77-727^{Q&As}

Excel 2016 Core Data Analysis, Manipulation, and Presentation

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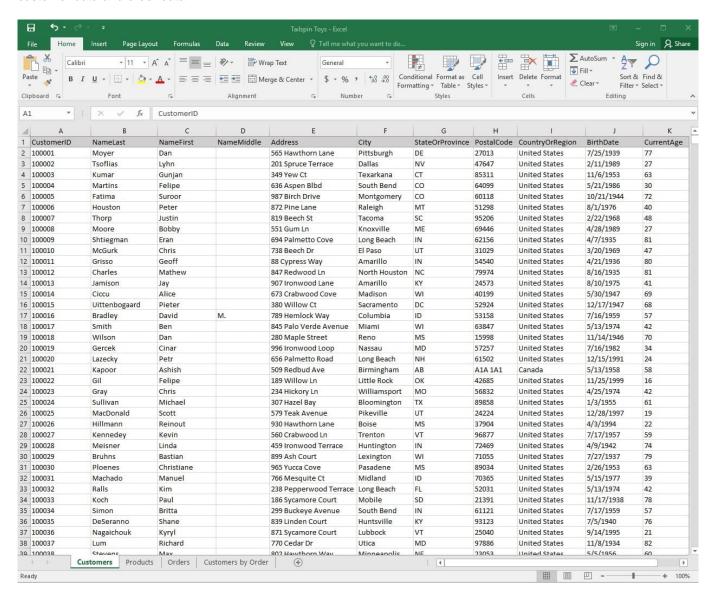


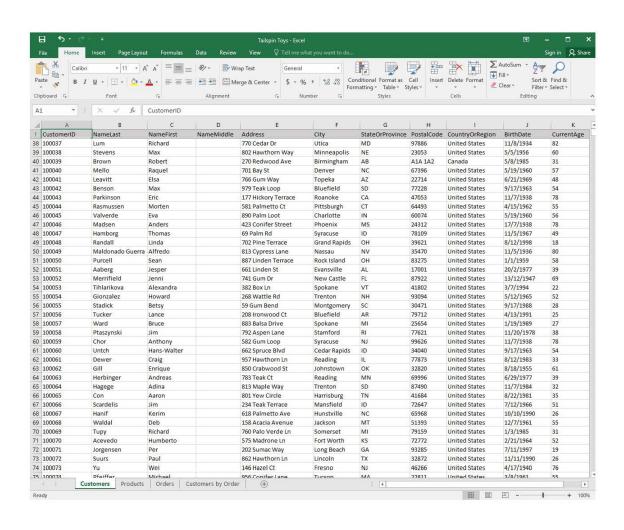
QUESTION 1

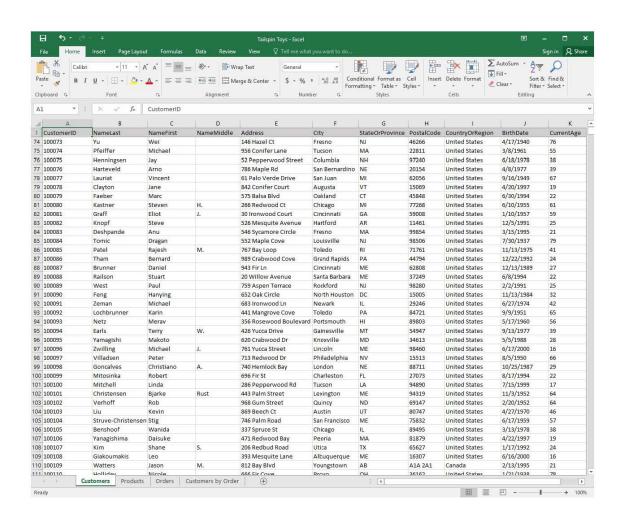
SIMULATION

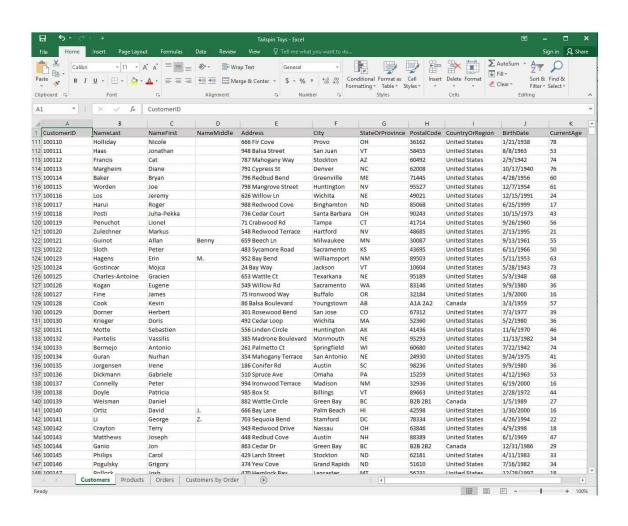
Project 1 of 7: Tailspin Toys Overview

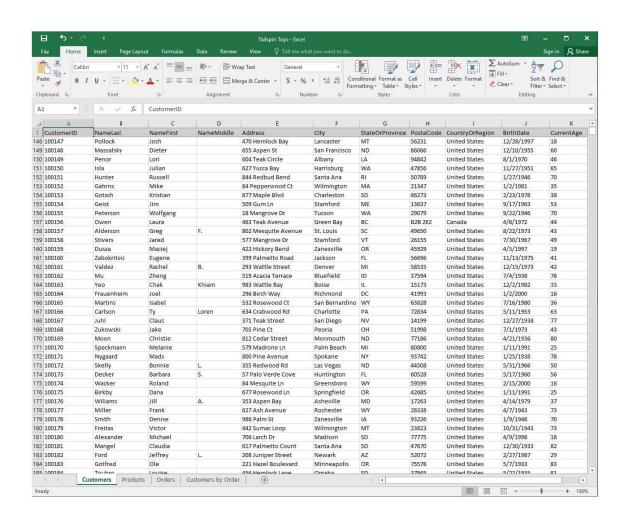
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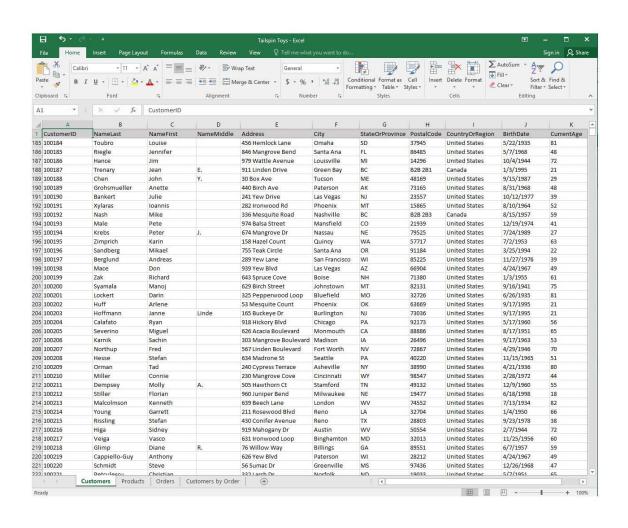


