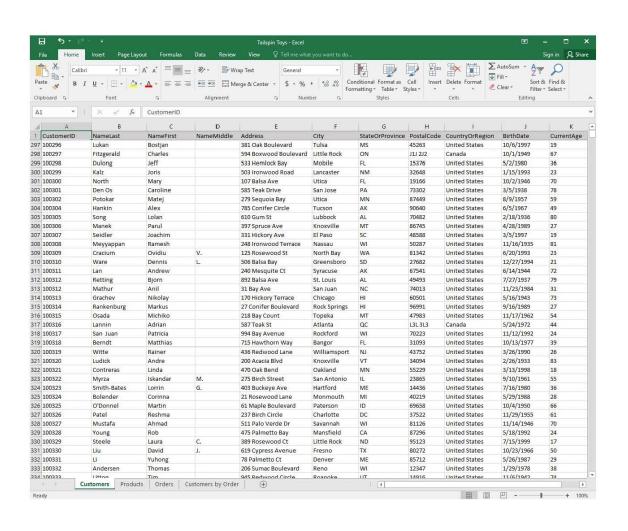


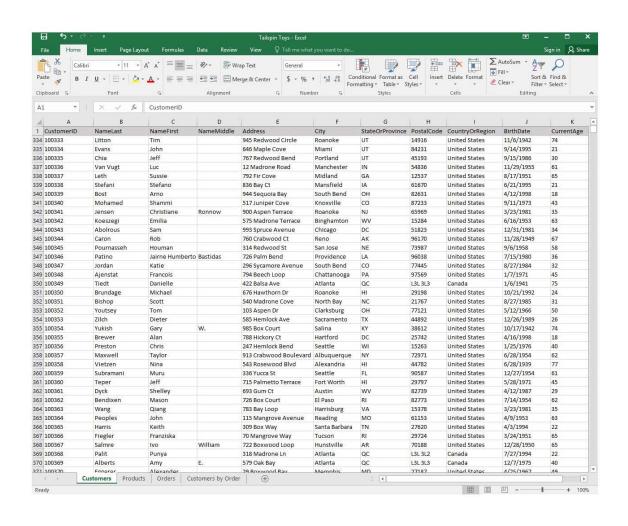


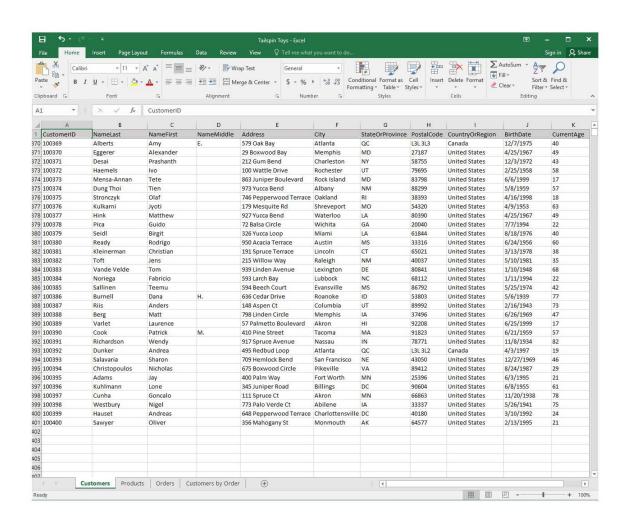


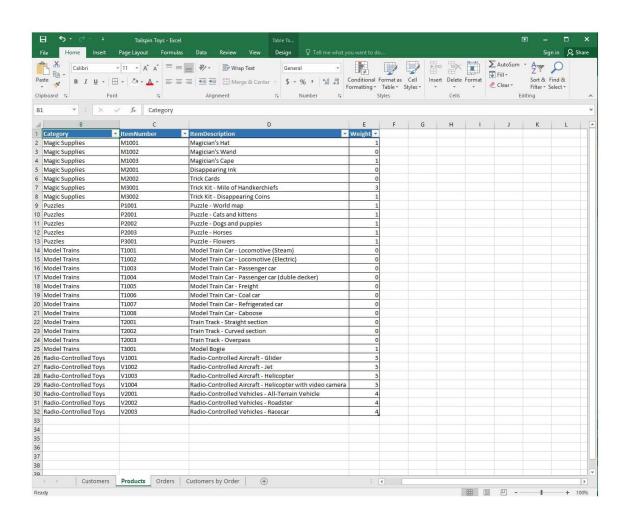


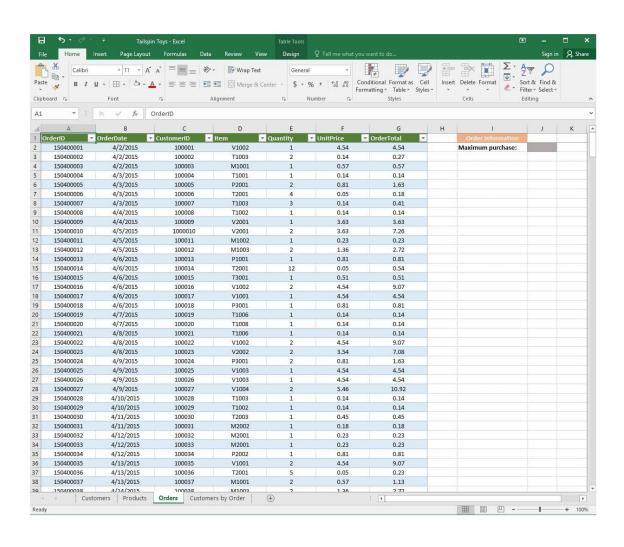


