

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

Excel 2016 Core Data Analysis, Manipulation, and Presentation

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# **QUESTION 1**

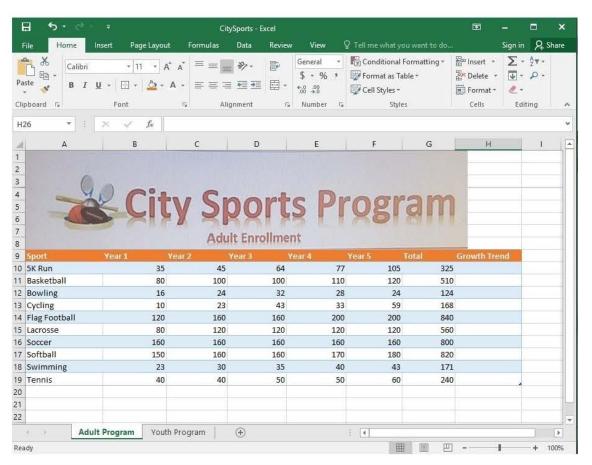
**SIMULATION** 

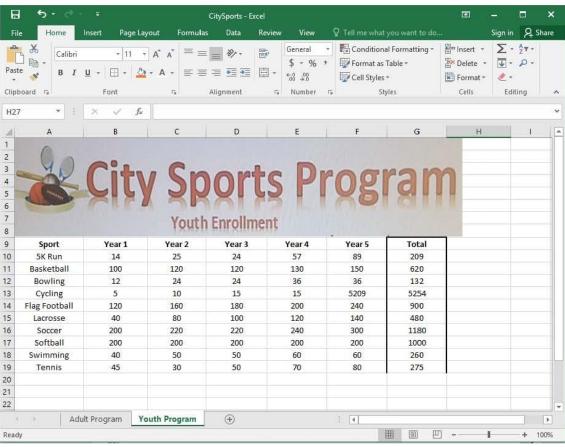
Project 5 of 7: City Sports

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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Unhide the "Summary" worksheet.

Correct Answer: See explanation below.

Explanation:

1. Select Format from the Home tab then choose Hide and Unhide then select Unhide. OR

1.

Hold on the Ctrl button on the keyboard and choose all the worksheet tabs then choose the Unhide option in the right menu.

2.

Click on the first worksheet tab, then hold down the Shift key on the keyboard as you click on the last worksheet tab, then choose the Unhide option.

OR

1.

From the View tab, click Custom Views in the Workbook Views group.

2.

Click the "Summary" view which is hidden, then click Show. References:

https://www.isunshare.com/blog/hide-or-unhide-sheets-in-excel-2016/

#### **QUESTION 2**

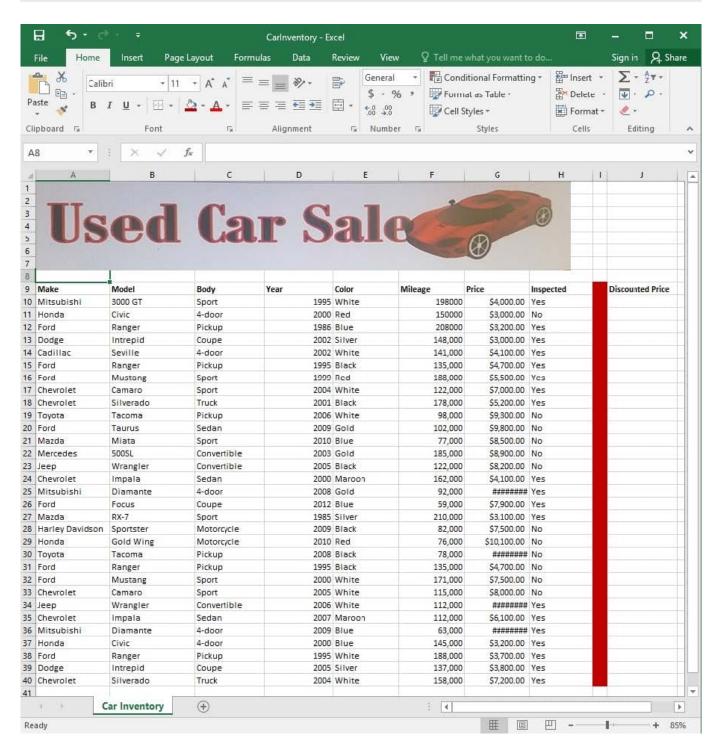
**SIMULATION** 

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:

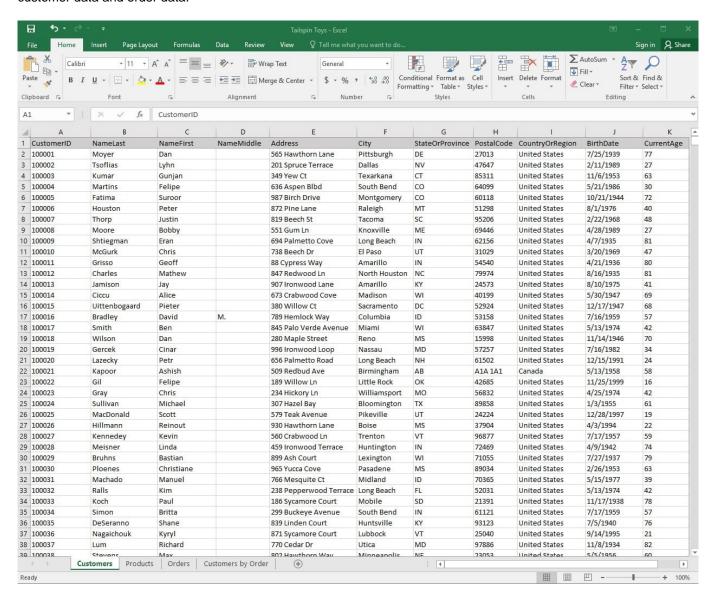
https://support.office.com/en-us/article/Print-rows-with-column-headers-on-top-of-every-page-D3550133F6A1-4C72-AD70-5309A2E8FE8C

#### **QUESTION 3**

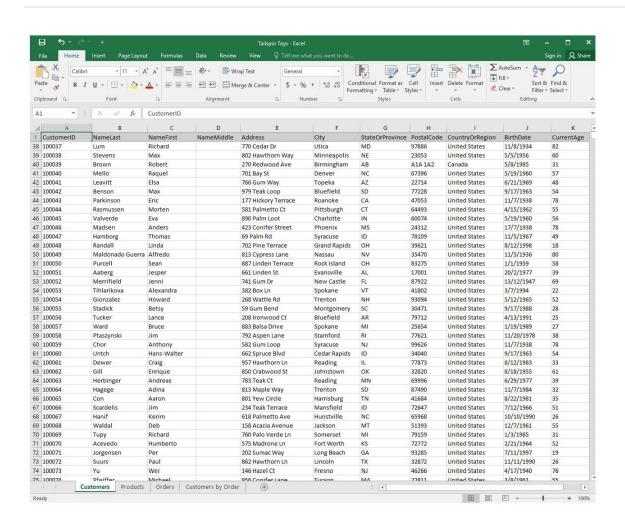
#### **SIMULATION**

#### Project 1 of 7: Tailspin Toys Overview

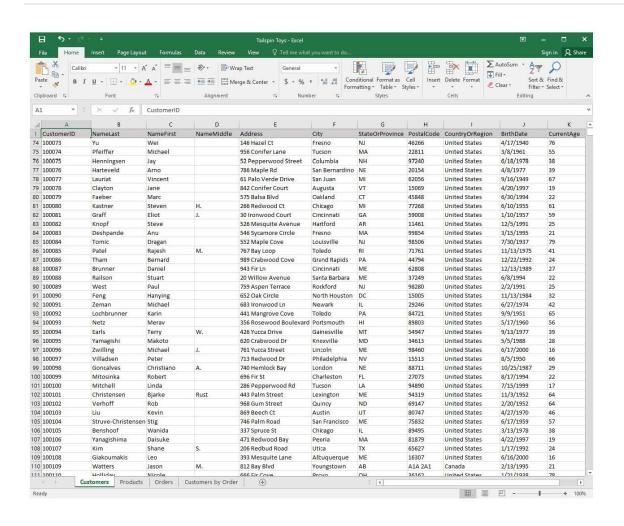
You recently opened an online toy store. You have sold products to 500 individual customers. You are evaluating customer data and order data.