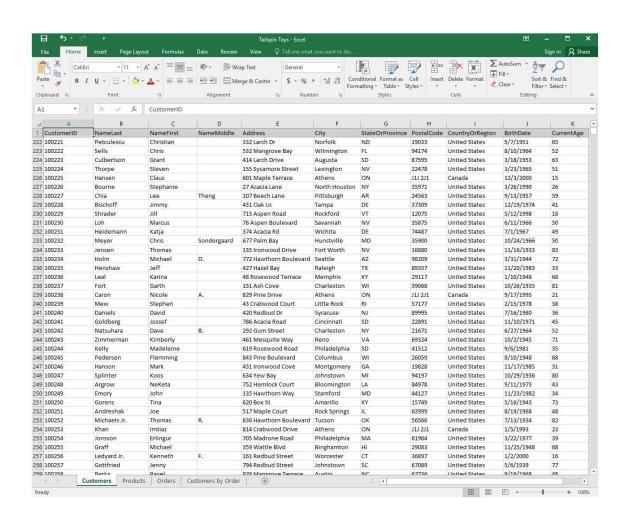


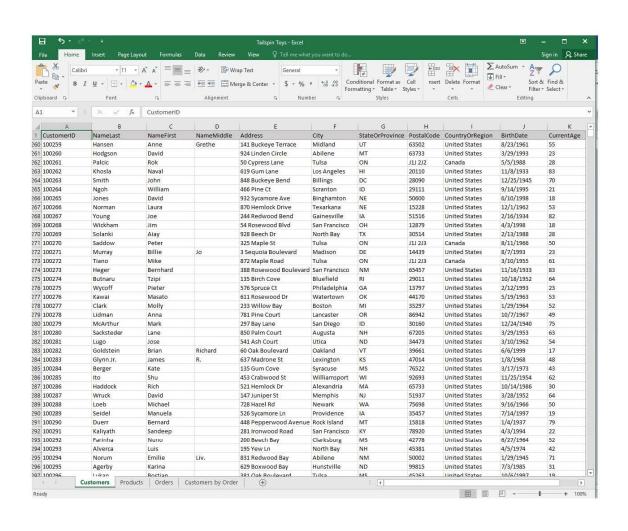


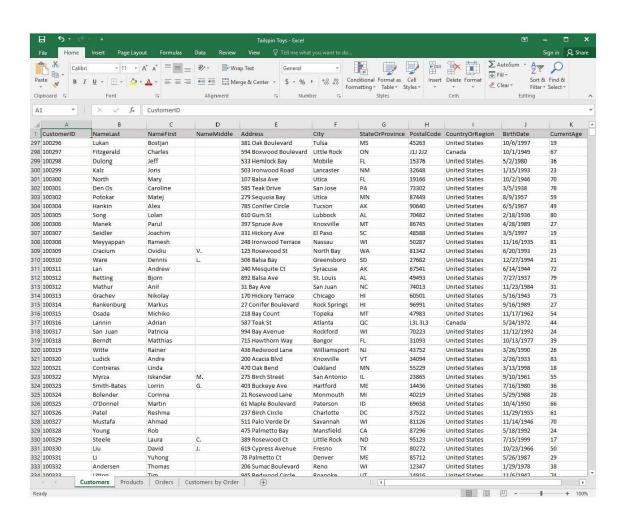


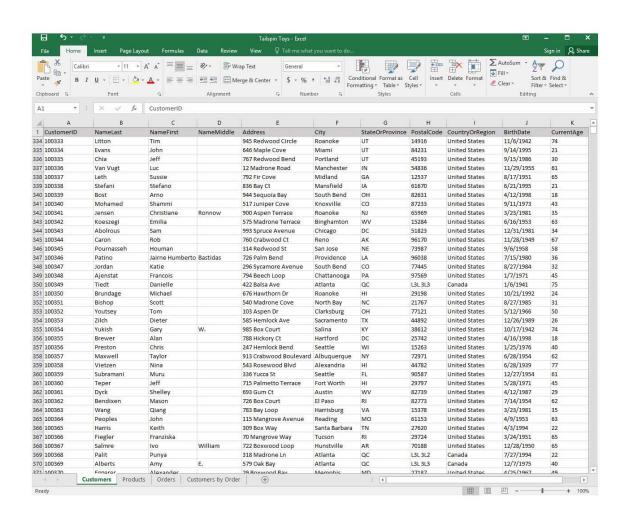


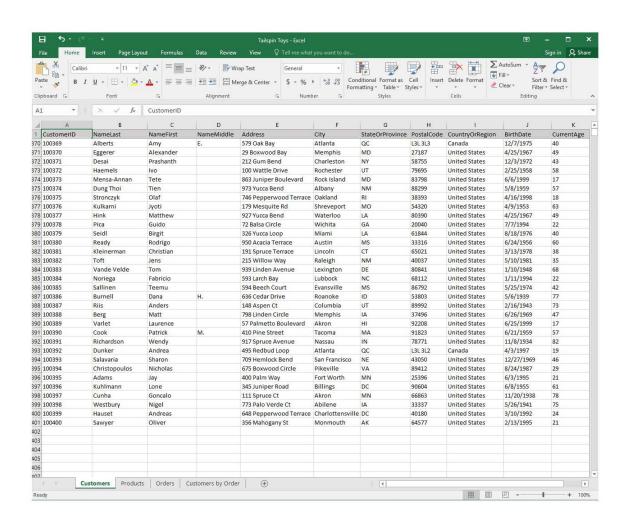


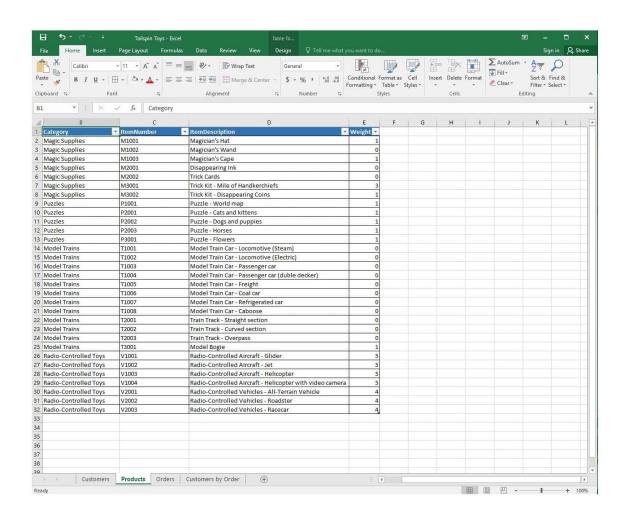


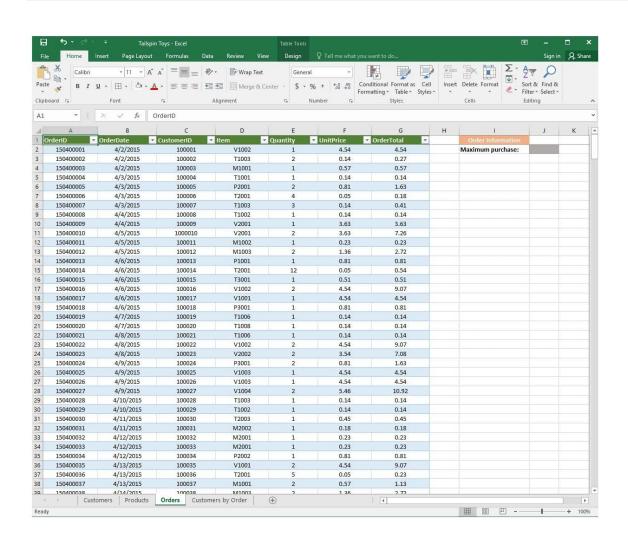


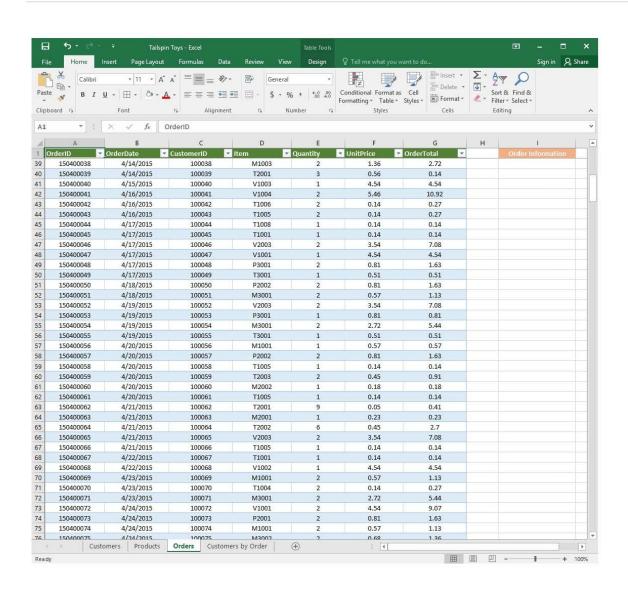


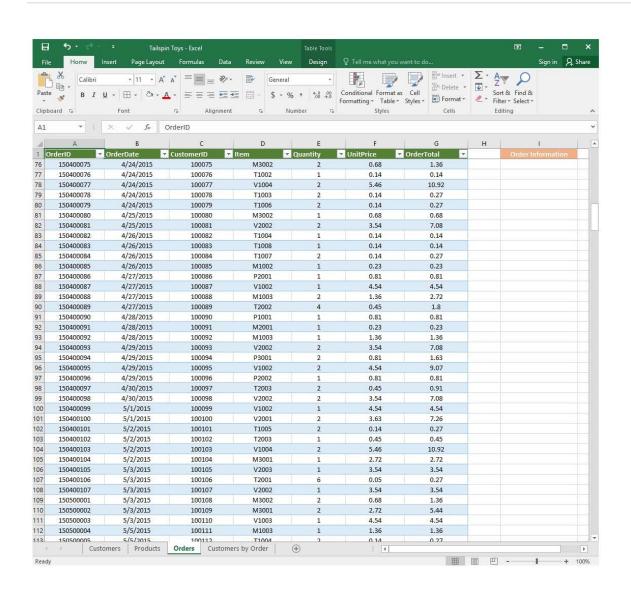


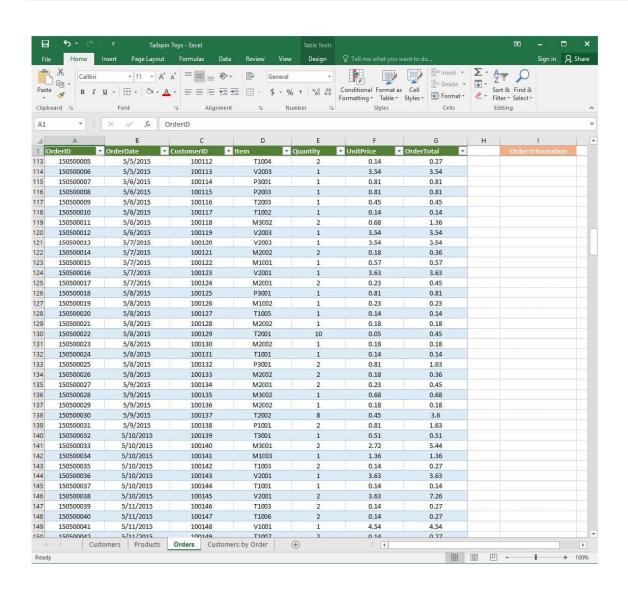


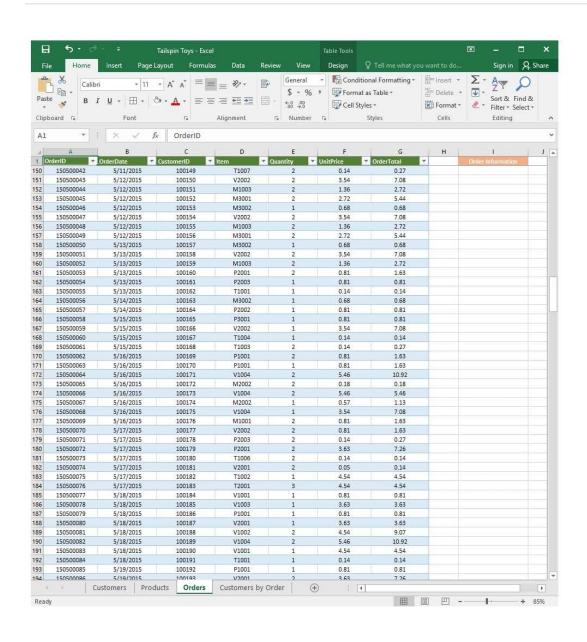


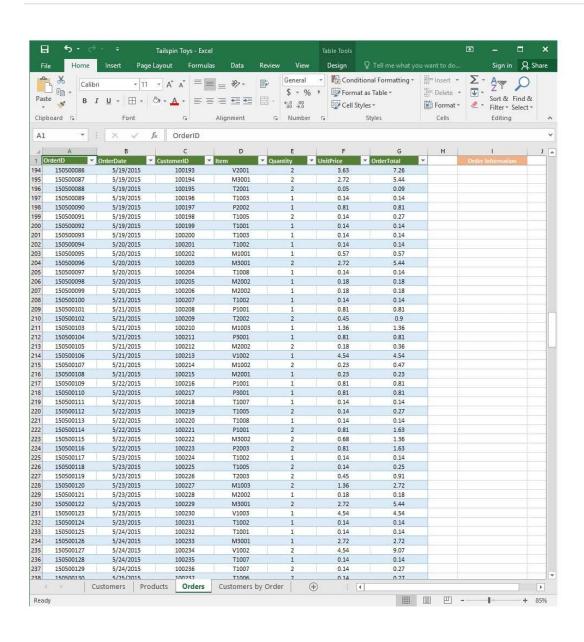


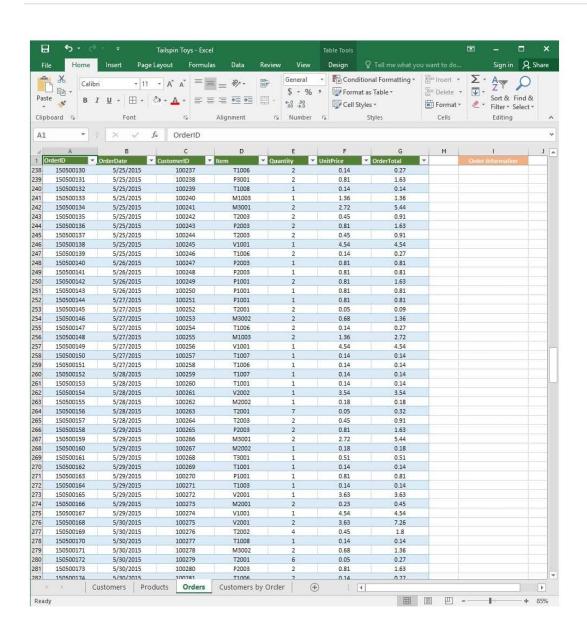


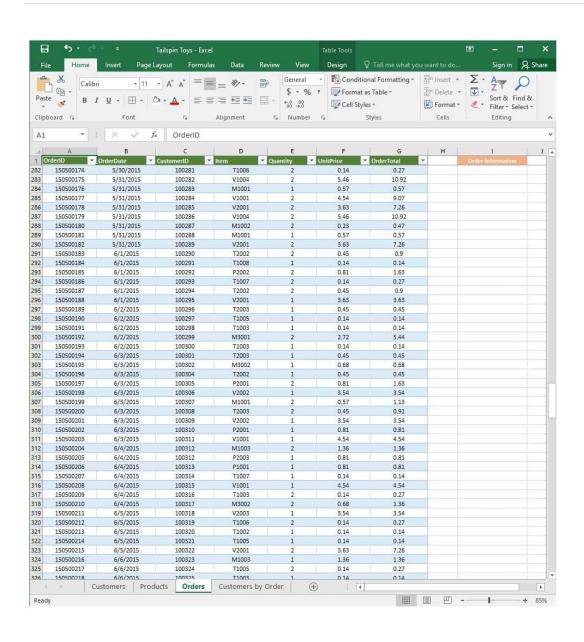


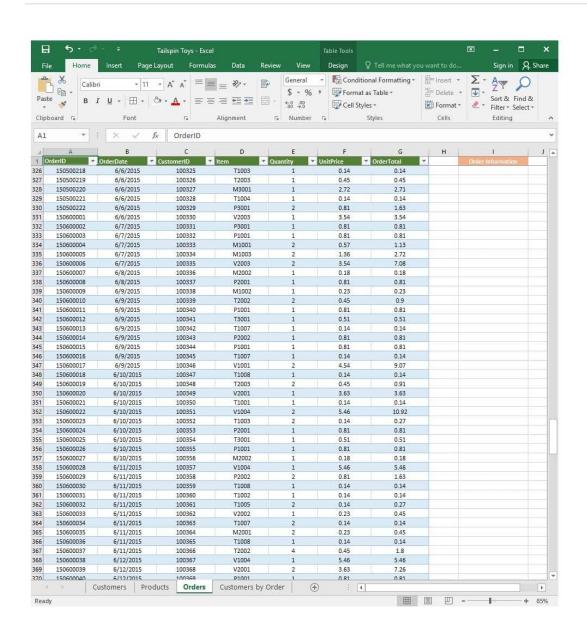


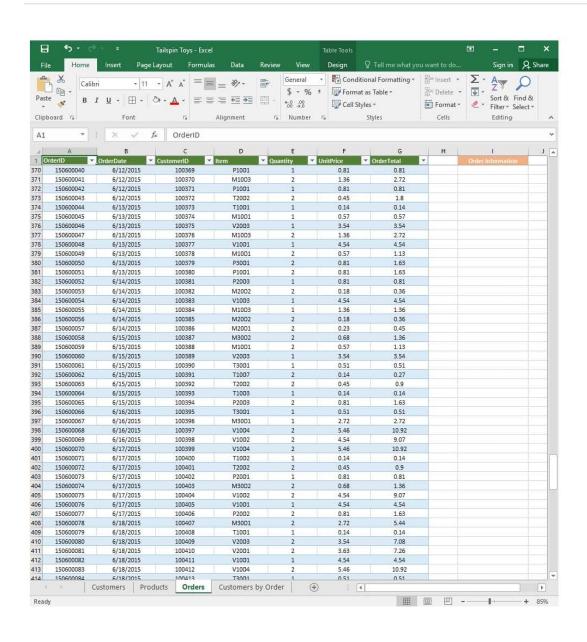


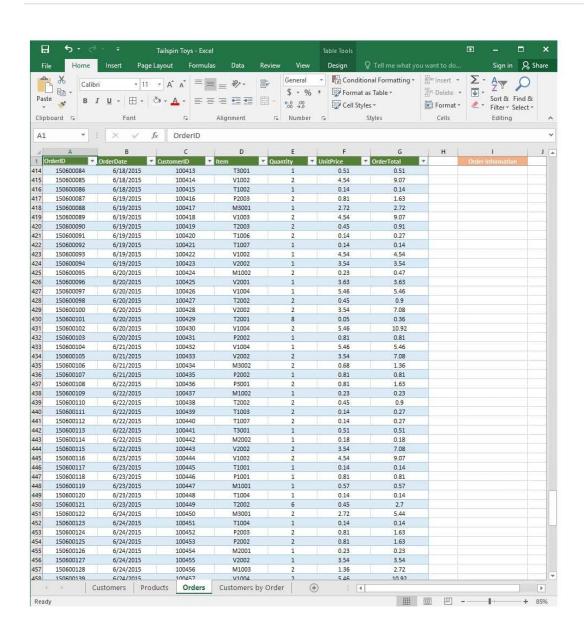


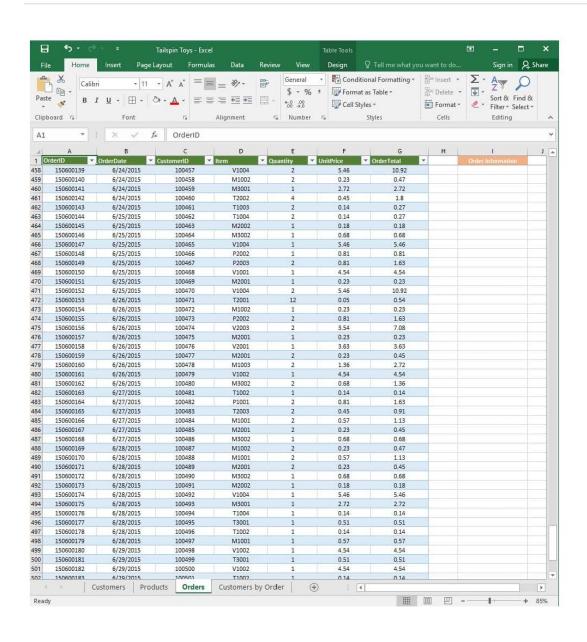


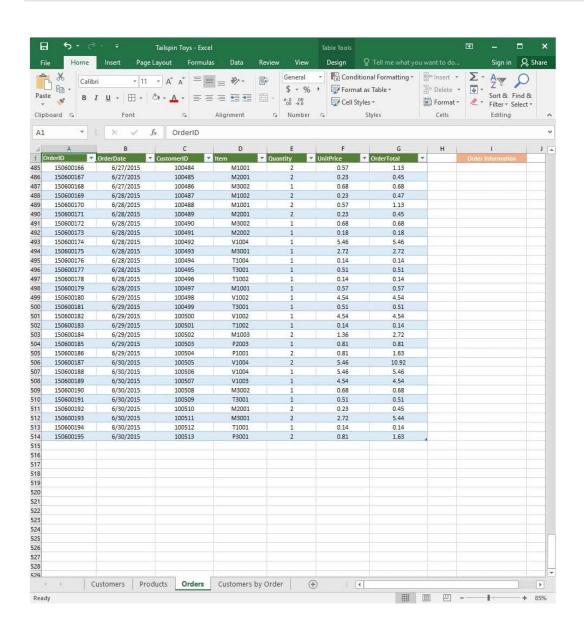


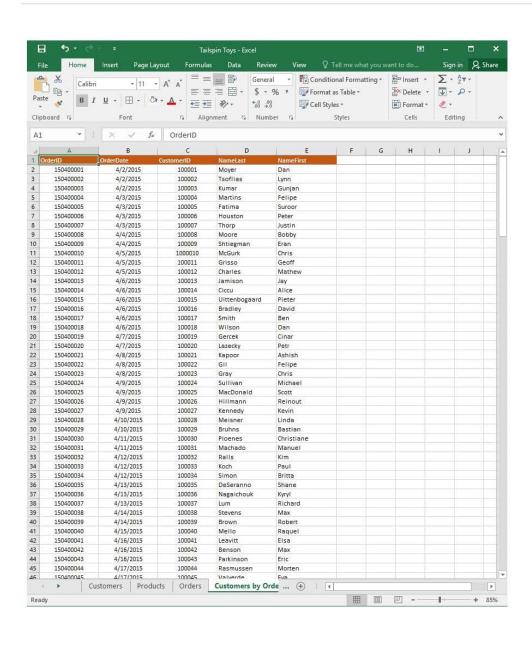


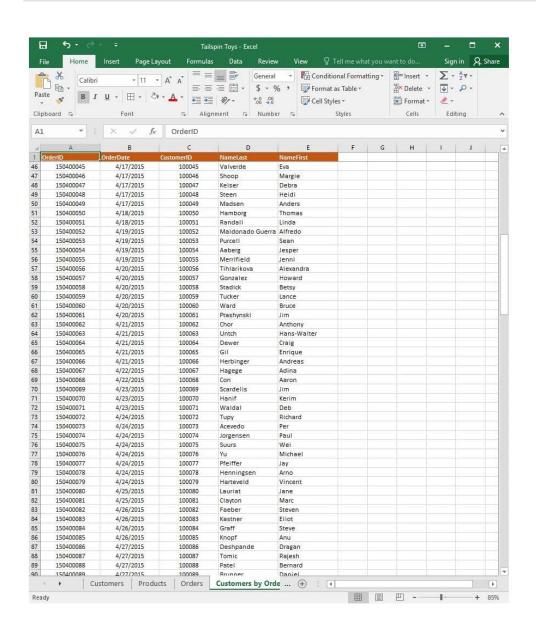


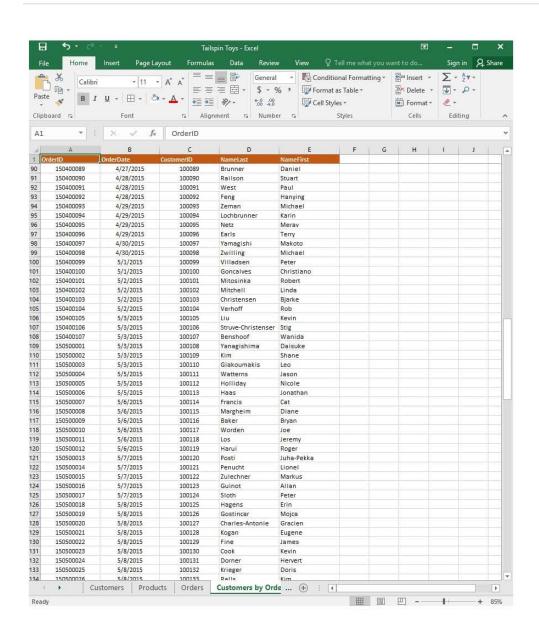


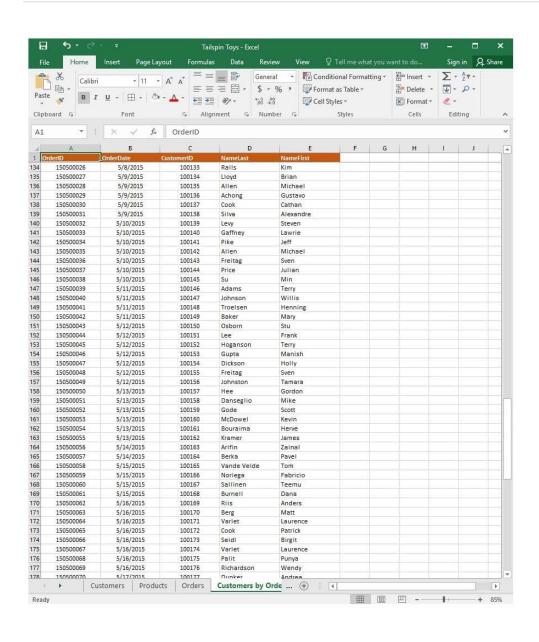






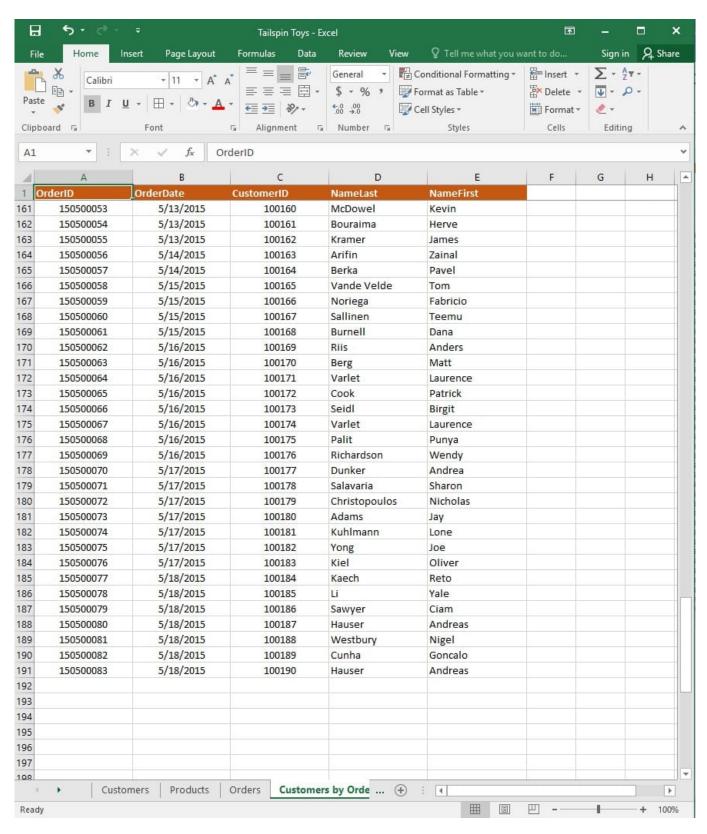








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On the "Orders" worksheet, enter a formula in cell J2 that uses an Excel function to return the "OrderTotal" value of the individual order that has the highest "OrderTotal" value.

Correct Answer: See explanation below.

Explanation:



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1.

Select the cell J2 where you want the highest "OrderTotal" value to be.

2.

Type in the formula: =MAX(G1:G550).

References:

https://support.office.com/en-us/article/calculate-the-smallest-or-largest-number-in-arange-45fe249f-96c3443b-8e9f-87f16c48462c

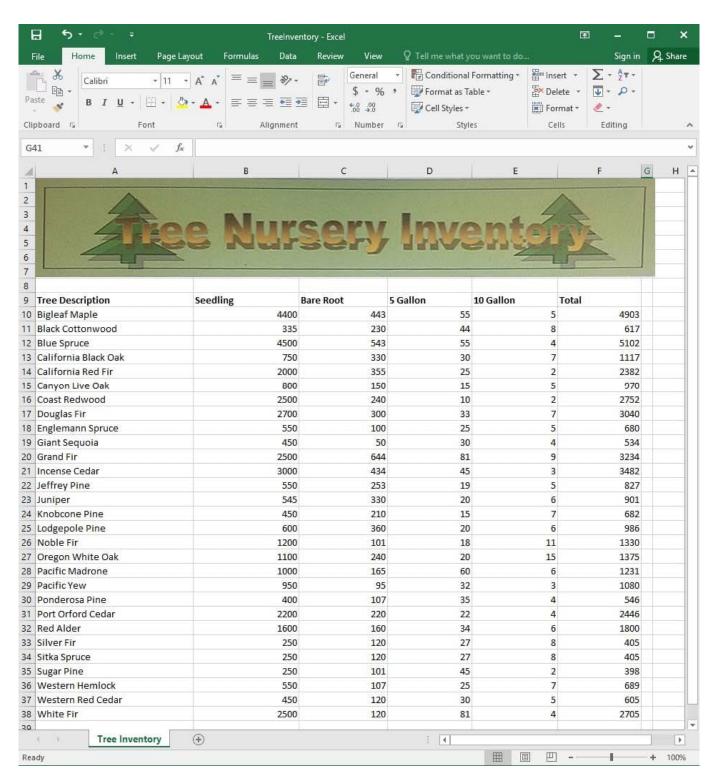
QUESTION 2

SIMULATION

Project 3 of 7: Tree Inventory Overview

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

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Check the spreadsheet for accessibility problems. Correct the error by adding "Tree Nursery Inventory" as an alternative text file. You do not need to fix the warning.

Correct Answer: See explanation below.

Explanation:

1.