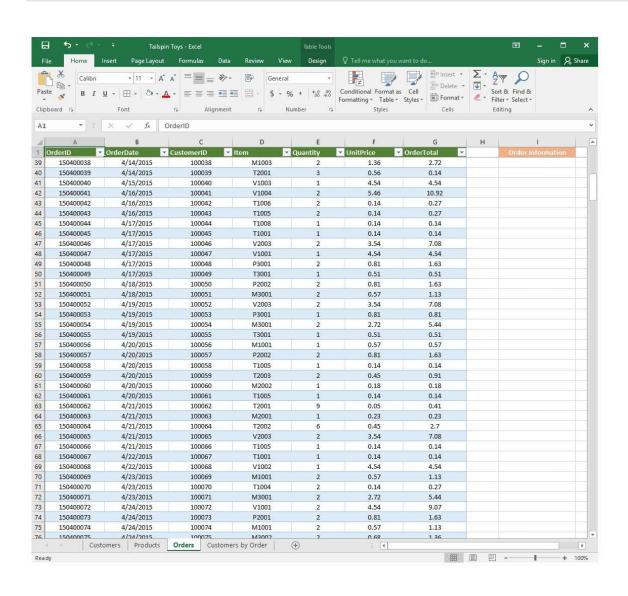


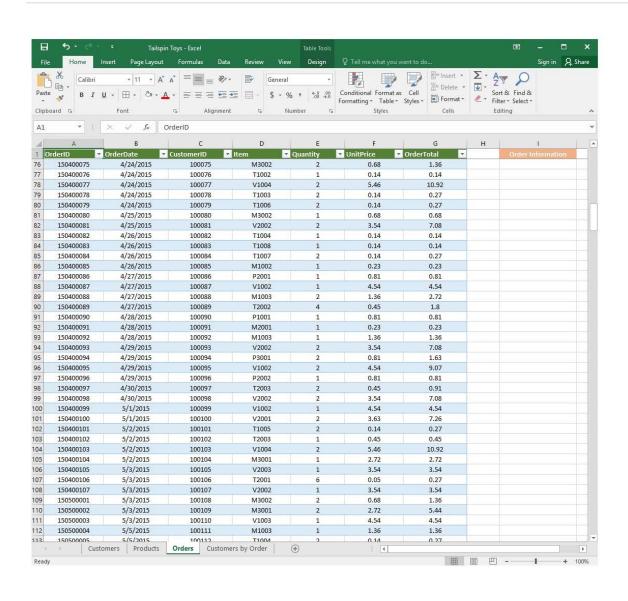


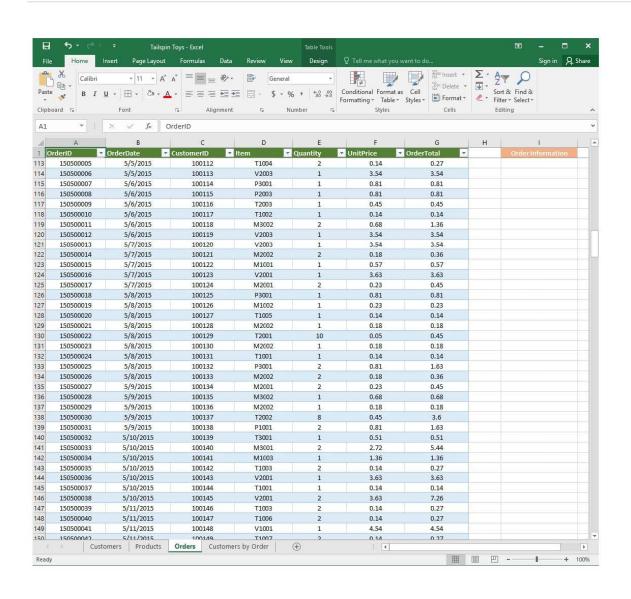


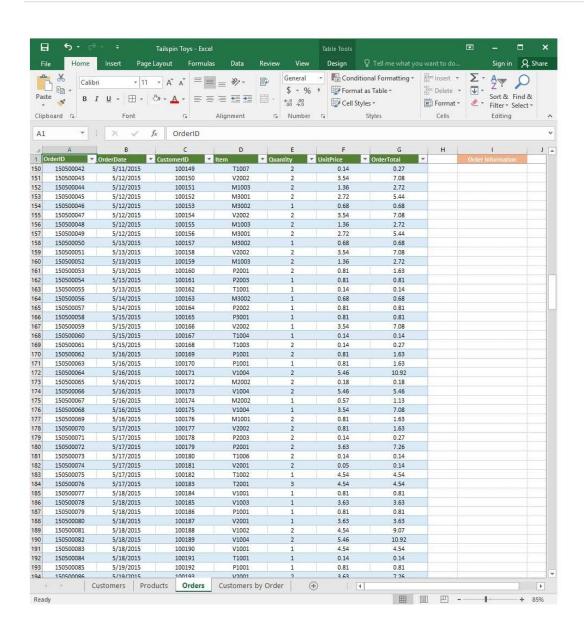


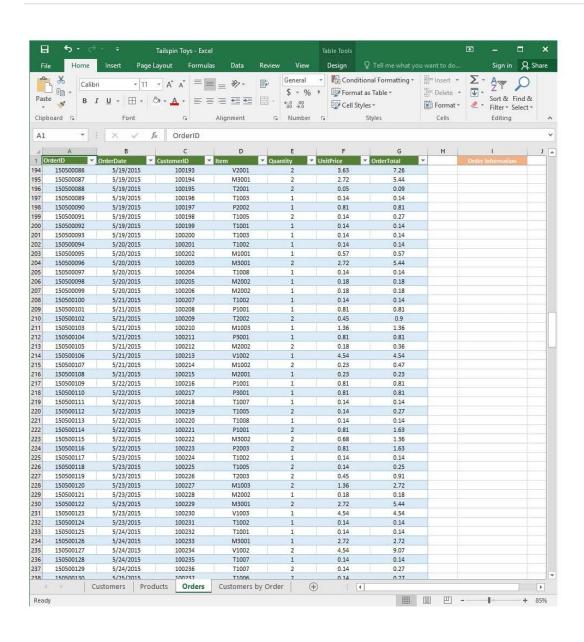