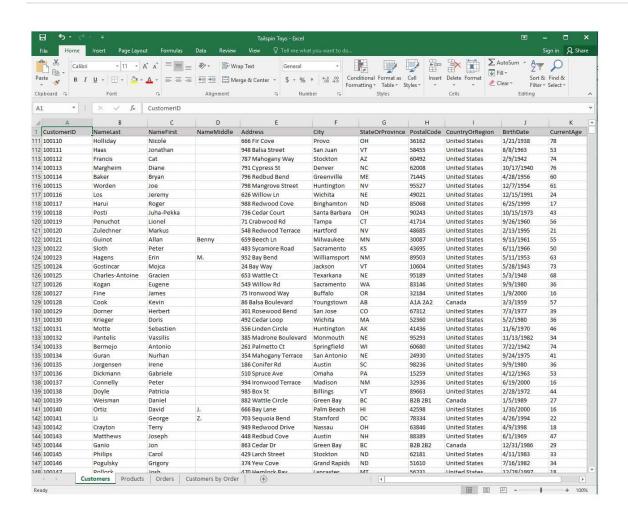




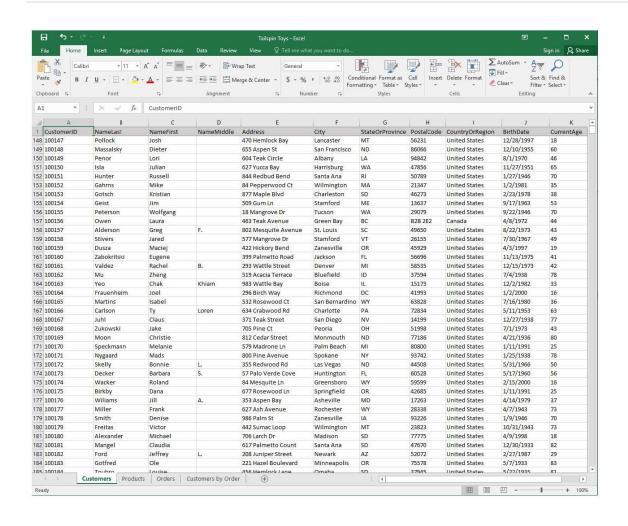




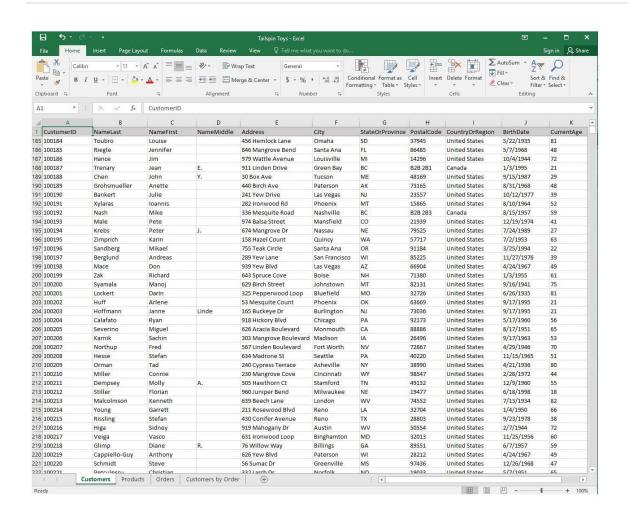




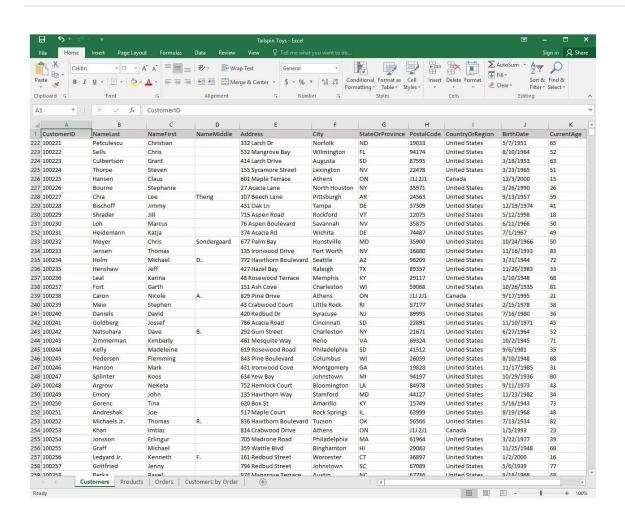