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To check the accessibility select the Review tab from the ribbon.
2.
Select Check Accessibility.
3.
Review the results.
4.
Exit the Accessibility Checker.
5.
Right-click on the worksheet then click Format and then click Alt Text.
6.
Type "Tree Nursery Inventory" in the Description box.
7.
Click OK.
References:
https://support.office.com/en-us/article/Use-the-Accessibility-Checker-to-find-accessibility-

QUESTION 3

SIMULATION

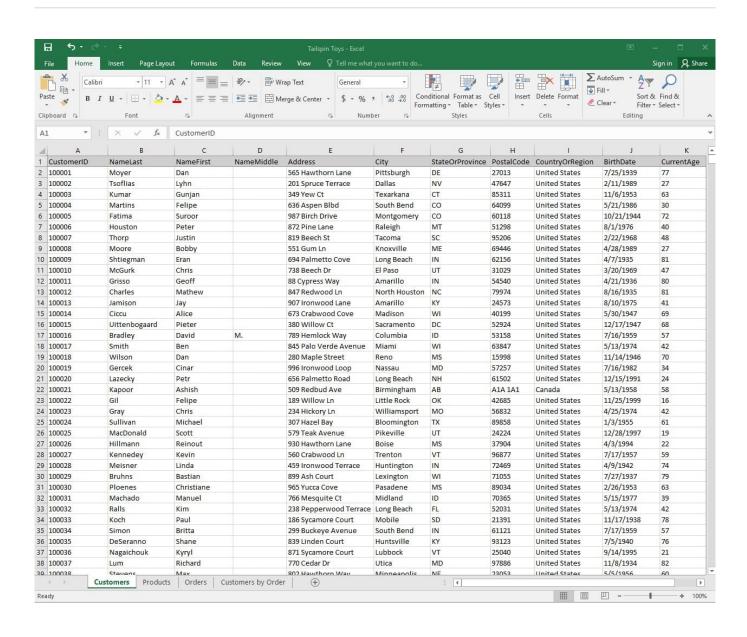
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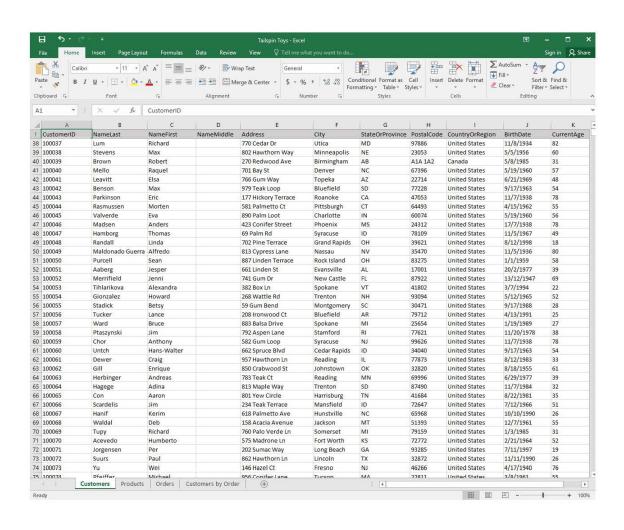
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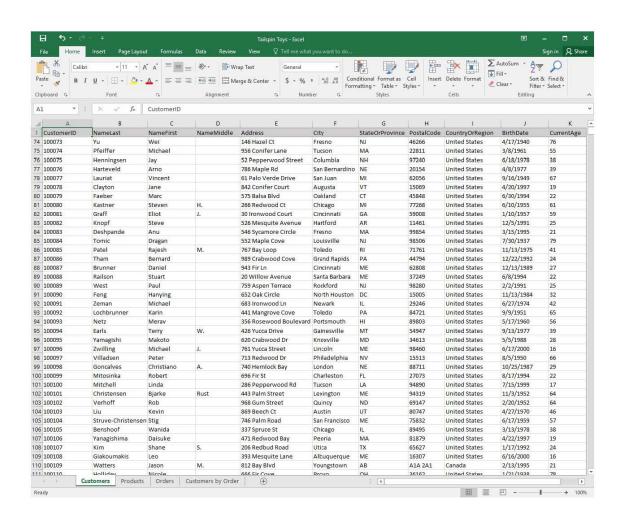
Overview

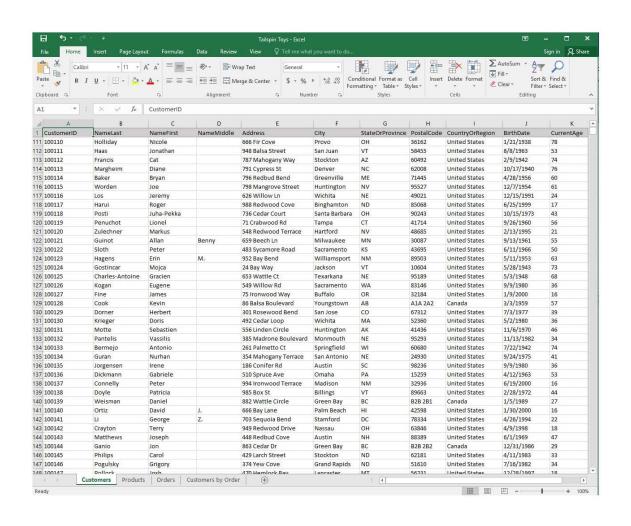
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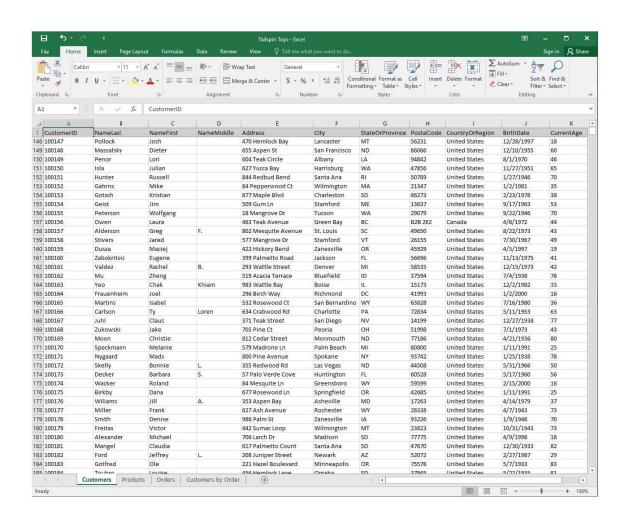