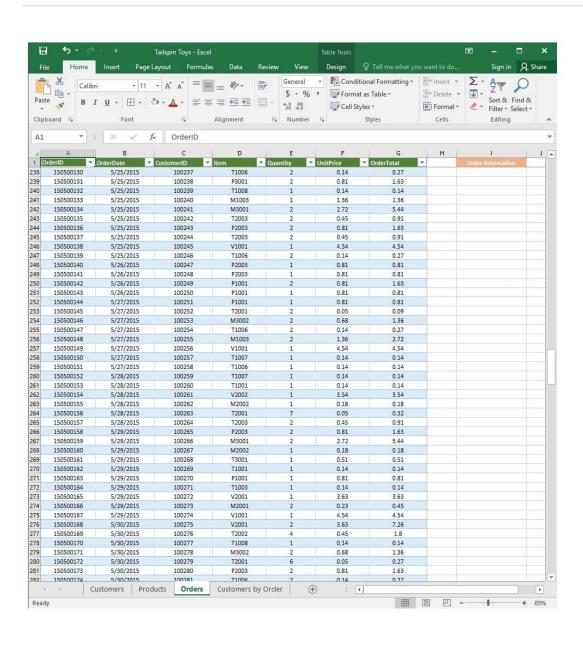


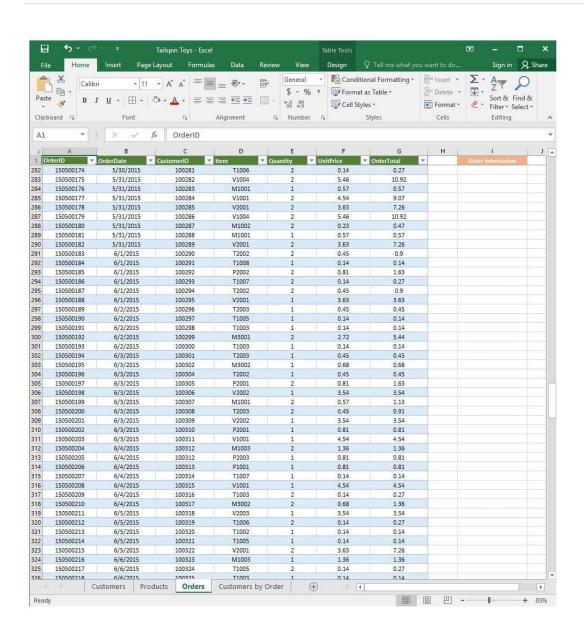


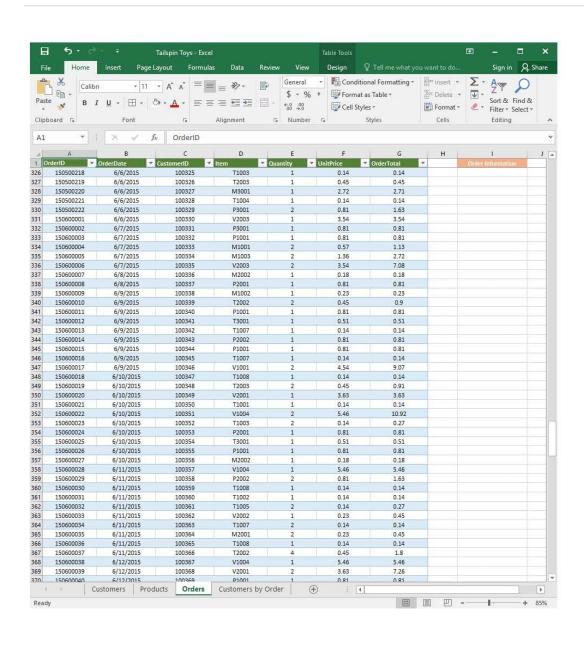


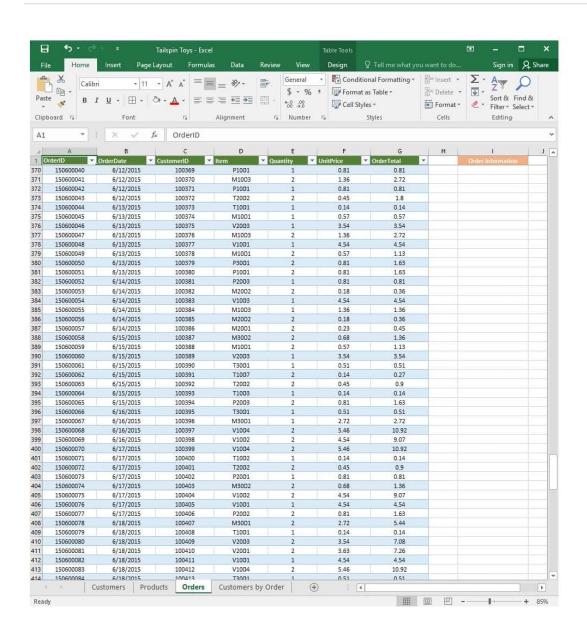