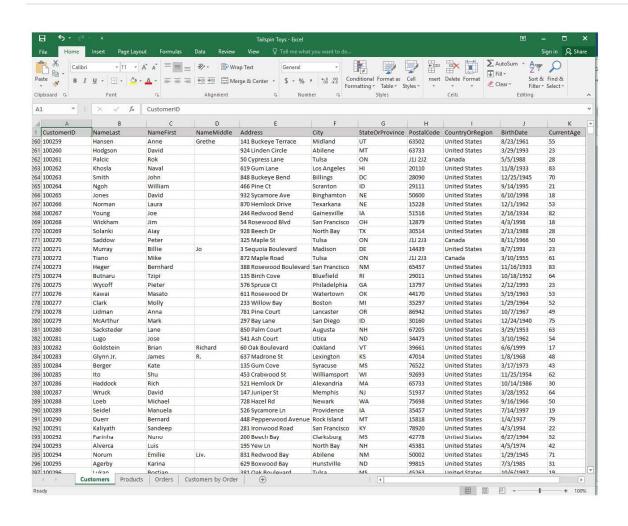




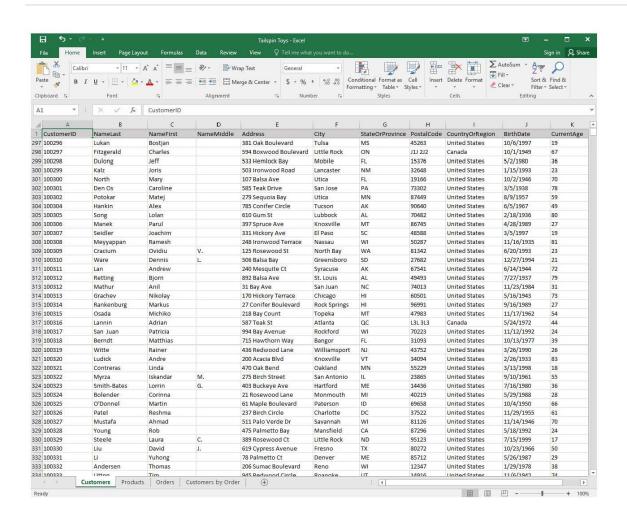




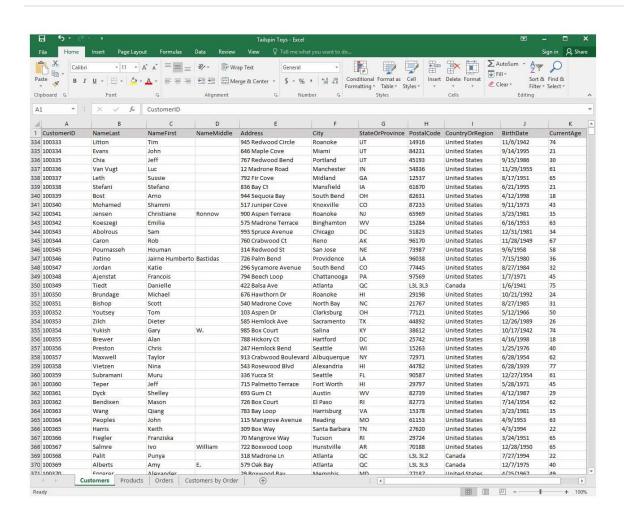




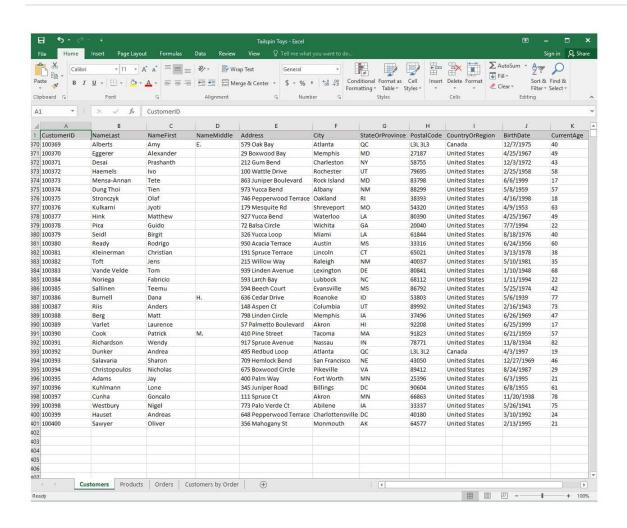