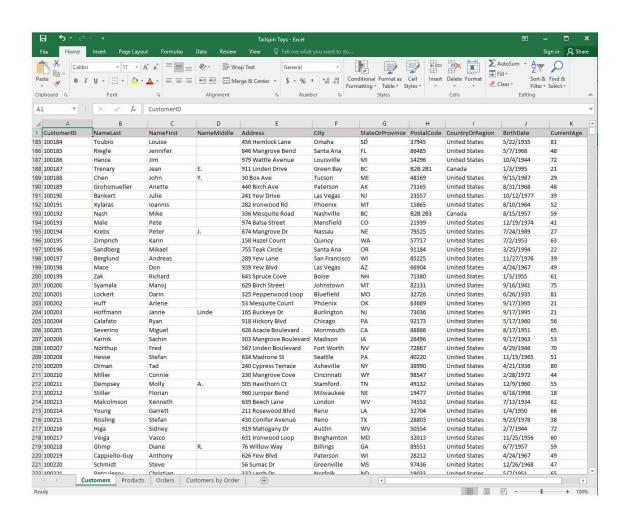


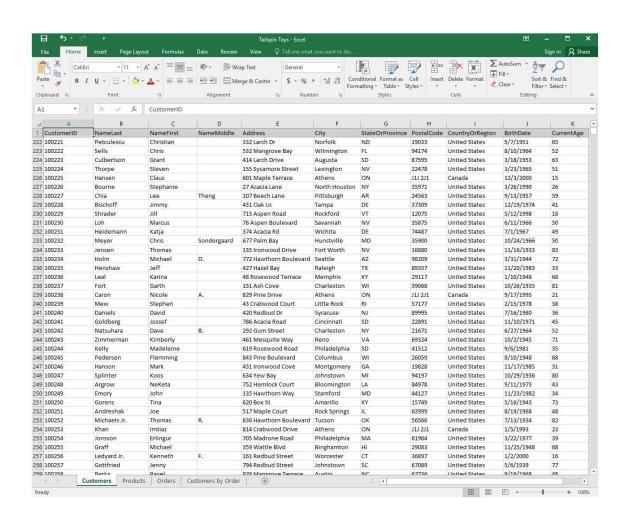


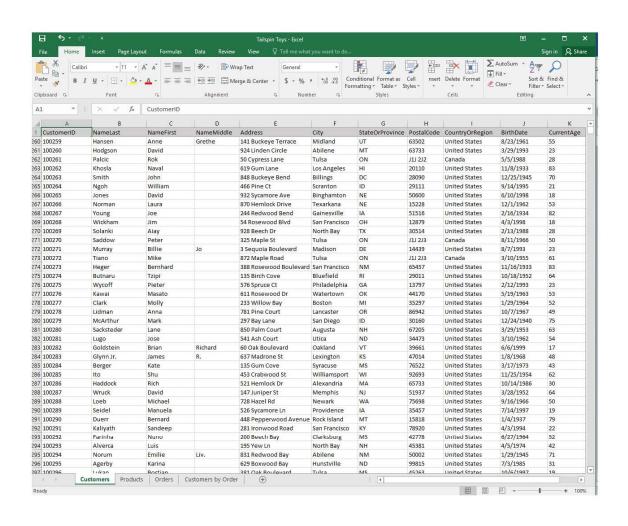


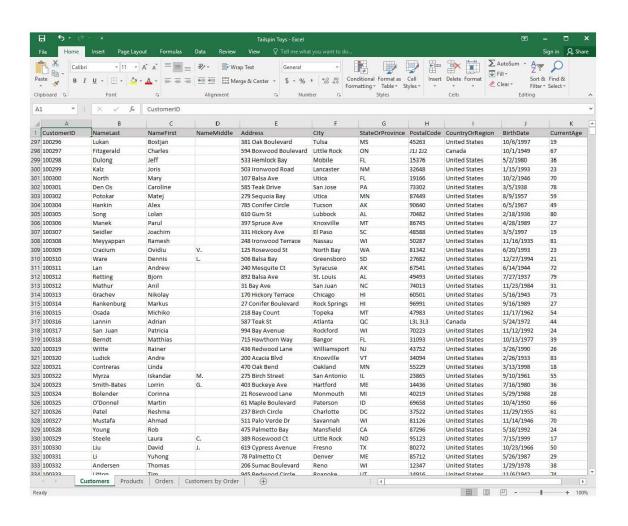


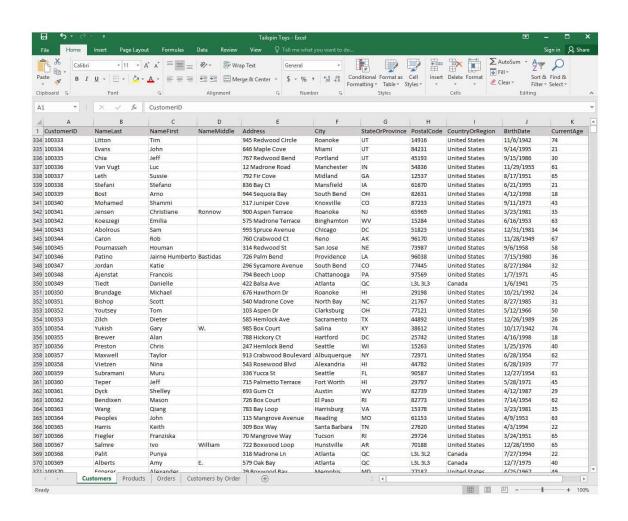


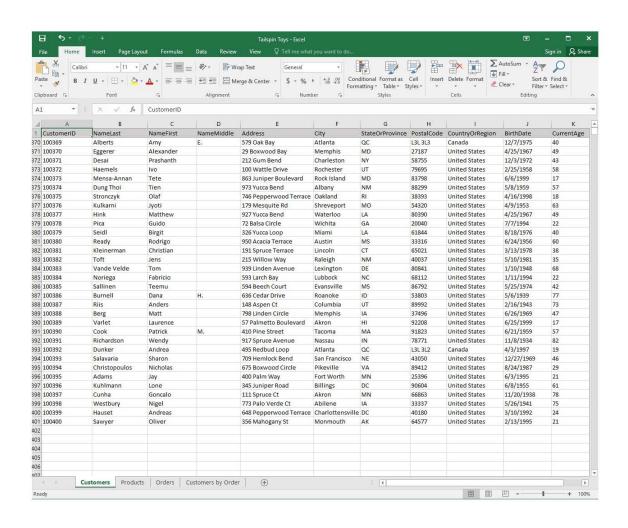


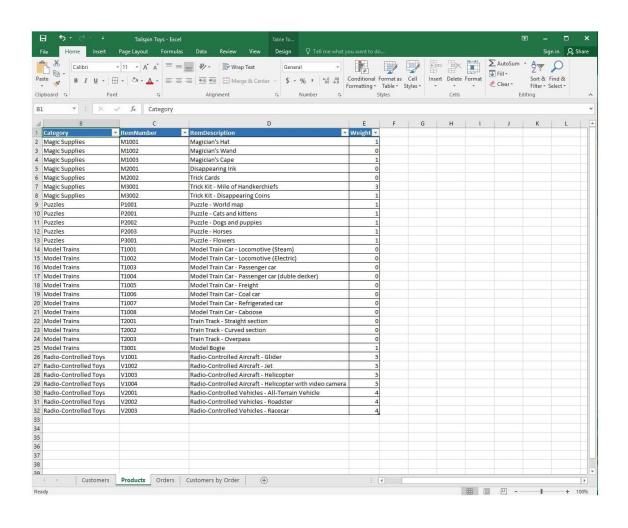


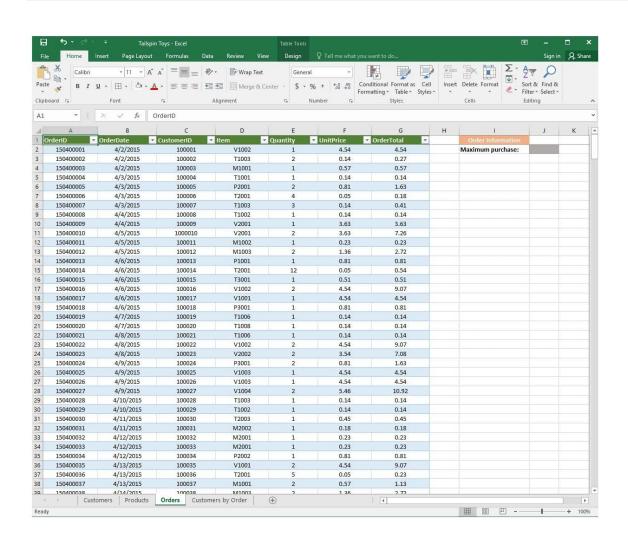


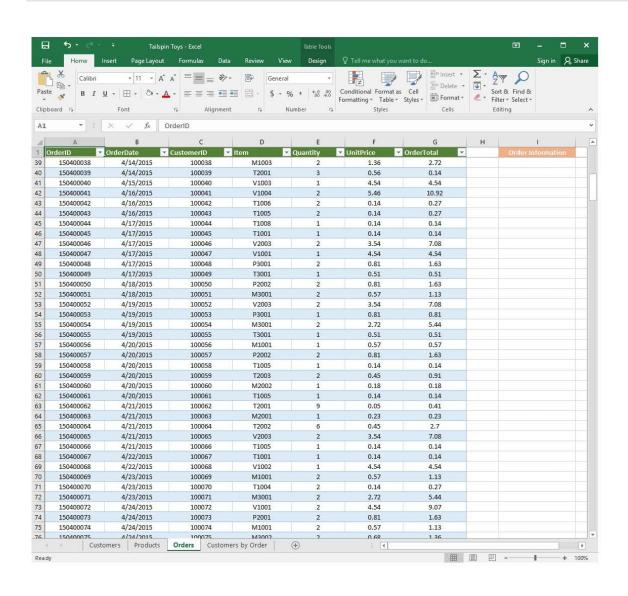


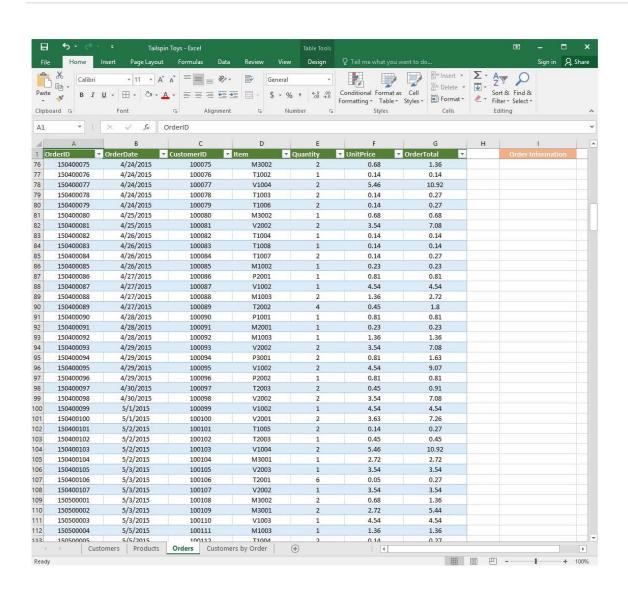


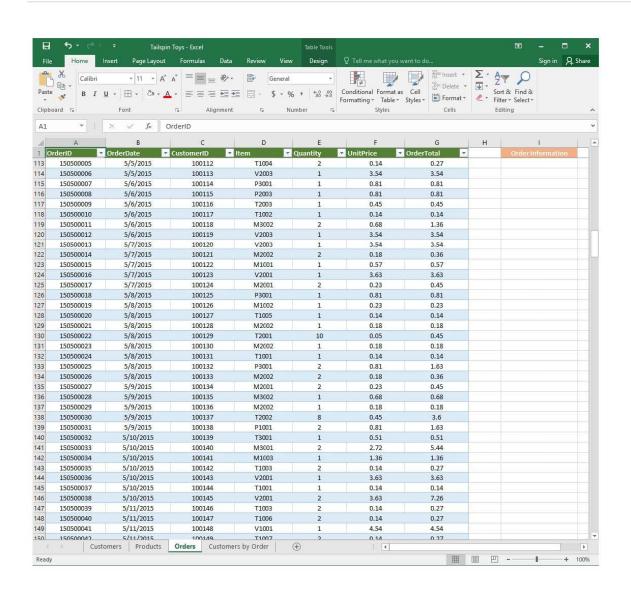


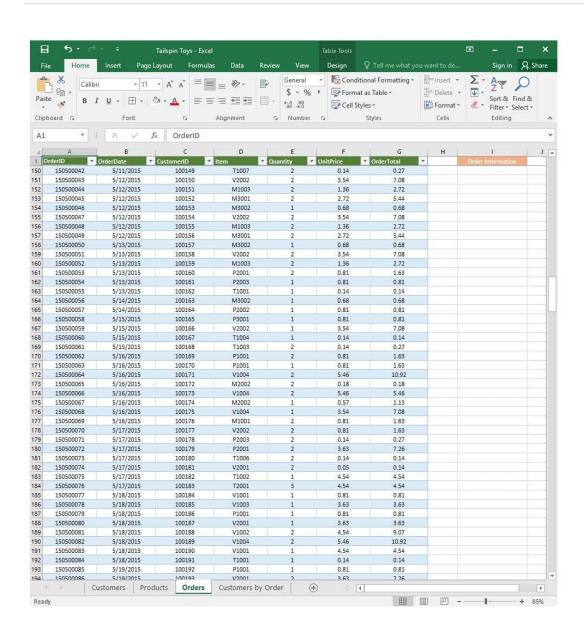


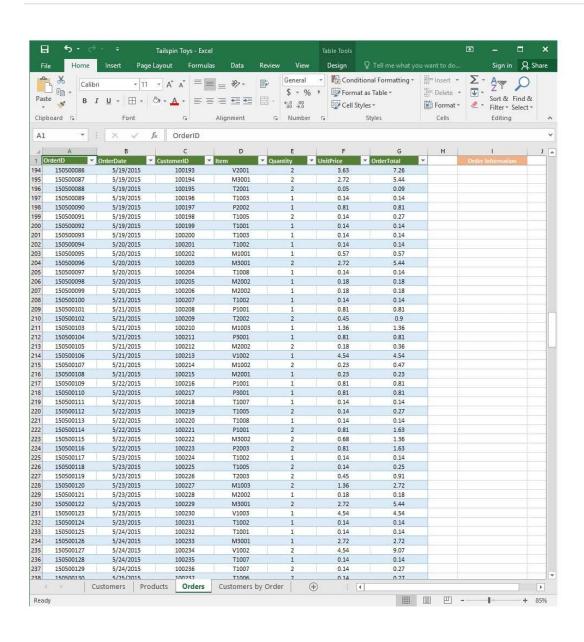


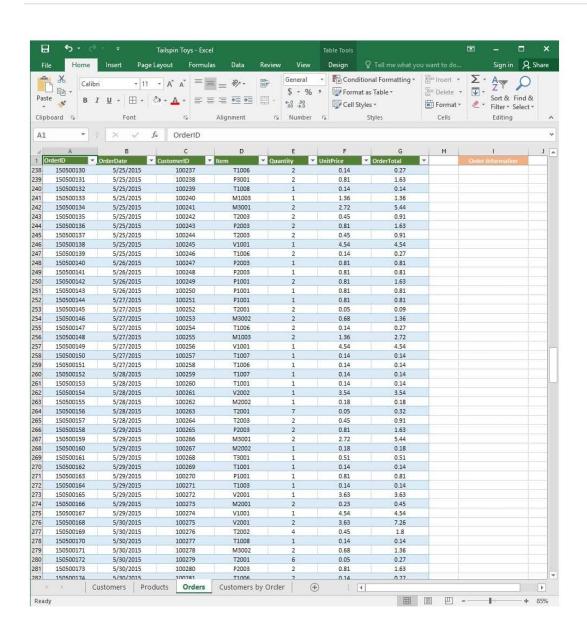


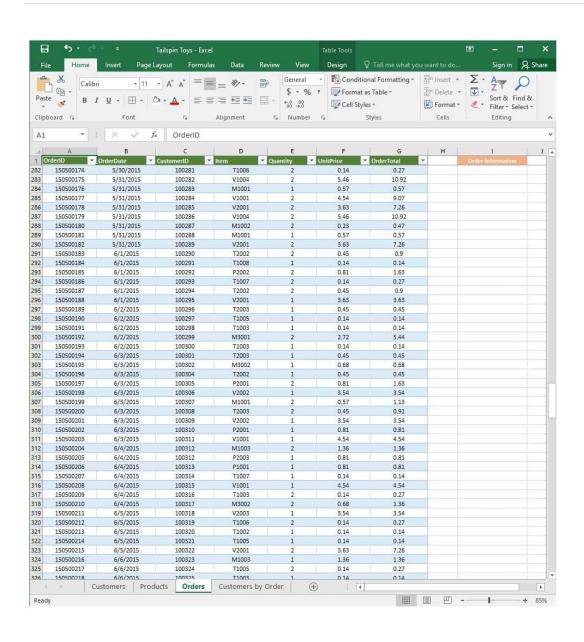


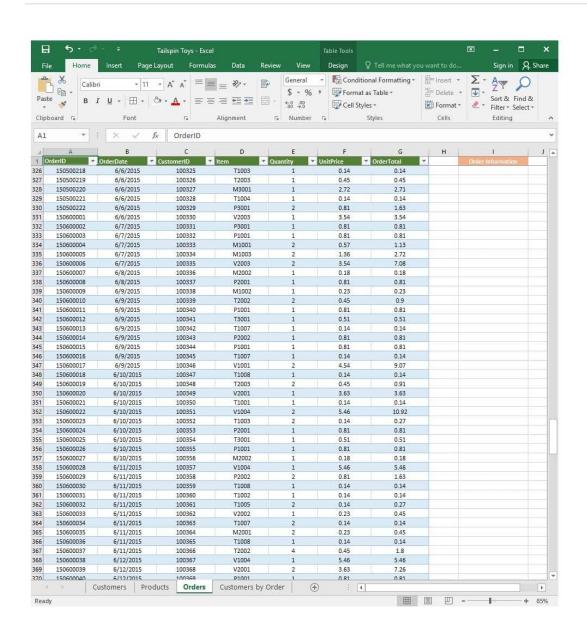


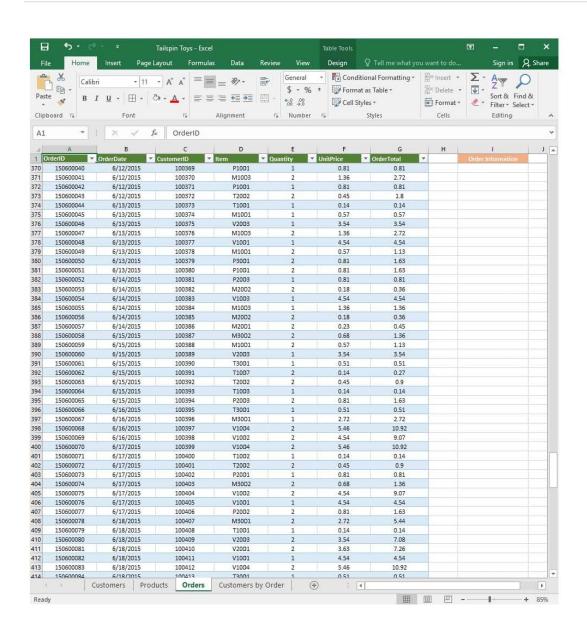


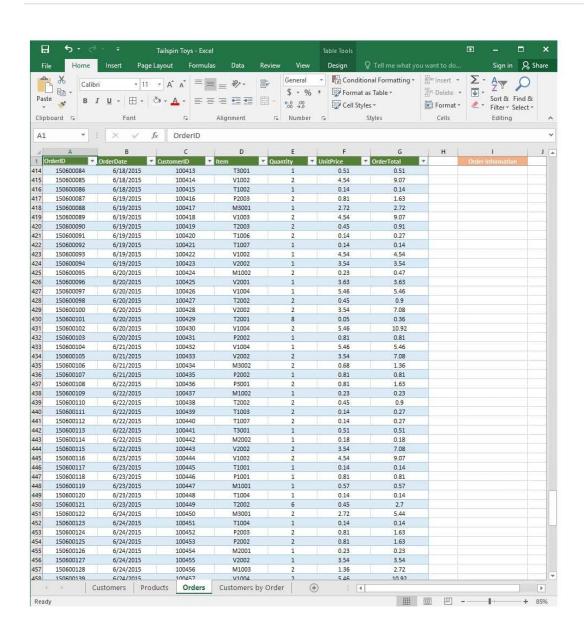


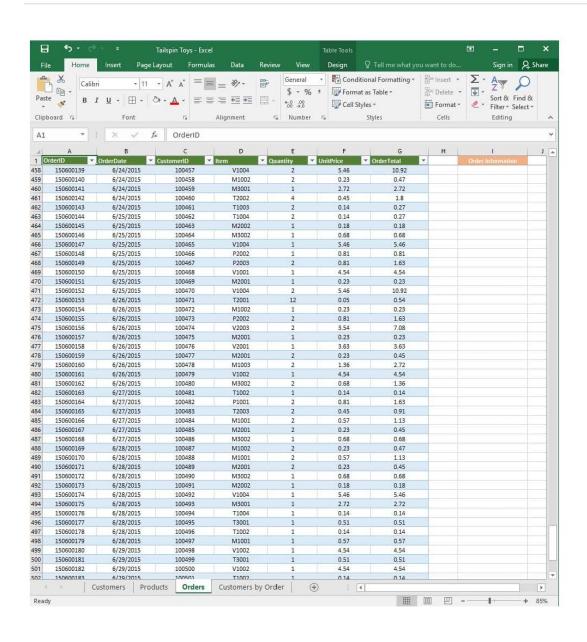


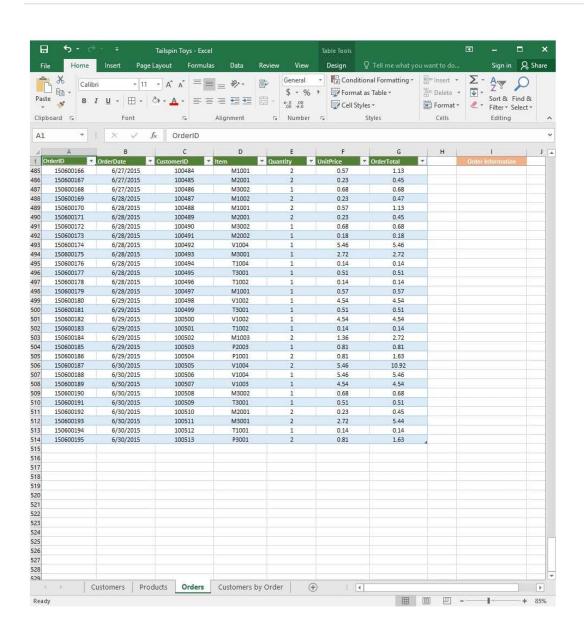


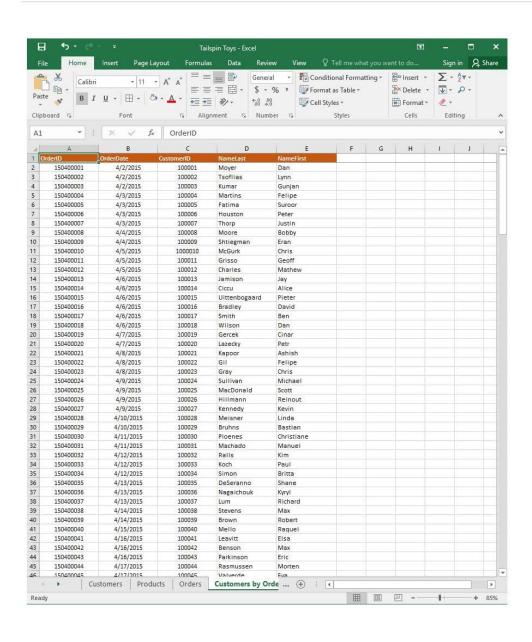


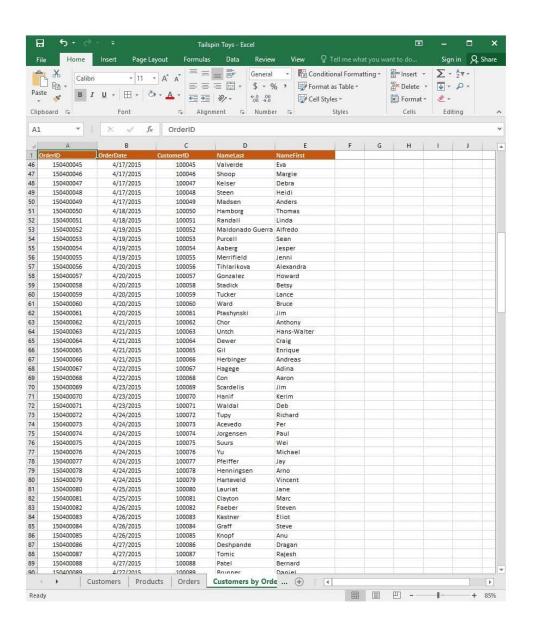


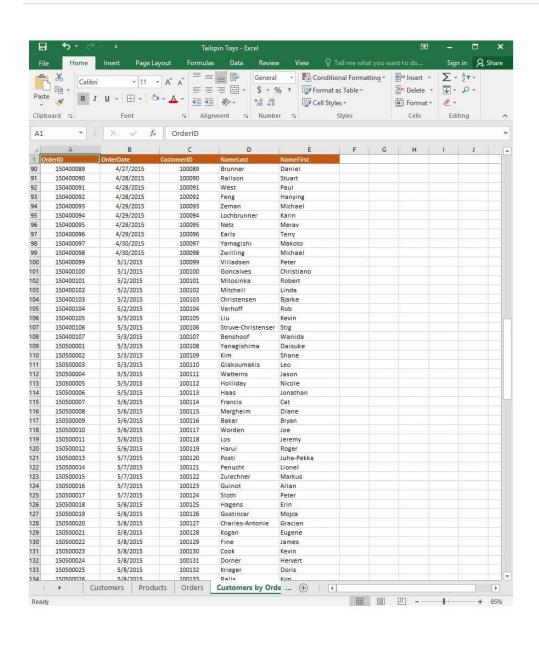


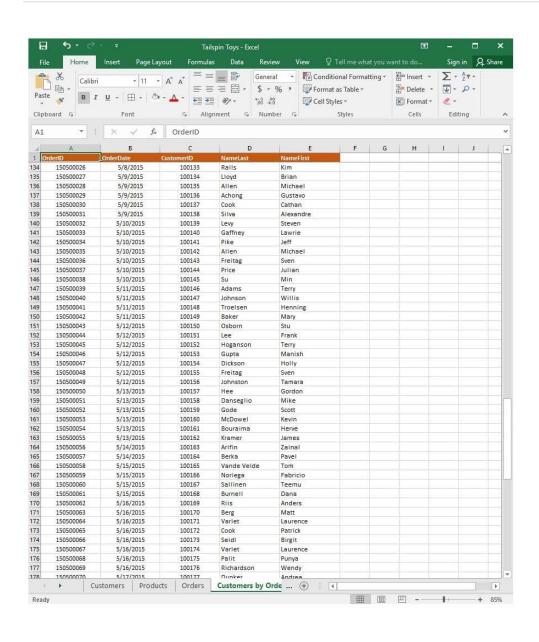


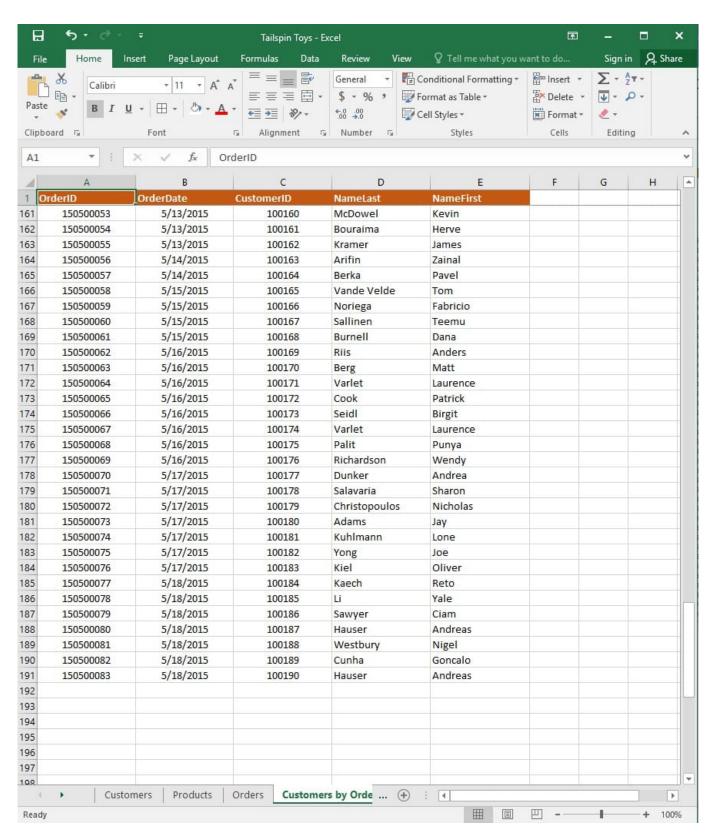












On the "Customers by Order" worksheet, use an Excel data tool to remove all records with duplicate "CustomerID" values from the table. Do not remove any other records.

Correct Answer: See explanation below.

Explanation:



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Select the cells in the "CustomerID" column which you want to have checked for duplicates.

2.

1.

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

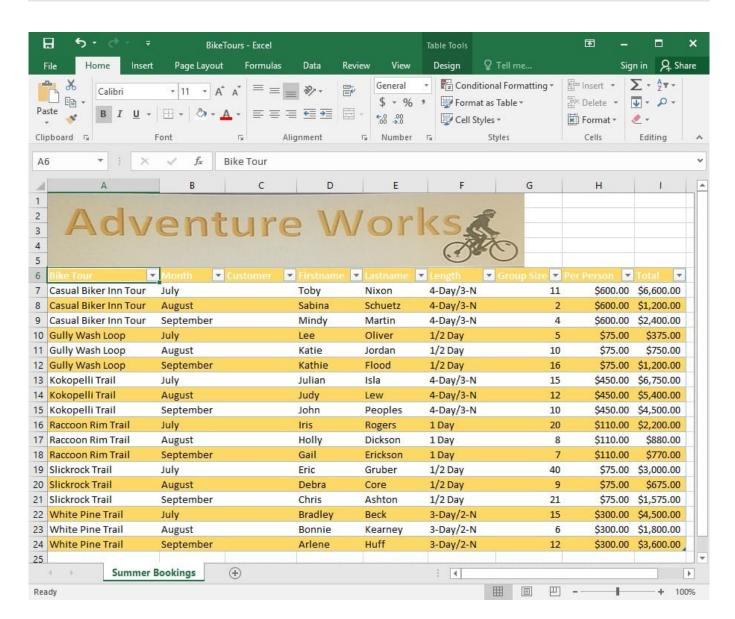
QUESTION 4

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.





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:

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

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.

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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:

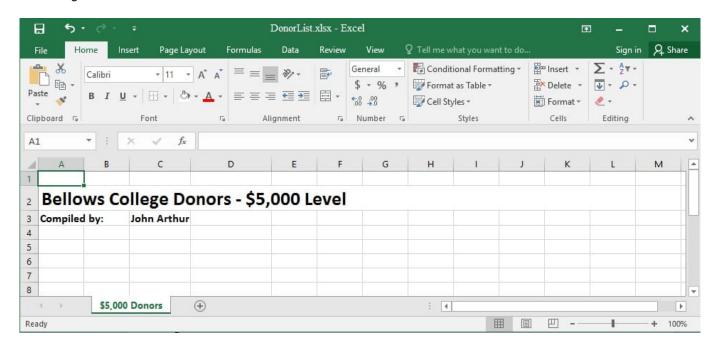
https://support.office.com/en-us/article/Insert-page-numbers-on-worksheets-27A88FB9-F54E-4AC4-84D7BF957C6CE29C

QUESTION 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.



Beginning at cell A5 of the "\$5,000 Donors" worksheet, import the data from the tab-delimited source file, contributors.txt, located in the Documents folder. (Accept all defaults.)