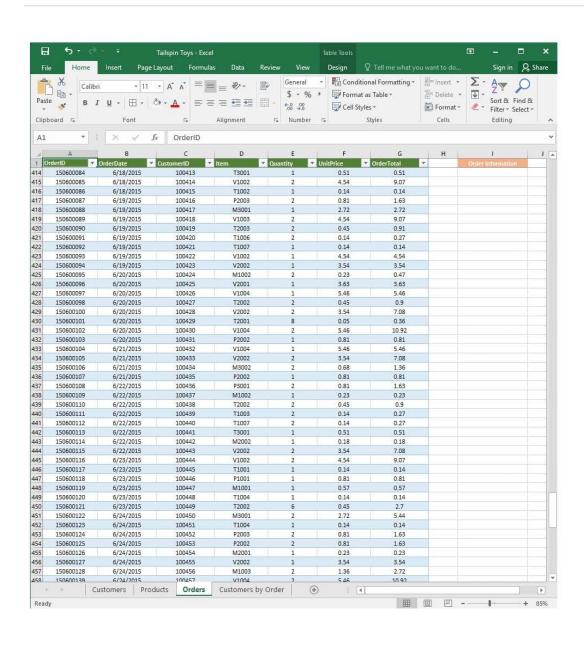


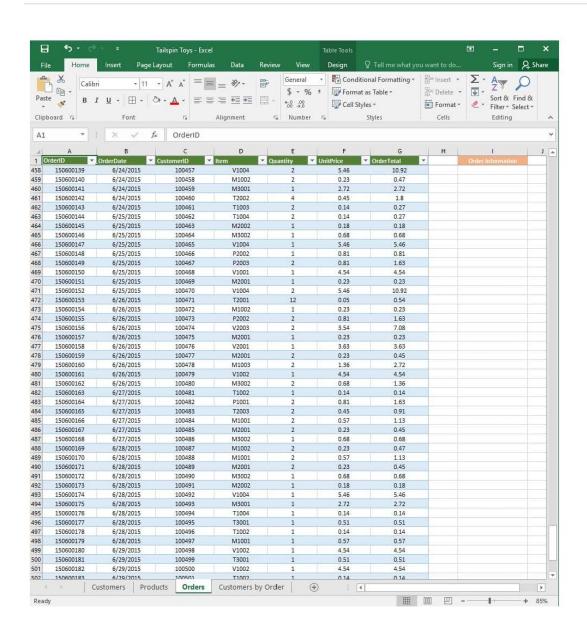


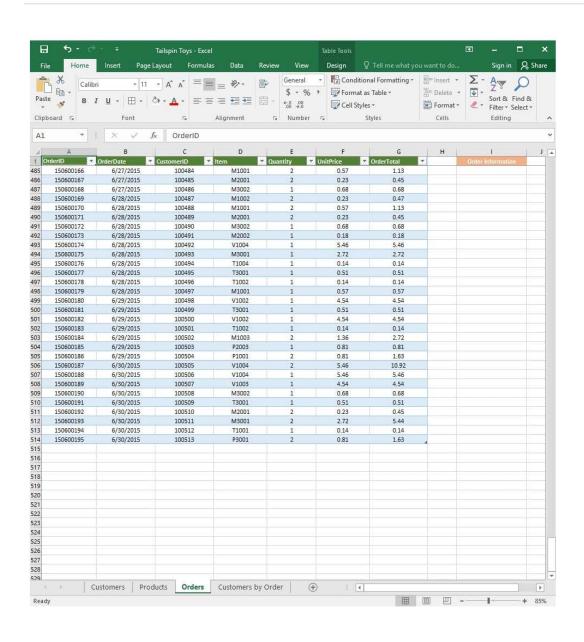


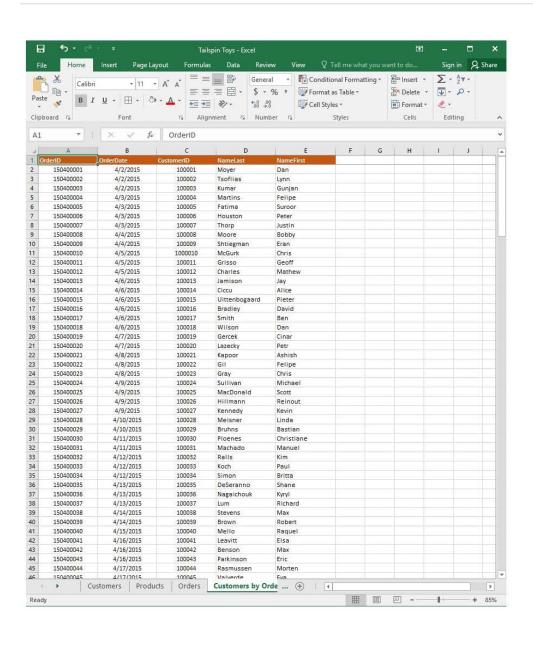


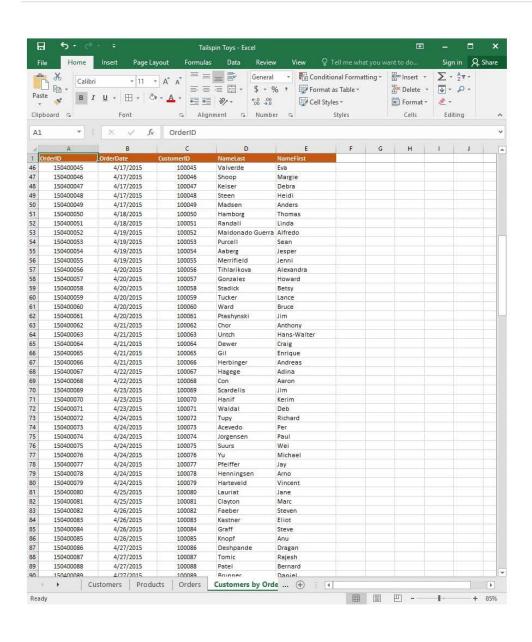