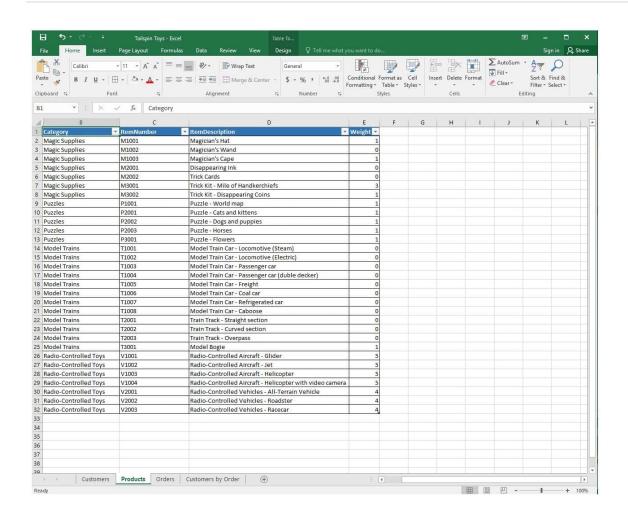


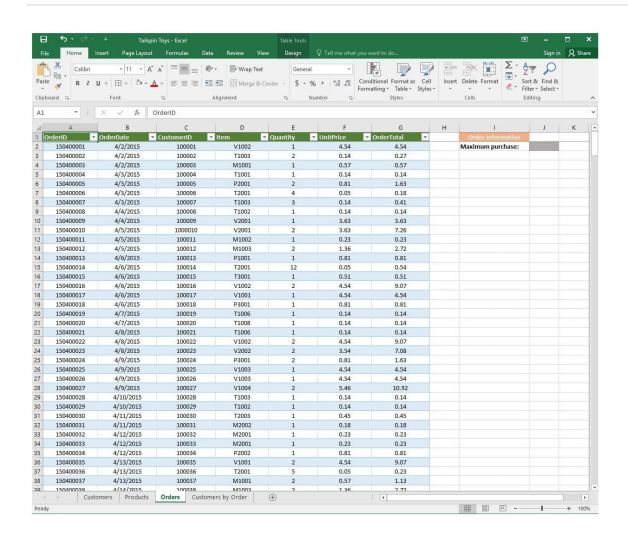


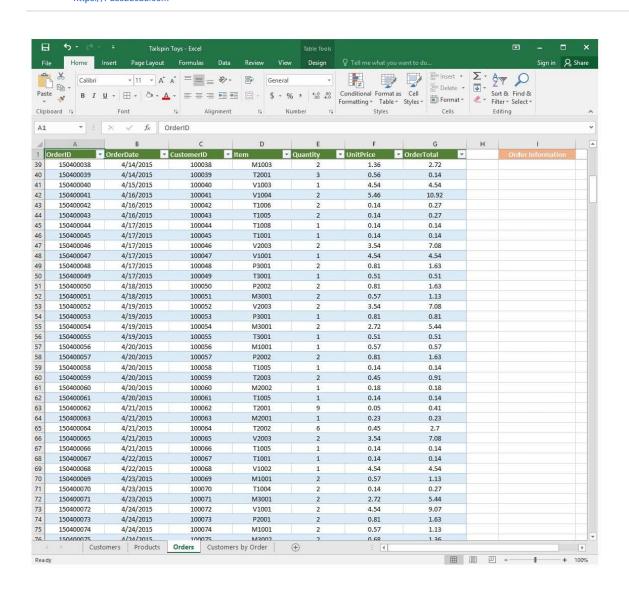


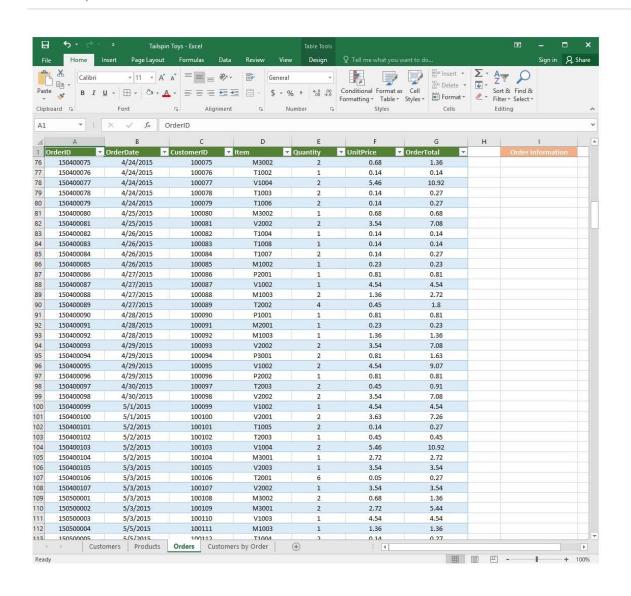