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Correct Answer: See explanation below.			
Explanation:			
1.			
Select cell A5 of the "\$5,000 Donors" worksheet where you want the source file to be imported to.			
2.			
Click on File, then select Open.			
3.			
Select Text Files from the Open dialog box.			
4.			
Locate the contributors.txt file in the Documents folder, then double-click it.			
5.			
Click Finish to complete the operation.			
References:			
https://support.office.com/en-us/article/Import-or-export-text-txt-or-csv-files-5250ac4c-663c-47ce-937b339e391393ba			

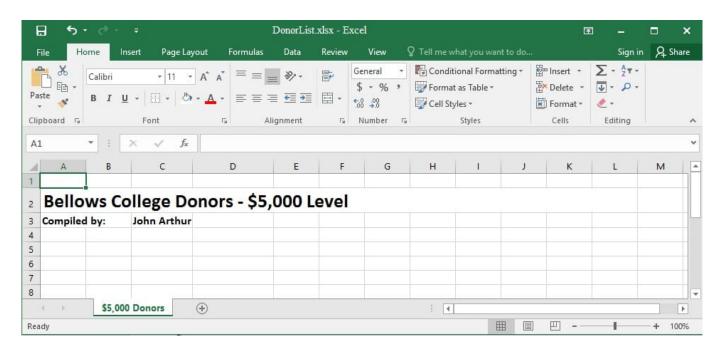
QUESTION 6

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.

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On the "\$5,000 Donors" worksheet, hyperlink cell C3 to the email address "john@bellowscollege.com".

Correct Answer: See explanation below.

Explanation:

1.

Click on cell C3.

2.

Enter the following formula: "=HYPERLINK(john@bellowsollege.com, C3)

References:

https://support.office.com/en-us/article/HYPERLINK-function-333C7CE6-C5AE-4164-9C477DE9B76F577F

QUESTION 7

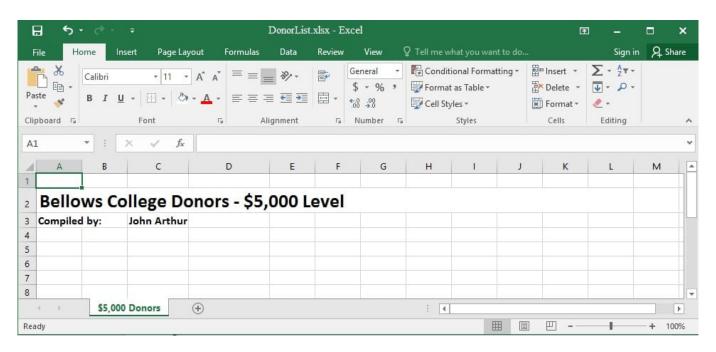
SIMULATION

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.

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Navigate to the range named "Oregon", and remove the contents of the selected cells.

Correct Answer: See explanation below.

Explanation:

- 1. Click Find and Select from the Home tab then click on Go To. OR
- 1.

Press Ctrl+G on the keyboard.

2.

Double-click the name range you want, in this case "Oregon".

3.

Delete the contents in the selected cells by pressing Delete on your keyboard. References:

https://support.office.com/en-us/article/Find-named-ranges-14513DF5-0D79-4CD5-9A03-968905B244E6

QUESTION 8

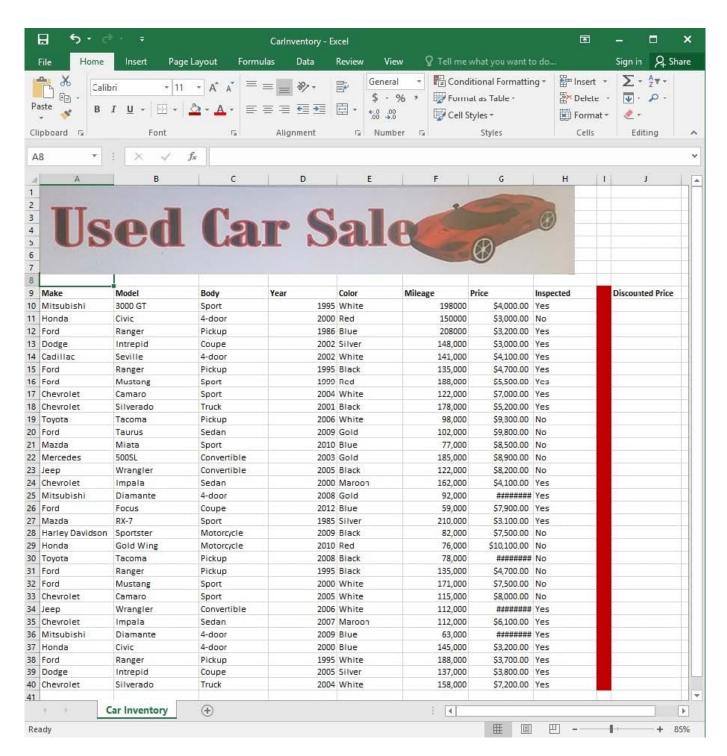
SIMULATION

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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The discount price is 95 percent of the price. Modify column J to show the discount price for each car.

Correct Answer: See explanation below.

Explanation:

1.

In cell J10 on the "Car Inventory" worksheet enter "=G10 *.95" OR "=G10 * 95%".

2.



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Select cell J10, hold the Shift key on your keyboard, and use the down arrow key until all the cells the formula is required to be applied (J40).

3.

Hold down the Ctrl key on your keyboard and press D which would "copy down" the formula for the rows below.

OR

1.

In cell J10 on the "Car Inventory" worksheet enter "=G10 *.95" OR "=G10 * 95%".

2.

Select cell J10, then Right-click and select Copy, OR click Copy from the Clipboard group situated on the Home tab.

3.

Paste the formula by selecting Paste from the Clipboard group situated on the Home tab, OR Right-click then select Paste, OR click Paste from the Clipboard group situated on the Home tab, then click Paste Special and select Formulas, OR you could select Values for the formula results instead.

4.

Verify that the cell references in the formula are as desired.

References:

https://www.excelforum.com/excel-general/745891-calculate-discount-for-full-column.html

https://support.office.com/en-us/article/move-or-copy-a-formula-1f5cf825-9b07-41b1-8719-bf88b07450c6

QUESTION 9

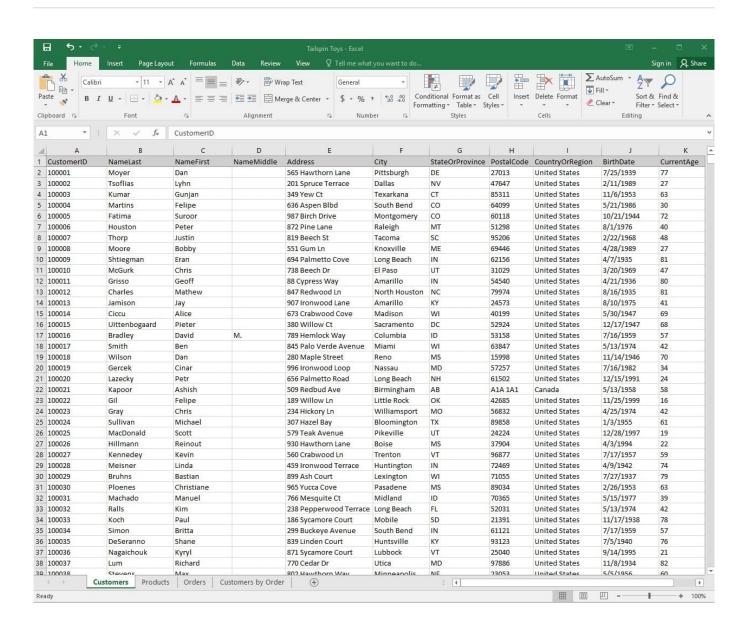
SIMULATION

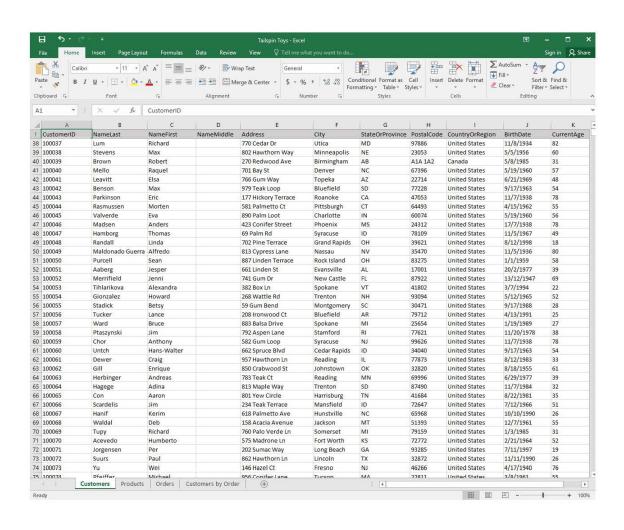
Project 1 of 7: Tailspin Toys

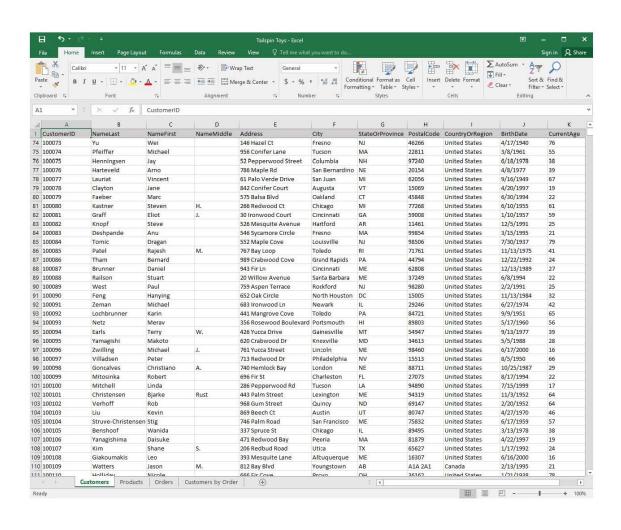
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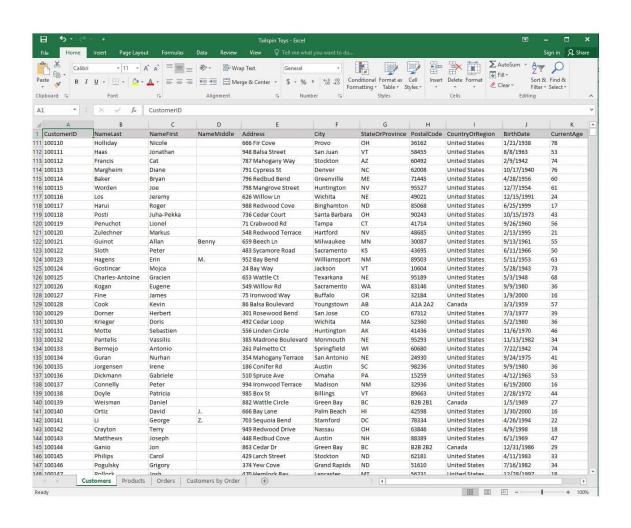
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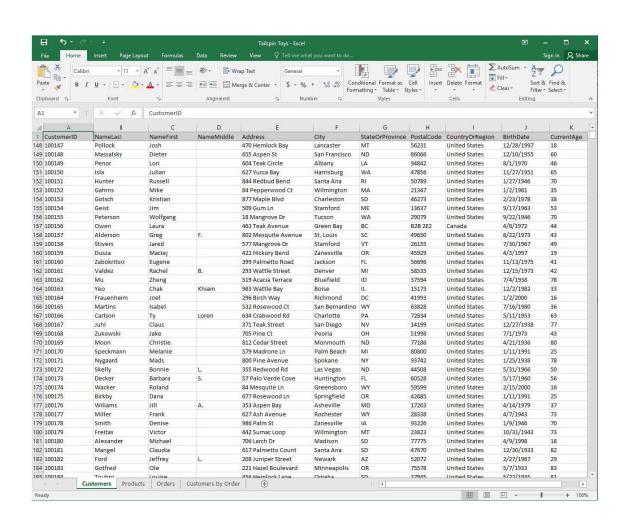