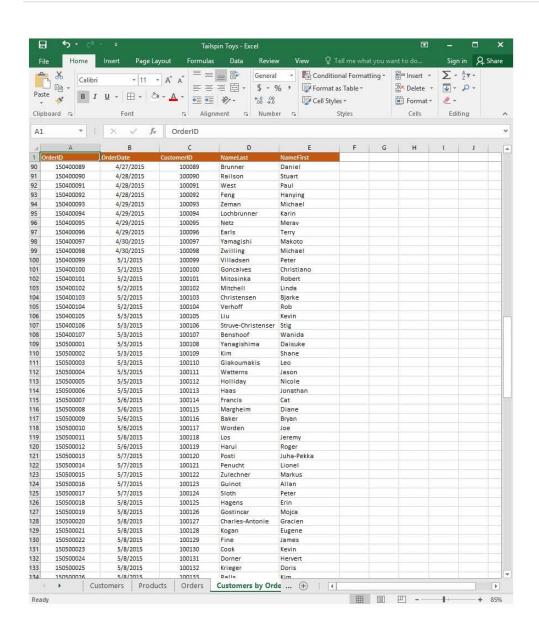


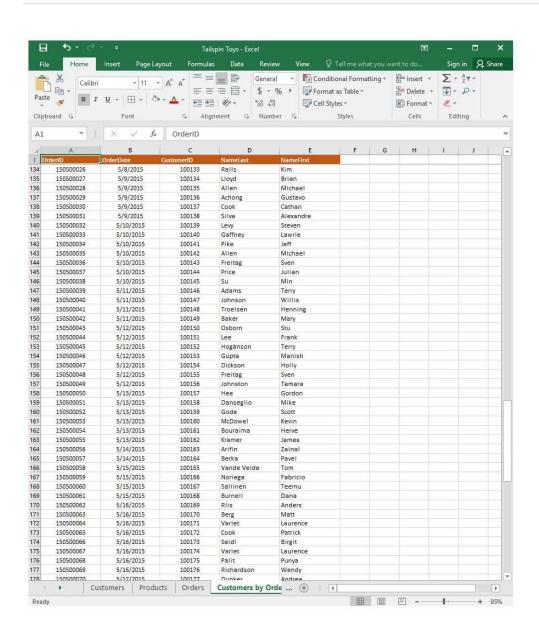






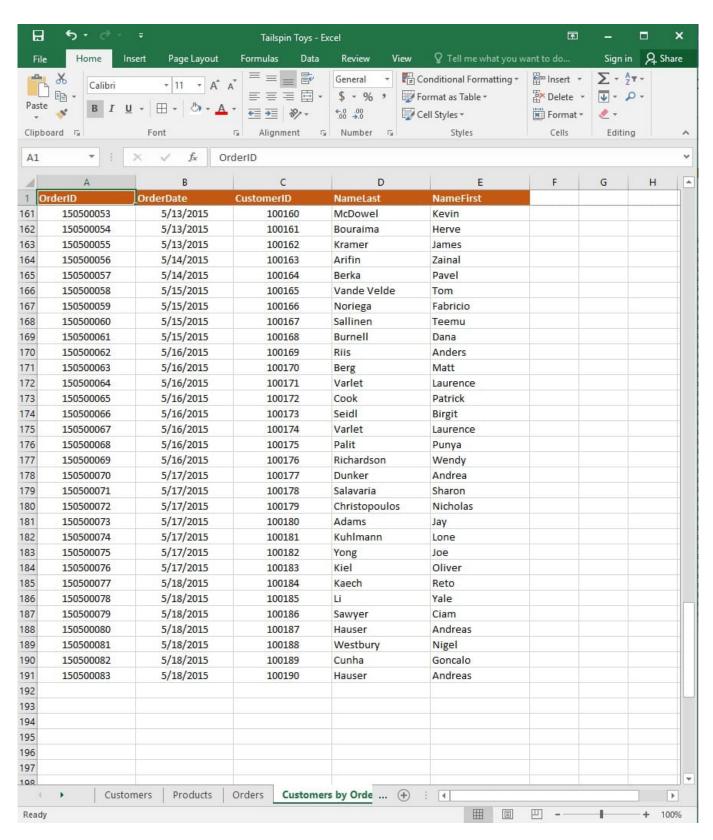








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On the "Customers by Order" worksheet, use an Excel data tool to remove all records with duplicate "CustomerID" values from the table. Do not remove any other records.

Correct Answer: See explanation below.

Explanation:



1.