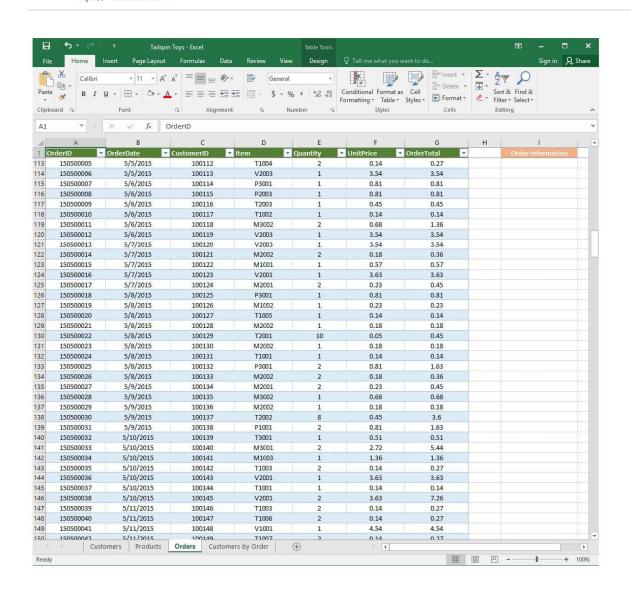


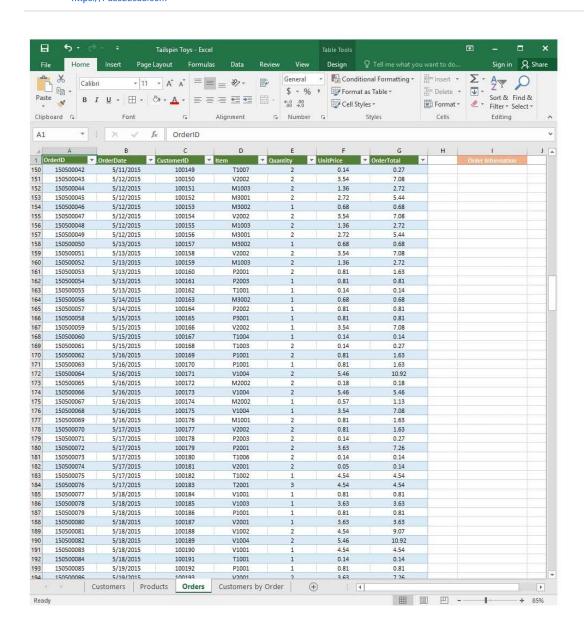


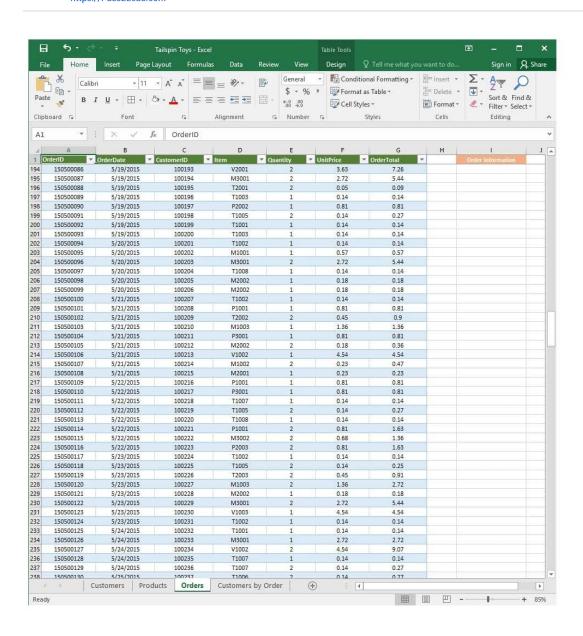


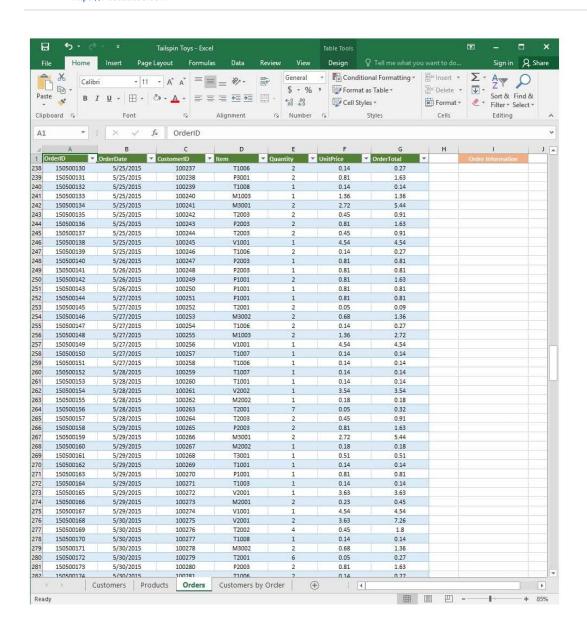


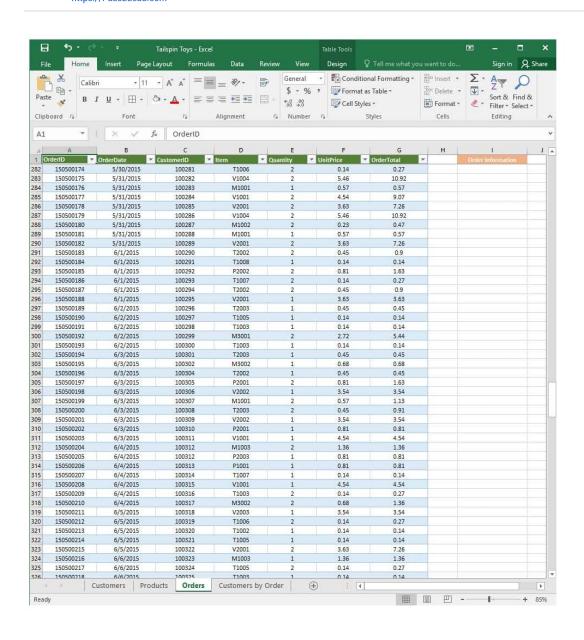