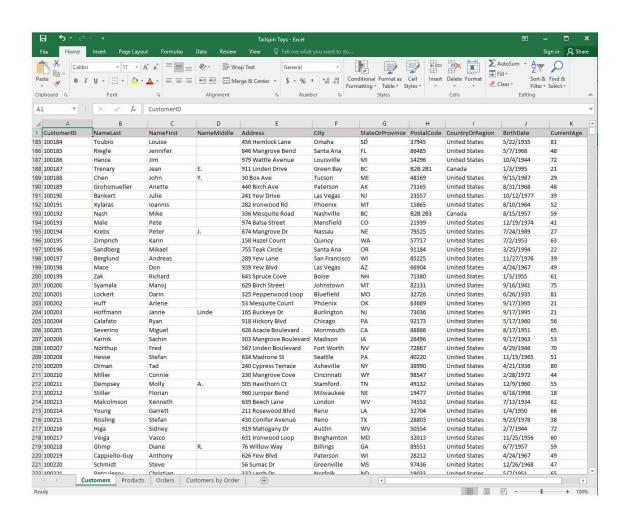


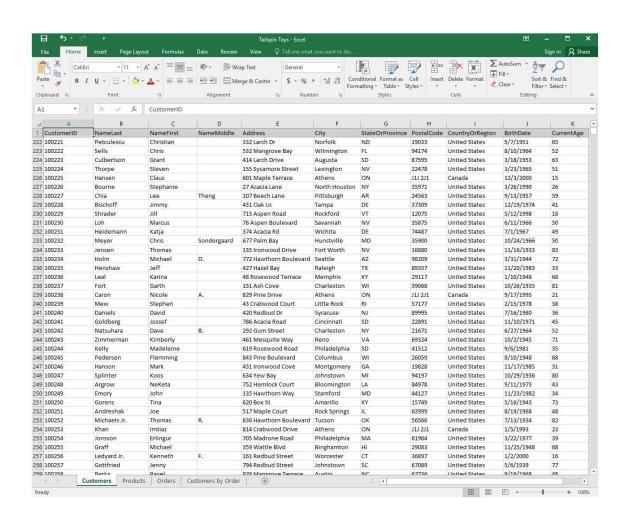


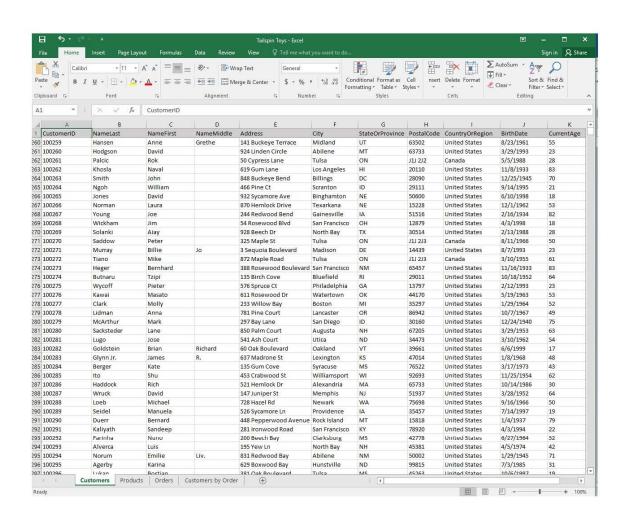


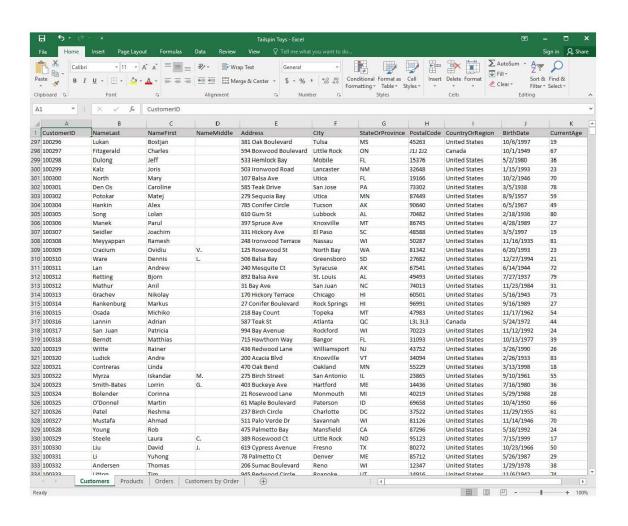


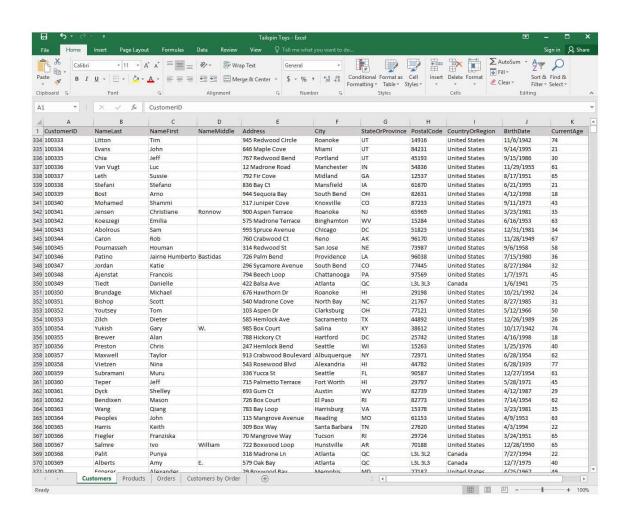


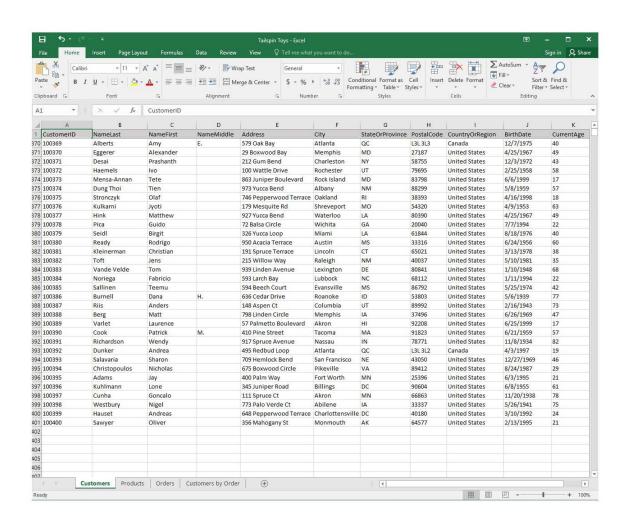


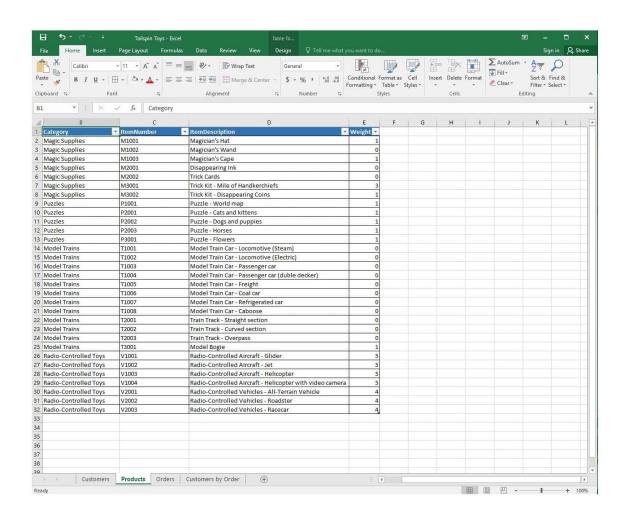


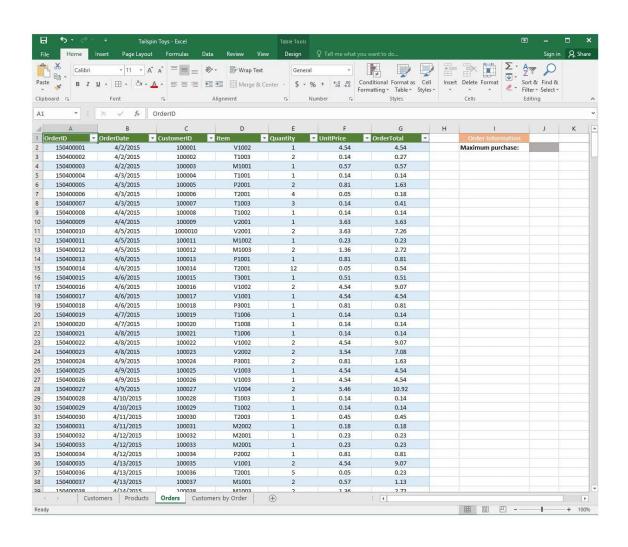


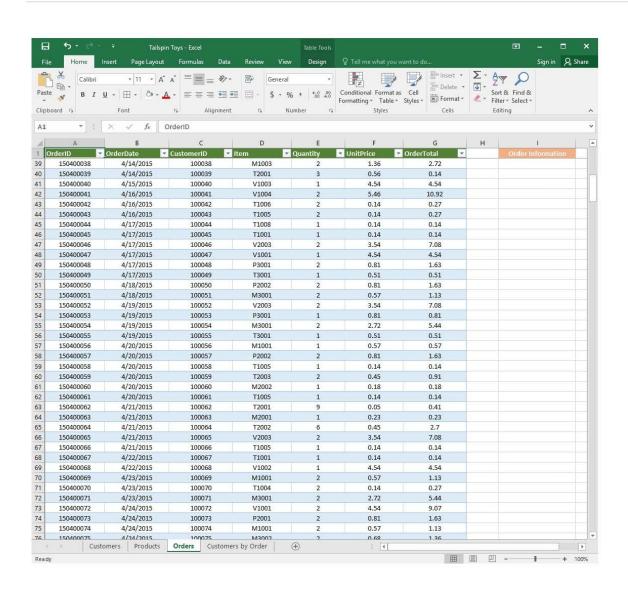


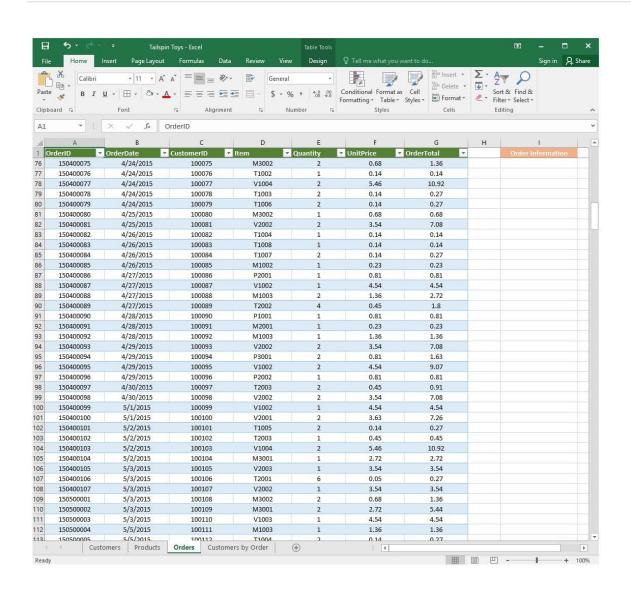


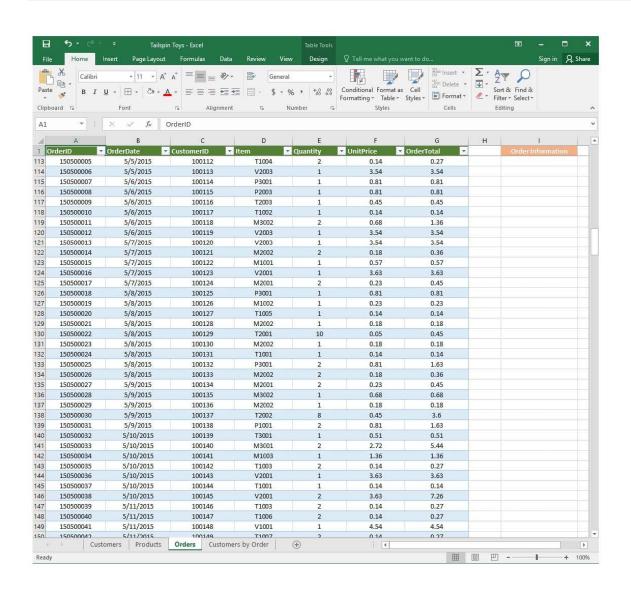


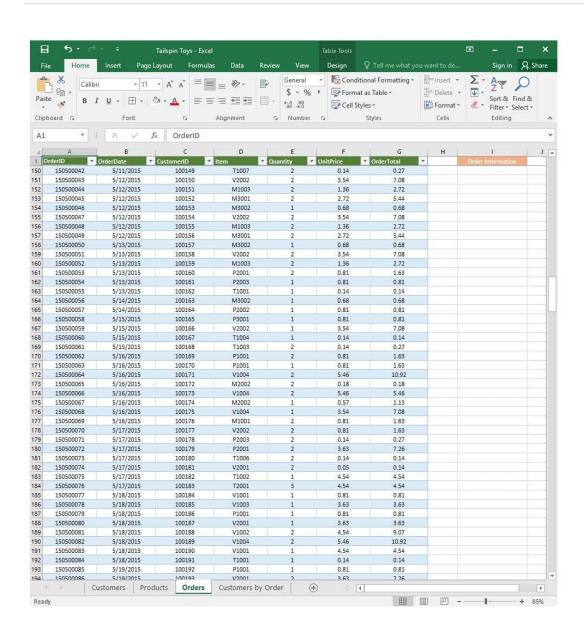


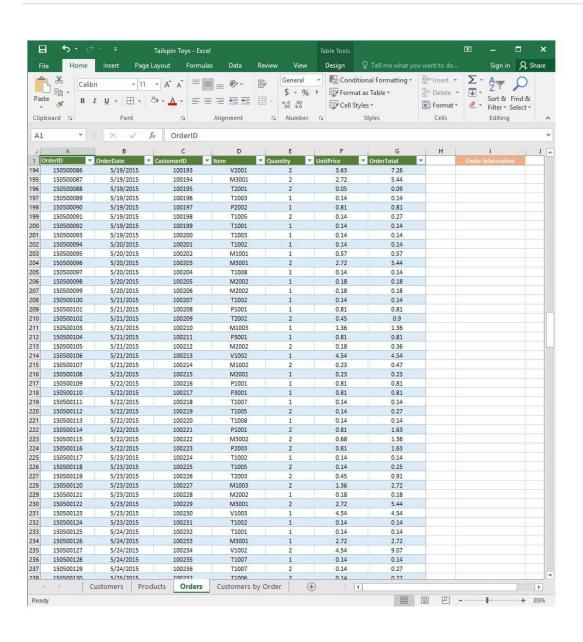


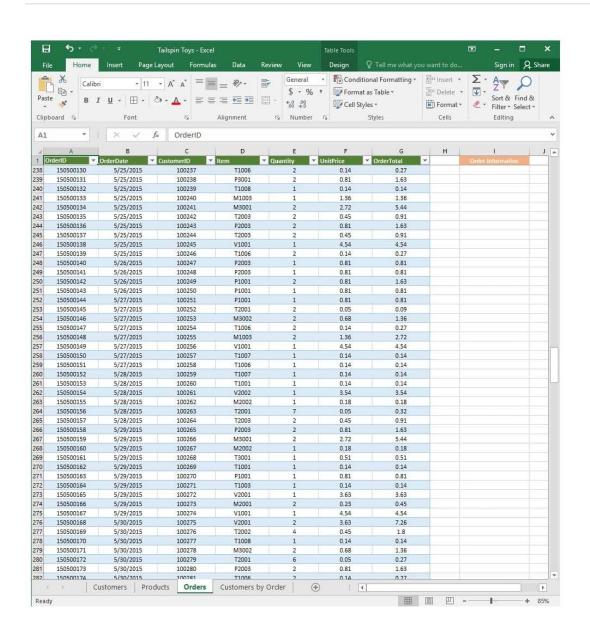


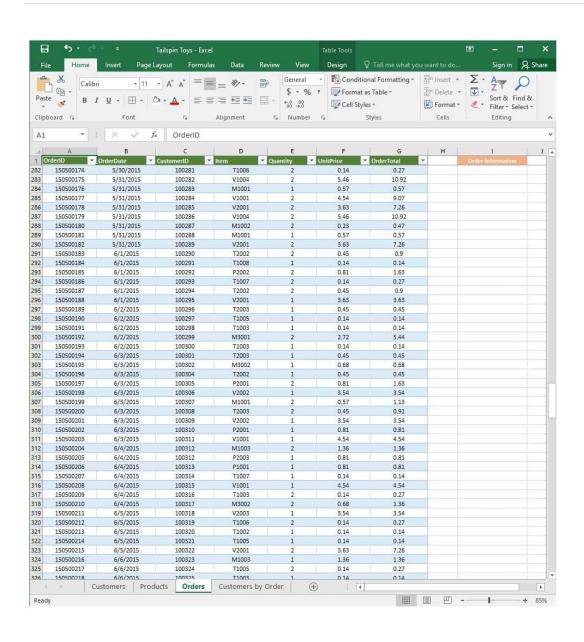


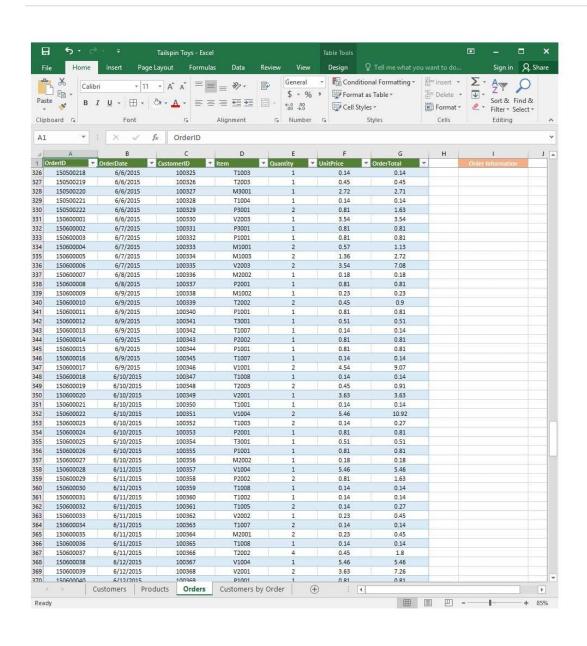


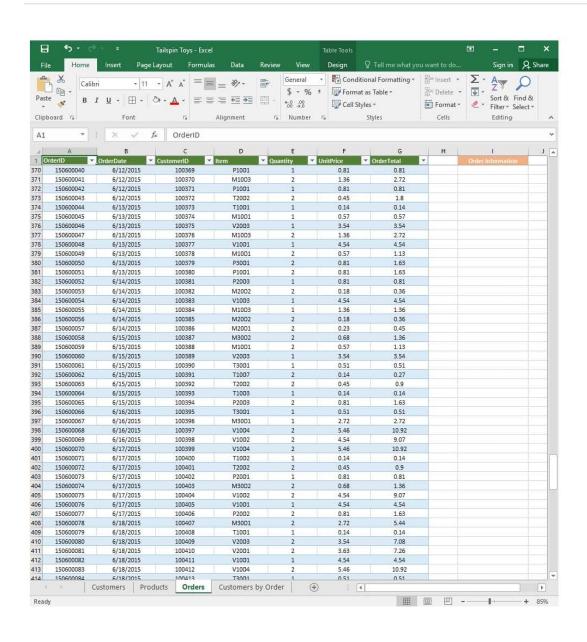


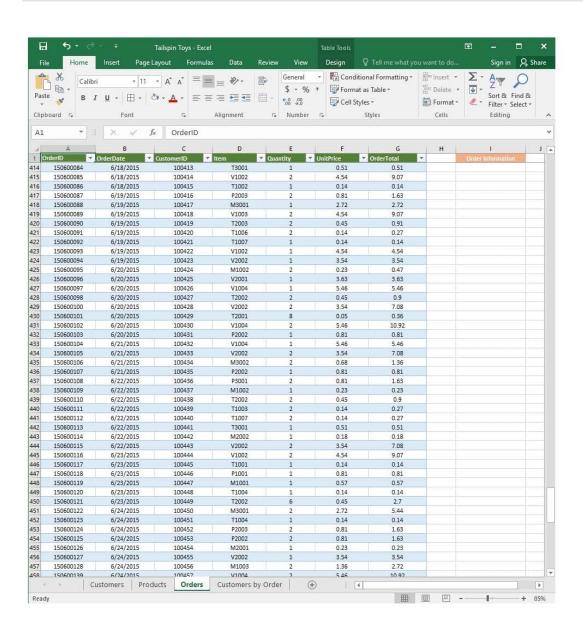


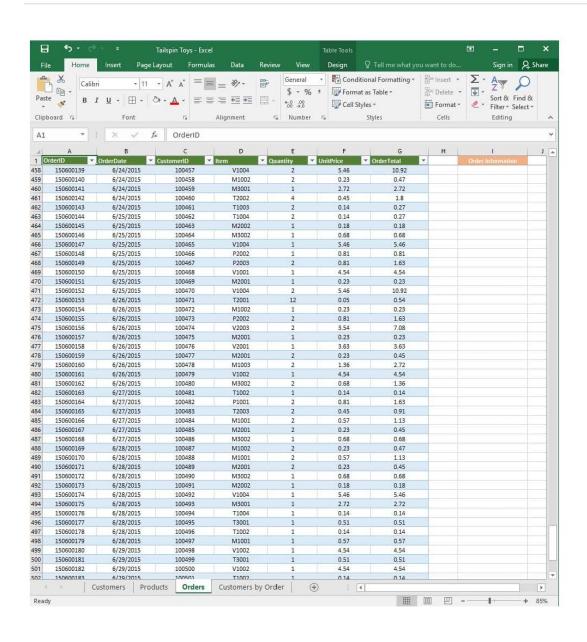


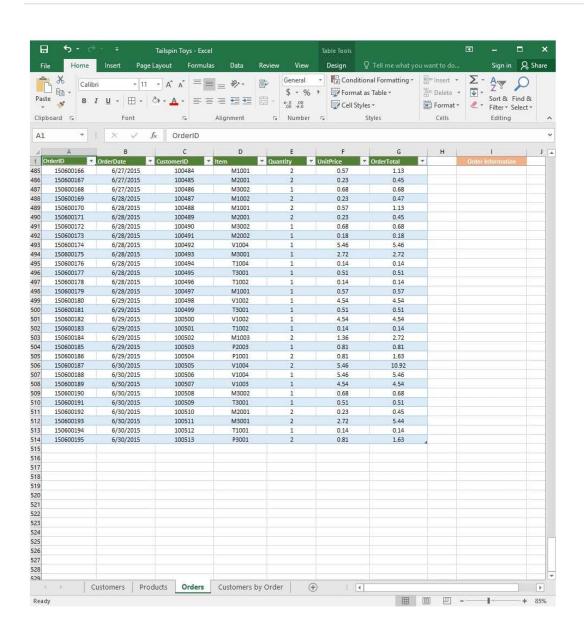


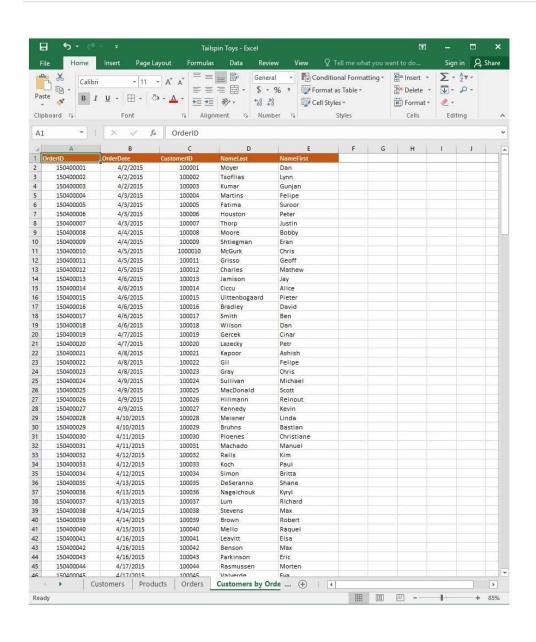


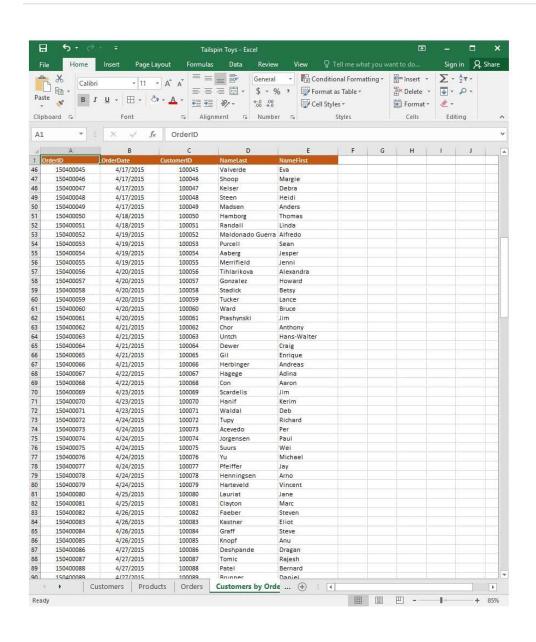


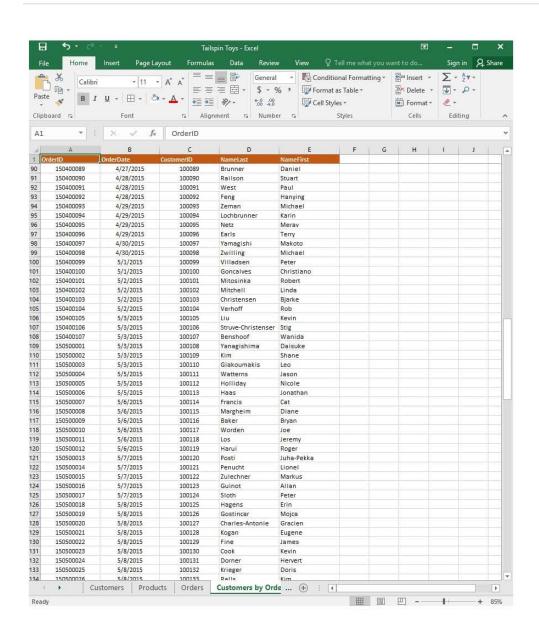


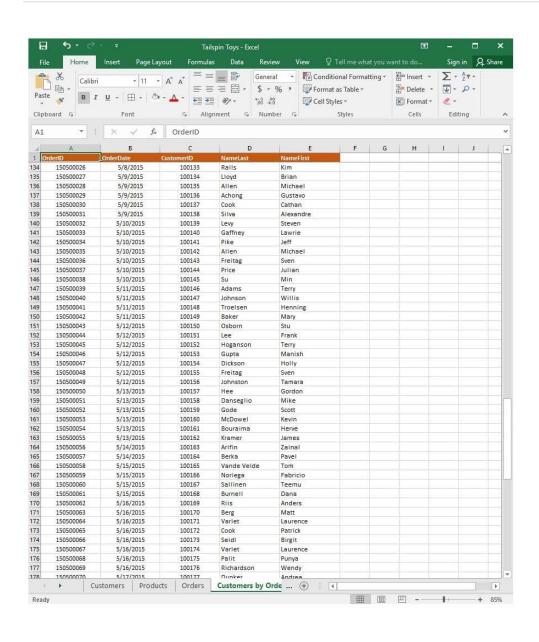




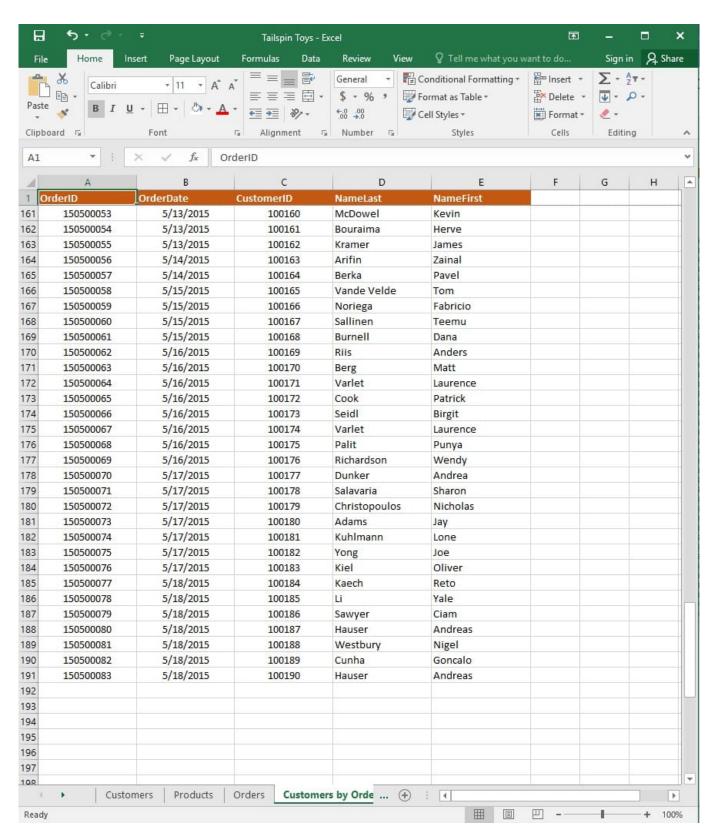








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On the "Customers" worksheet, enter a formula in cell N2 that uses an Excel function to return the average age of the customers based on the values in the "CurrentAge" column.