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Select the cells in the "CustomerID" column which you want to have checked for duplicates.
2.
Select Remove Duplicates from the Data tab.
3.
Select the "CustomerID" column which you want to have checked under the Columns options.
4.
Click OK.
References:
https://support.office.com/en-us/article/Find-and-remove-duplicates-00E35BEA-B46A-4D5D-B28E66A552DC138D

QUESTION 2

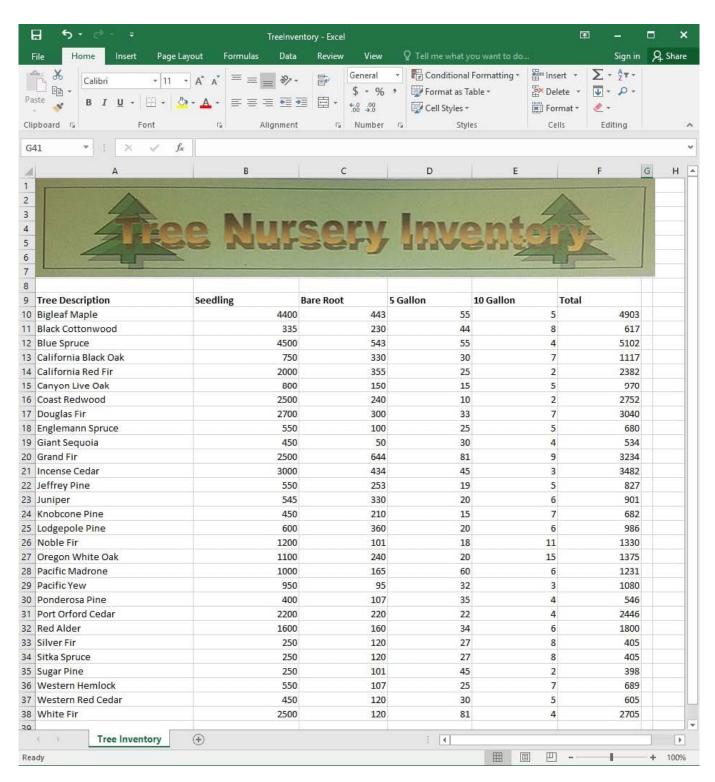
SIMULATION

Project 3 of 7: Tree Inventory

Overview

You are updating the inventory worksheet for a local tree farm.

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Change the margins to 1.0" (2.54 cm) on the top and bottom, 0.75" (1.90 cm) on the left and right, with a 0.5" (1.27 cm) header and footer.

Correct Answer: See explanation below.

Explanation:

1.



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Select the worksheet you want to apply the margin changes to.

2.

Select Margins in the Page Setup group from the Page Layout tab.

3.

Click Custom Margins, then in the Top and Bottom dialog box enter 1.0" (2,54cm), in the Left and Right dialog box enter 0.75"(1.90cm), and enter 0.5"(1.27cm) in the Header and Footer dialog box.

References:

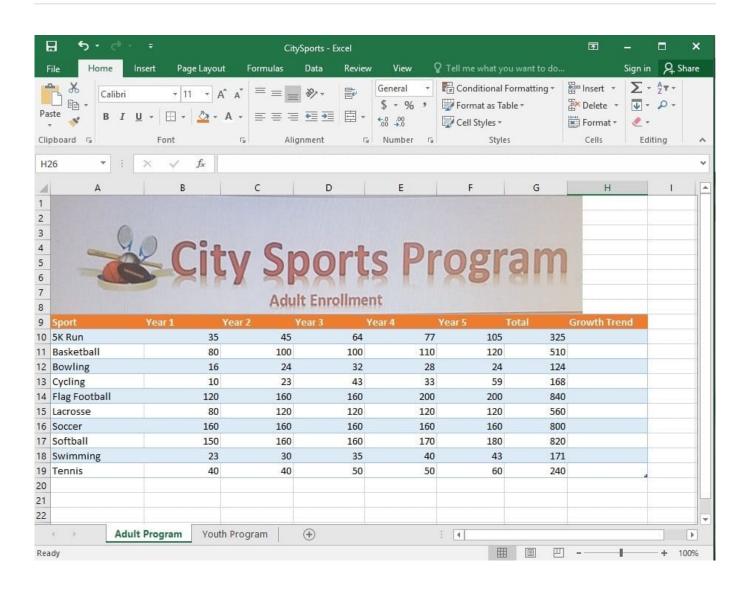
https://support.office.com/en-us/article/Set-page-margins-before-printing-aworksheet-353F52FC-0D2C4958-9166-99FBD22B963A