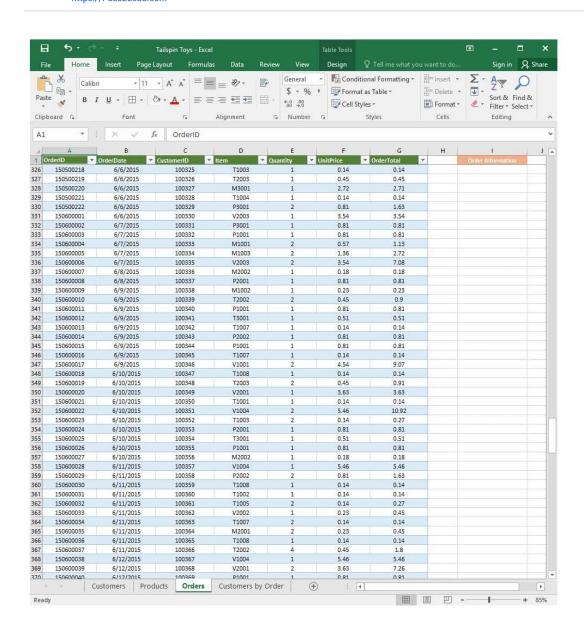


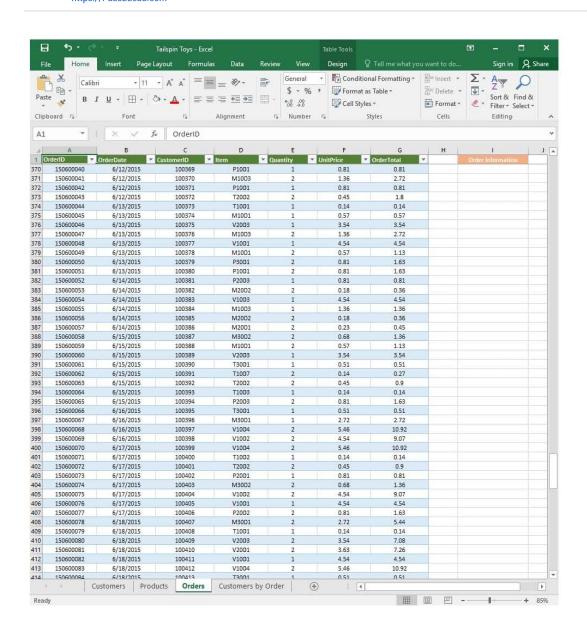


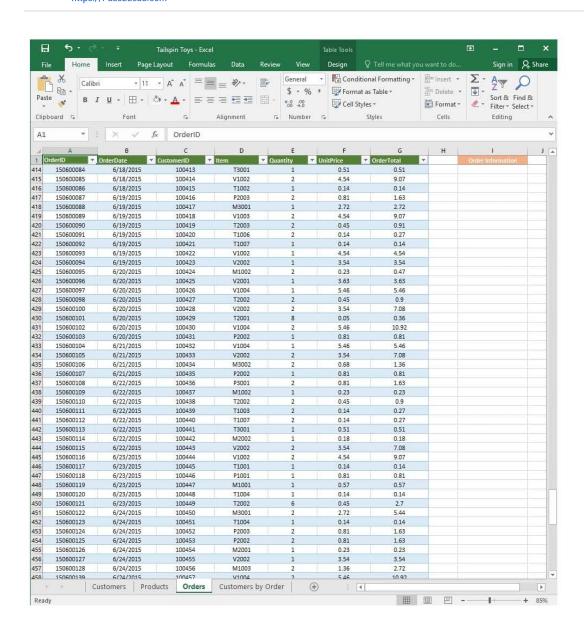


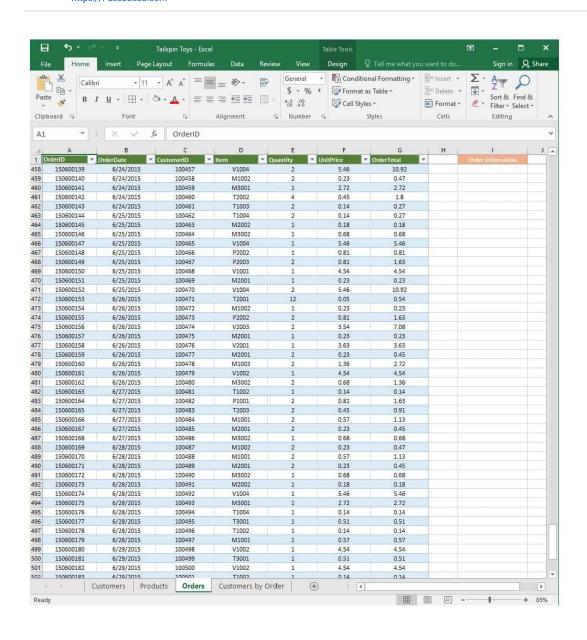