Correct Answer: See explanation below.

Explanation:



1.

Select cell N2 on the "Customers" worksheet, which is where you want the Excel function to return the result to.

2.

In the Address bar, type the average function syntax; =AVERAGE(K1:K101).

References:

https://support.office.com/en-us/article/AVERAGE-function-047BAC88-D466-426C-A32B-8F33EB960CF6

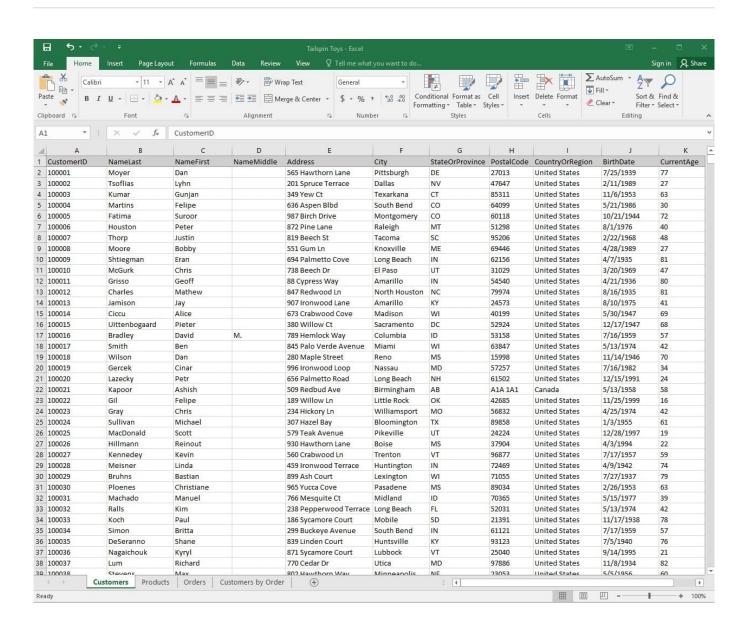
QUESTION 10

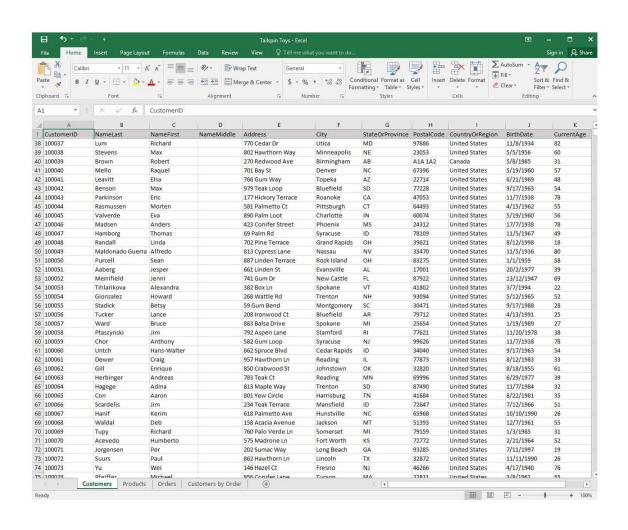
SIMULATION

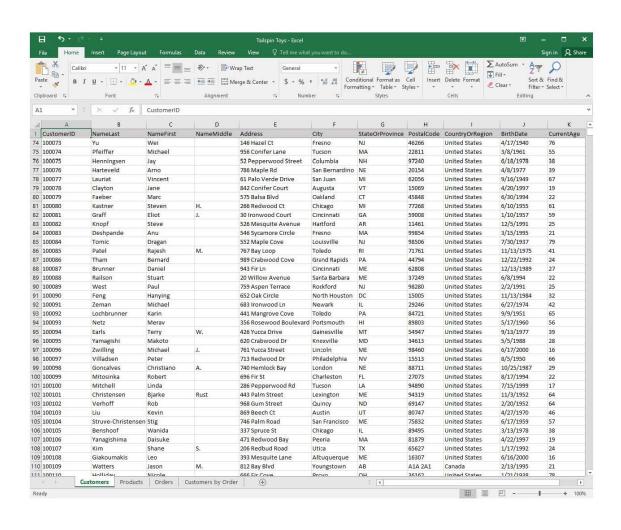
Project 1 of 7: Tailspin Toys Overview

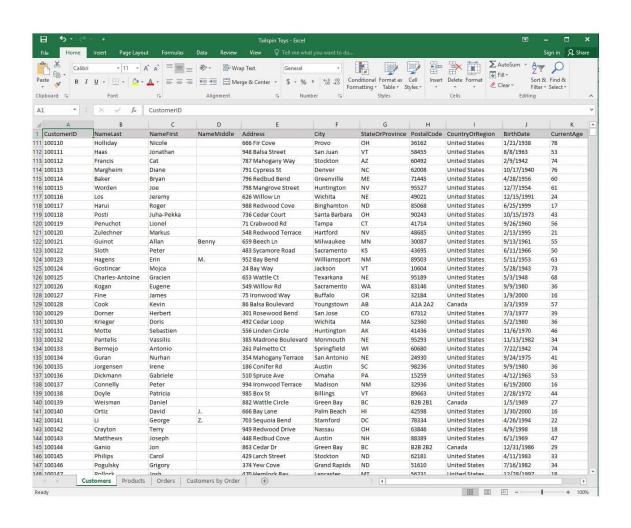
You recently opened an online toy store. You have sold products to 500 individual customers. You are evaluating customer data and order data.