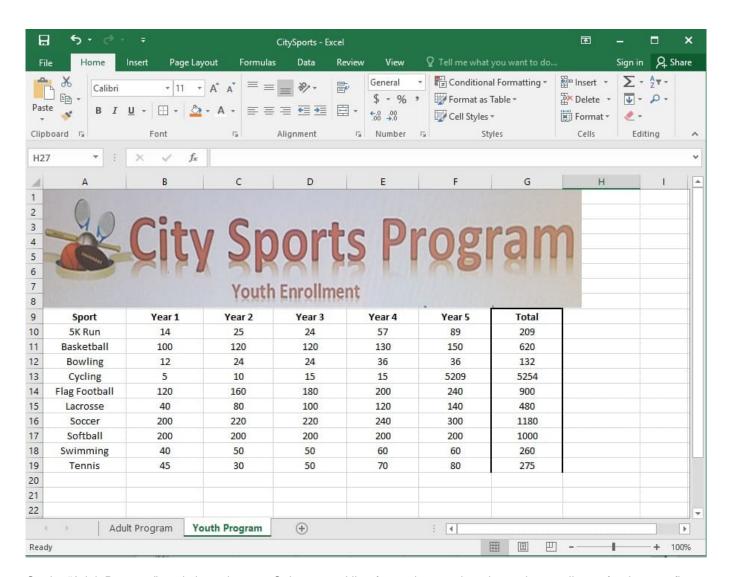
QUESTION 3

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.





On the "Adult Program" worksheet, insert a Column sparkline for each sport that shows the enrollment for the past five years.

Correct Answer: See explanation below.

Explanation:

1.

On the "Adult Program" worksheet, select the area you want the sparkline to be inserted.

2.

Click Column in the Sparklines group from the Insert tab.

3.

Enter the range of cells in the Data Range box, in this case A10:A19.

OR

3.



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Select the range of cells by temporarily collapsing the dialog box and manually selecting the cells.

4.

Click OK and the Sparkline Tools will appear, the Design tab can be used to customize the sparklines.

References:

https://support.office.com/en-us/article/analyze-trends-in-data-using-sparklines-be6579cf-a8e3-471aa459873614413ce1

QUESTION 4

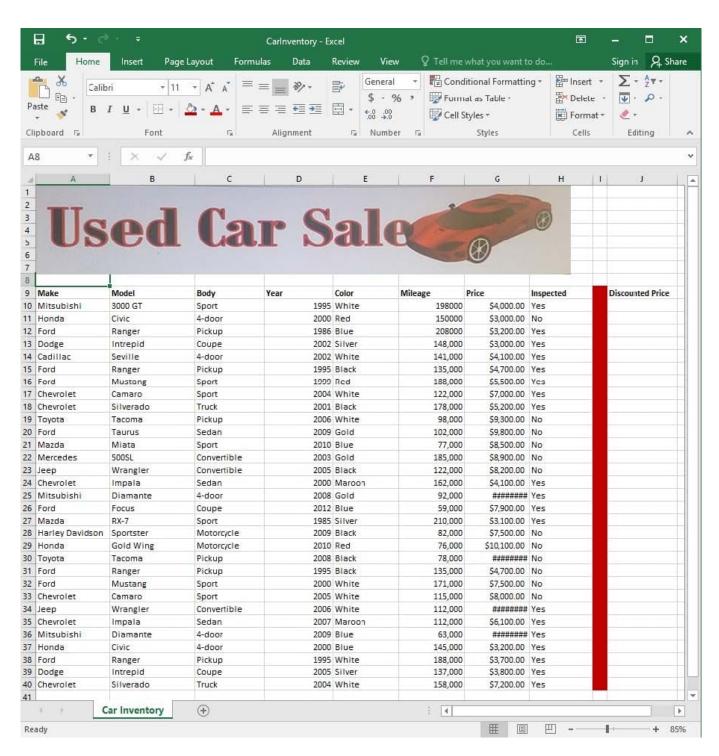
SIMULATION

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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Modify the cell formatting of cell J9 to display the text on two lines.

Correct Answer: See explanation below.

Explanation:

1.

Select the cell J9 where you want to modify the formatting.

2.

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On the Home tab in the Cells group click on Format.

3.

Specify a row height by clicking Row Height and then typing in the desired height of 2 lines in the Row Height box.

References:

https://support.office.com/en-us/article/Wrap-text-in-a-cell-2A18CFF5-CCC1-4BCE-95E4-F0D4F3FF4E84

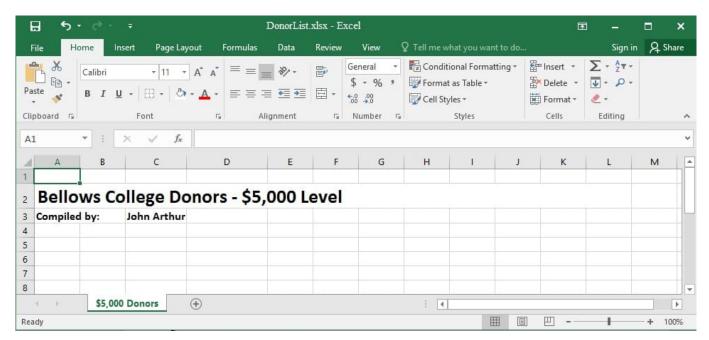
QUESTION 5

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



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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.

References:

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

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