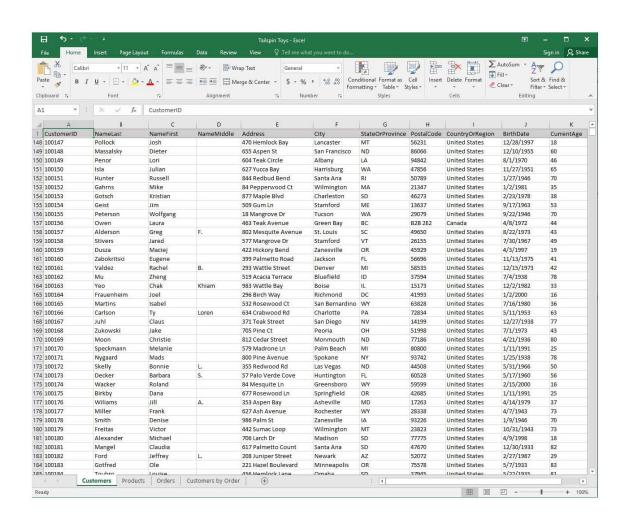


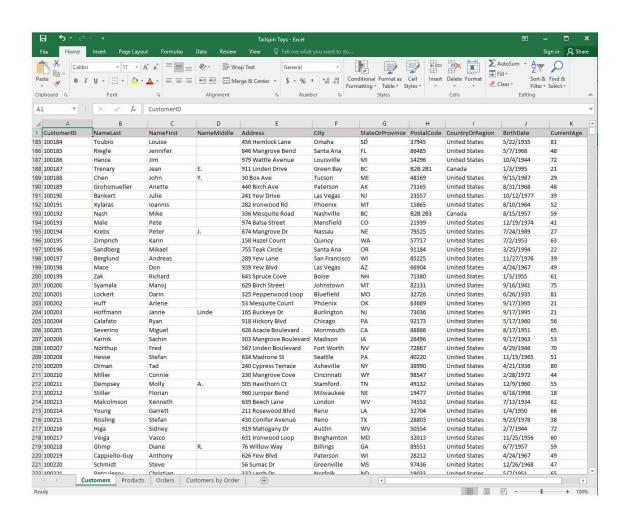


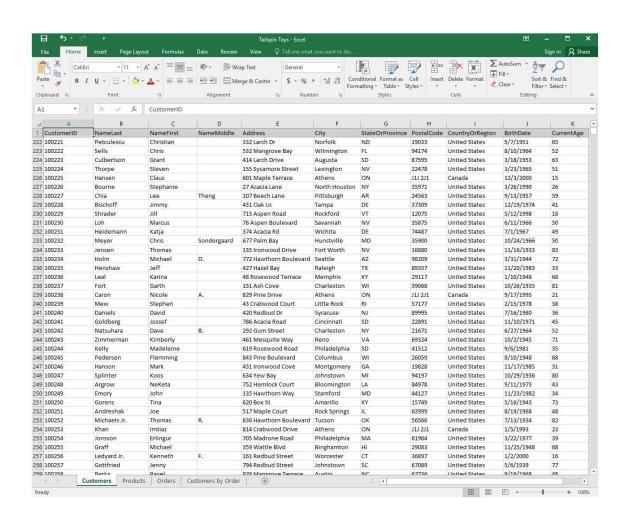




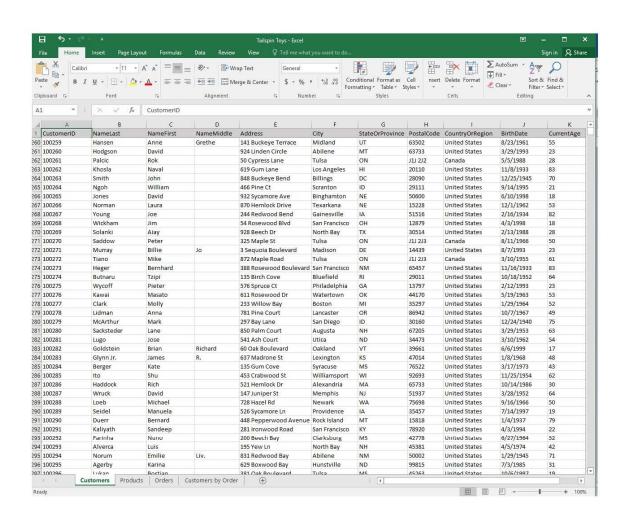


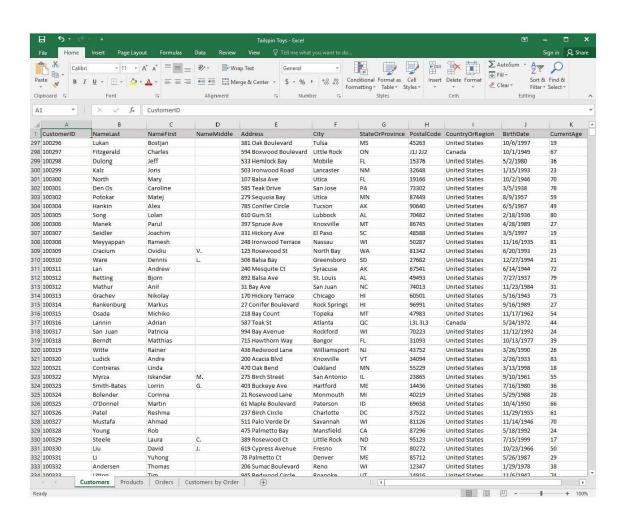


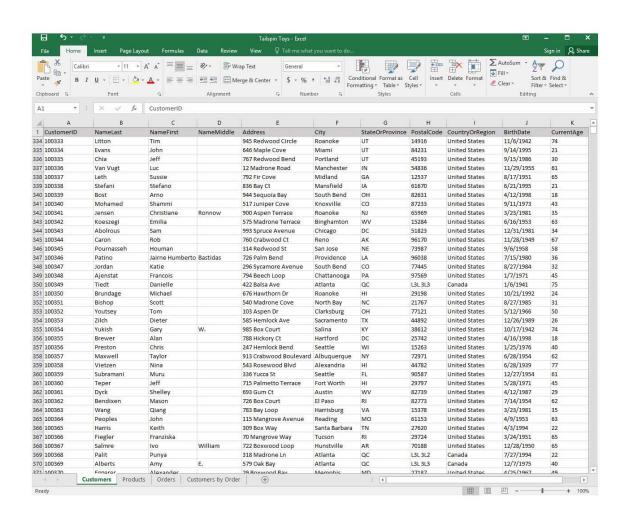


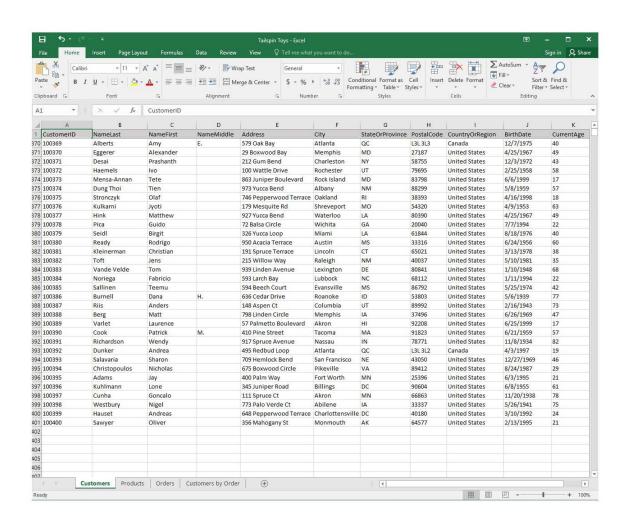


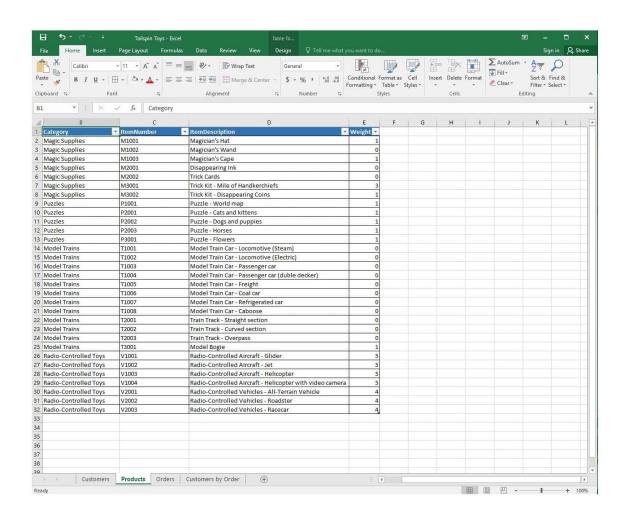


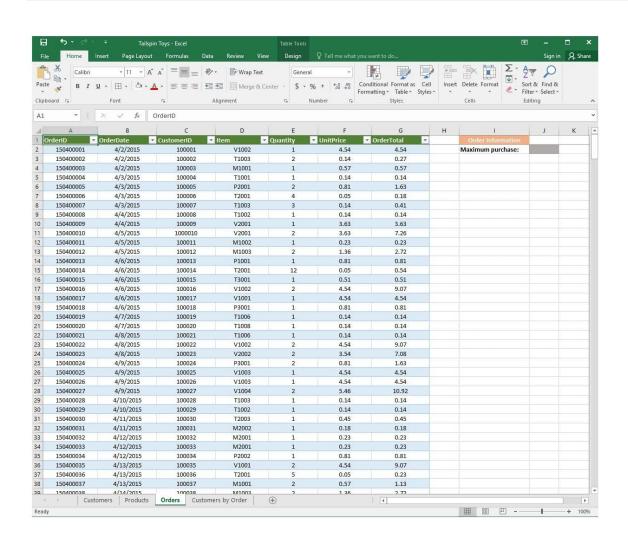


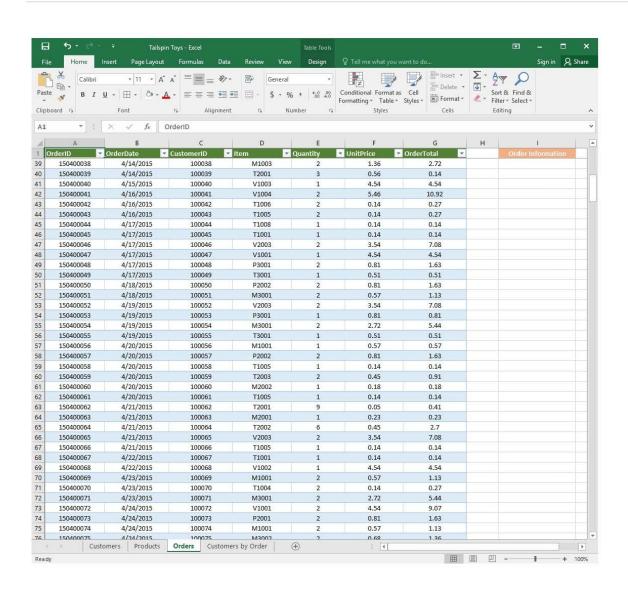


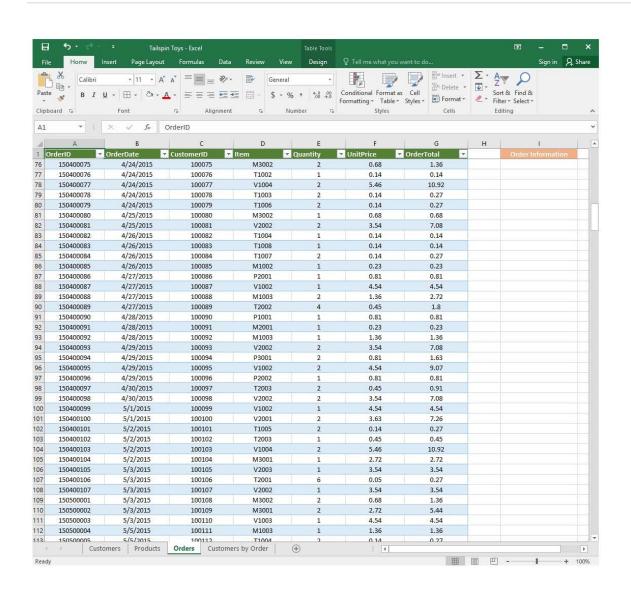


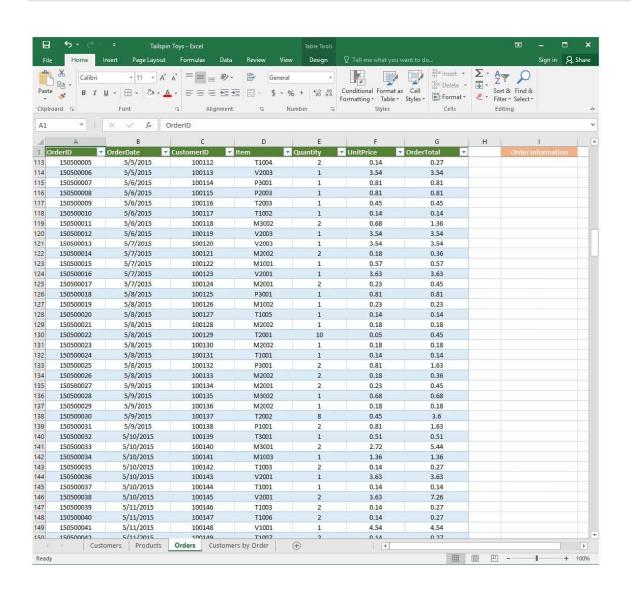


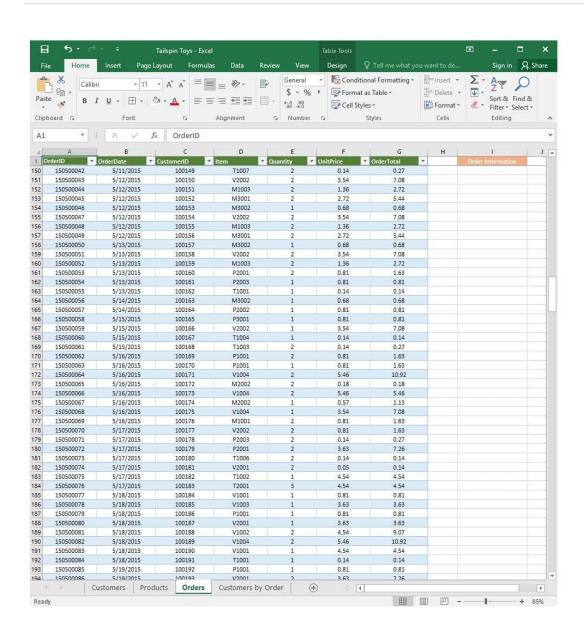


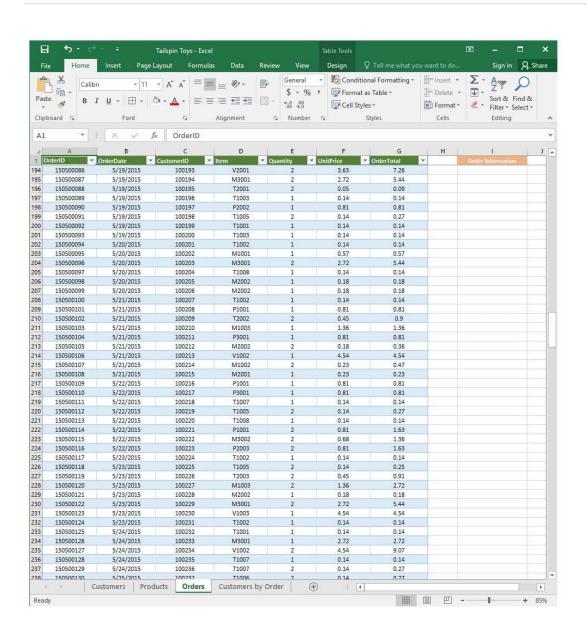


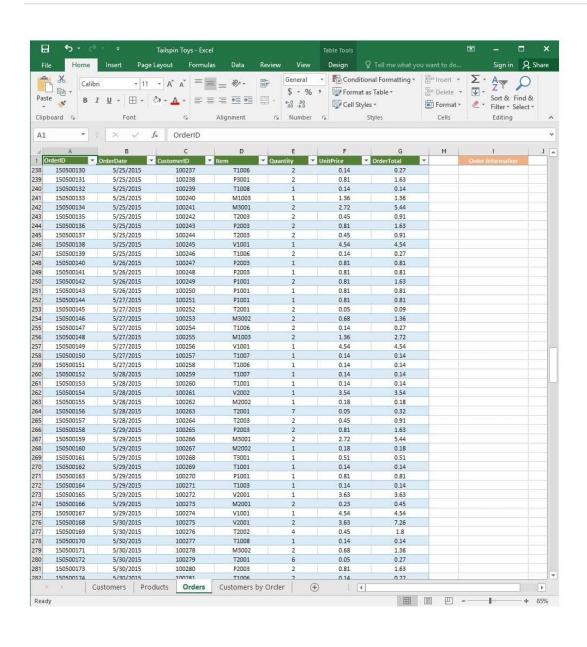


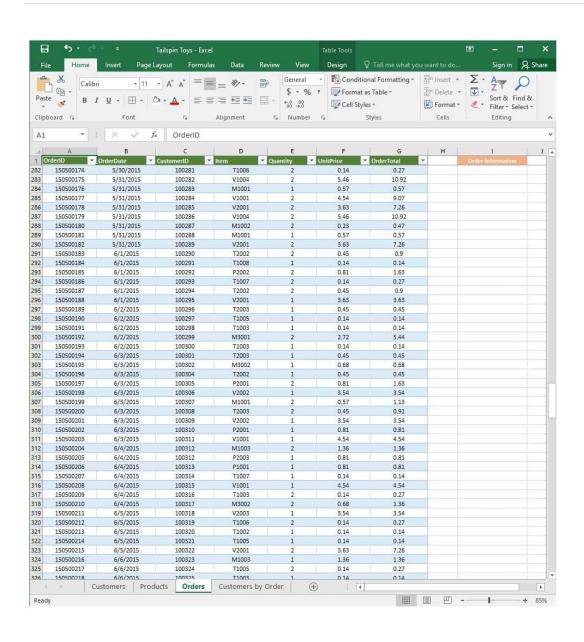


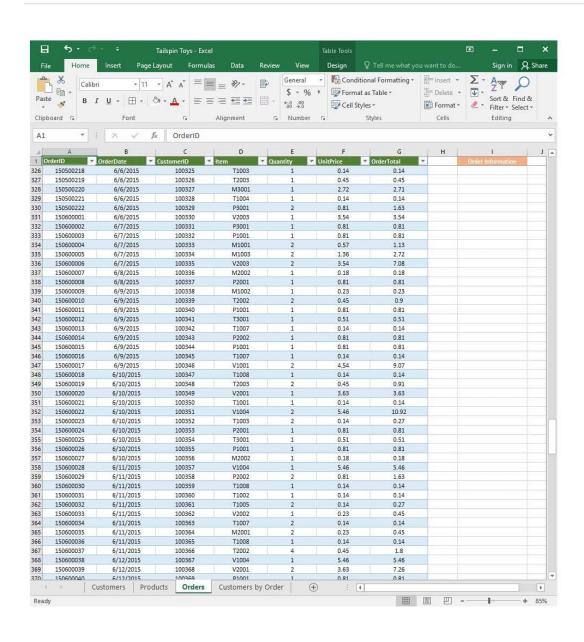


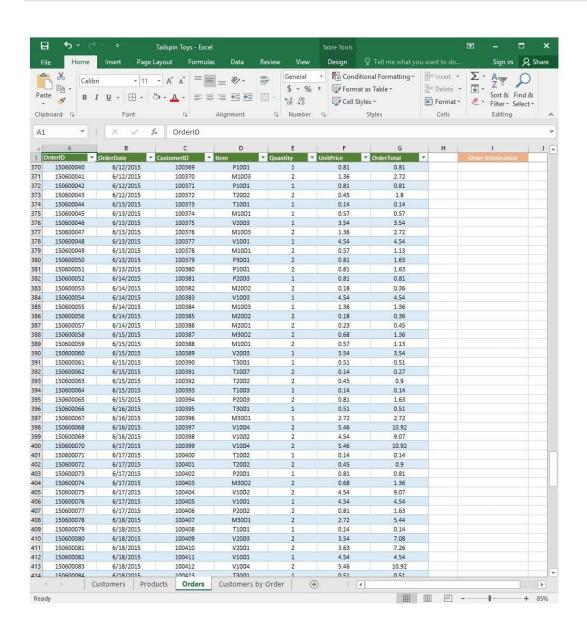


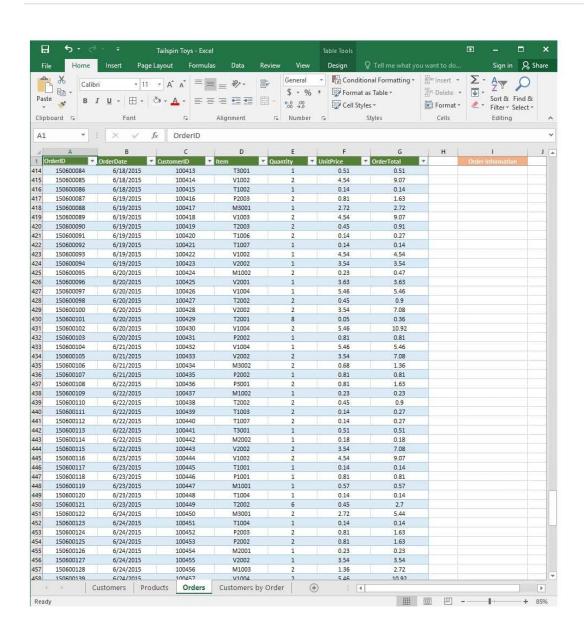


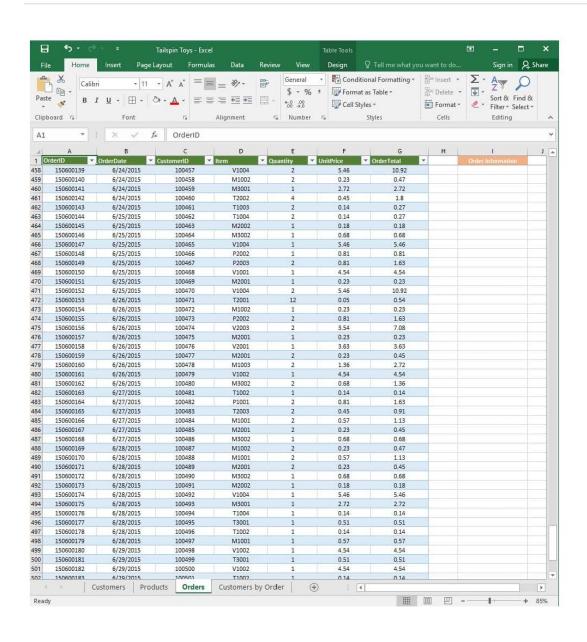


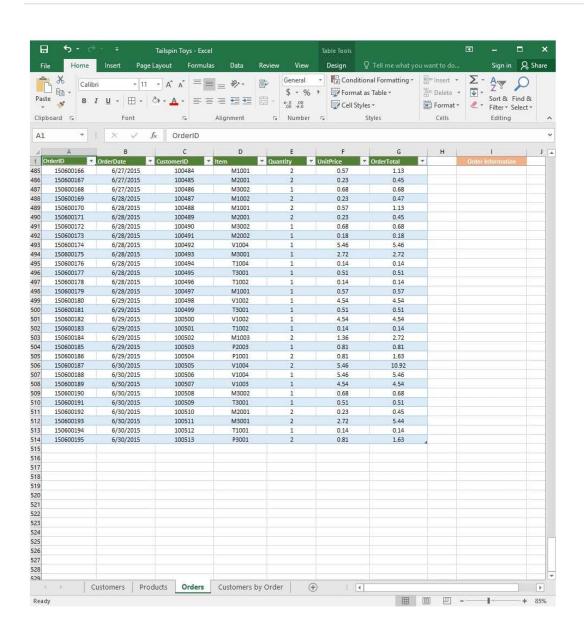


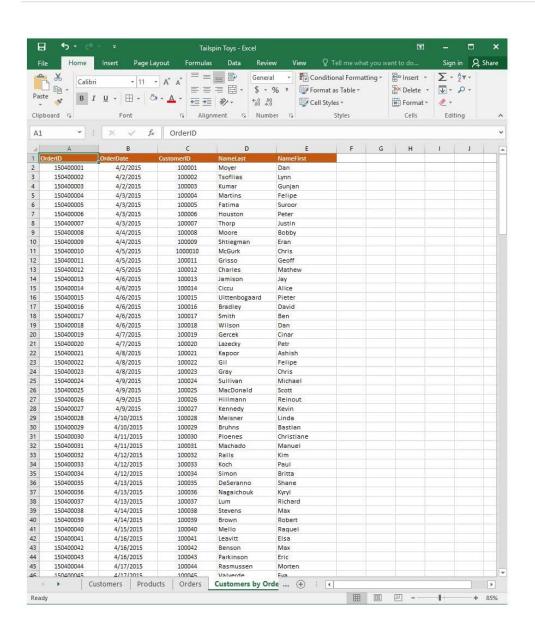


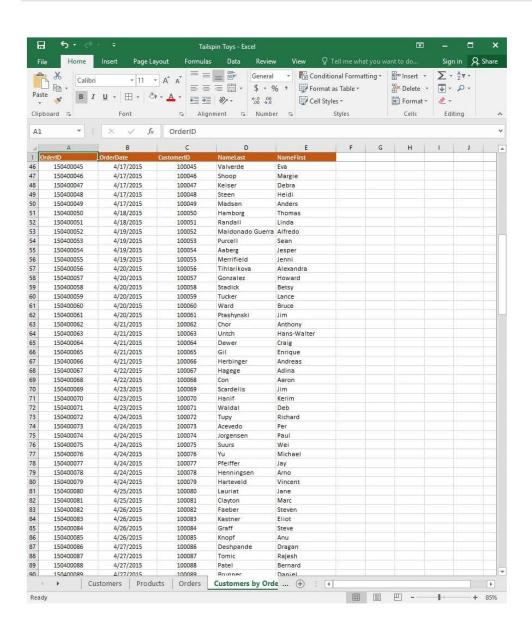


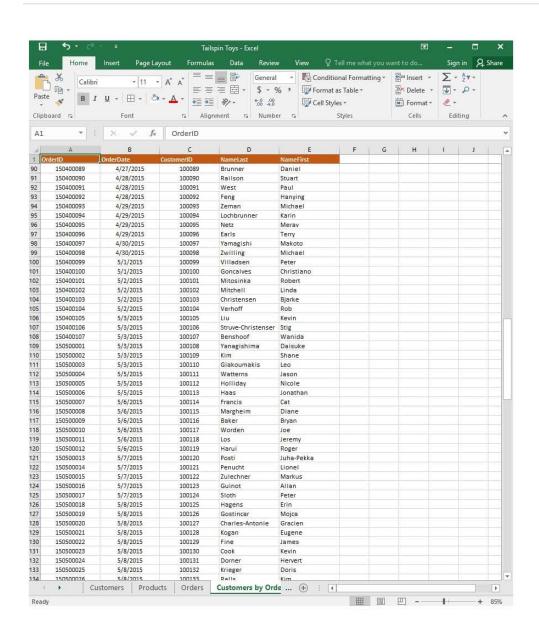


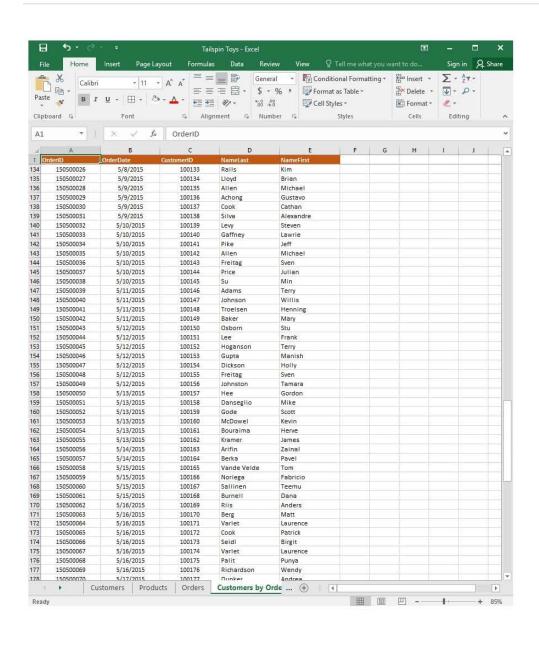


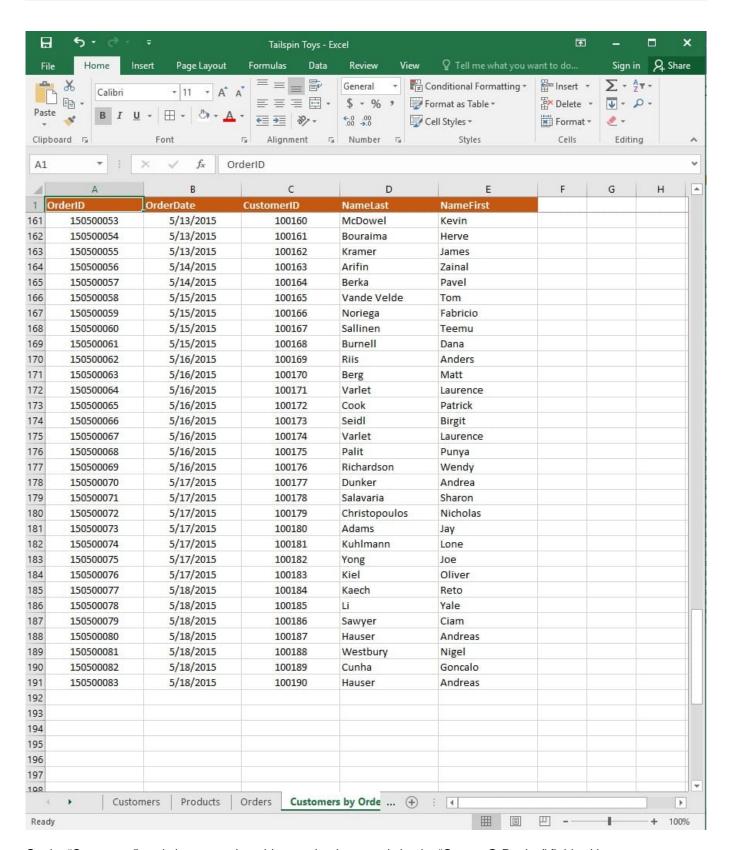












On the "Customers" worksheet, sort the table to order the records by the "CountryOrRegion" field, with customers in the United States first and customers in Canada second.

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

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