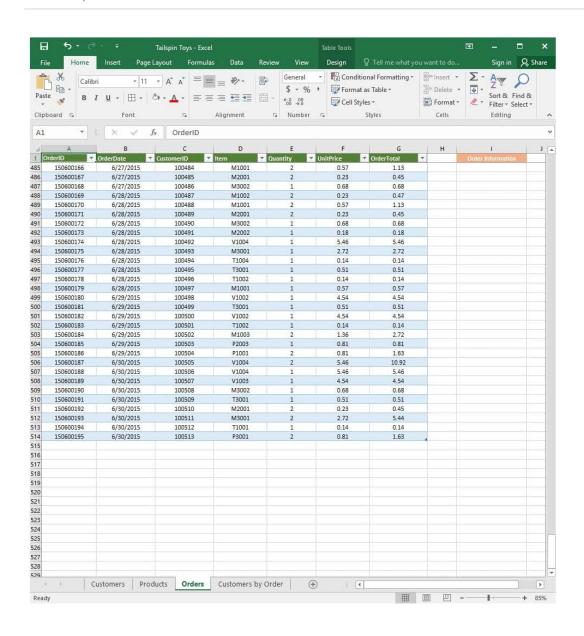




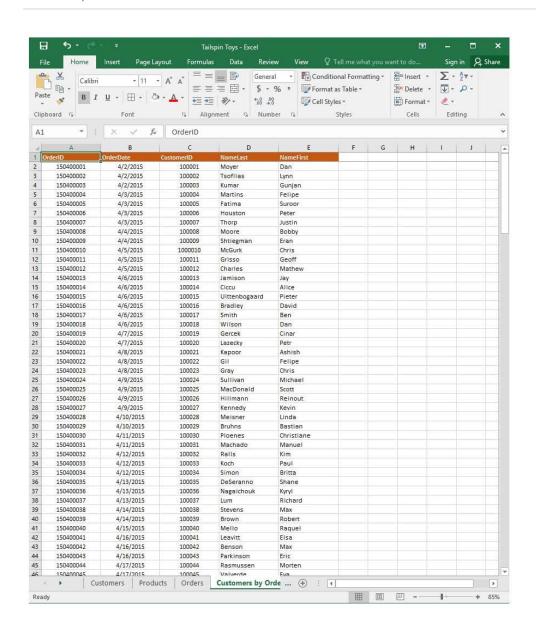




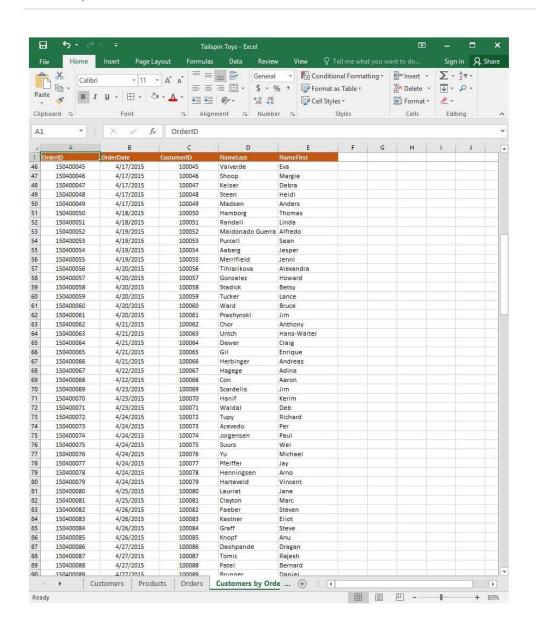




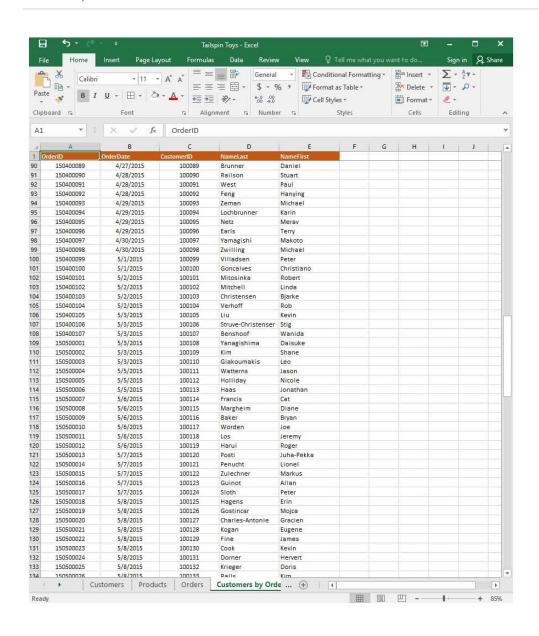




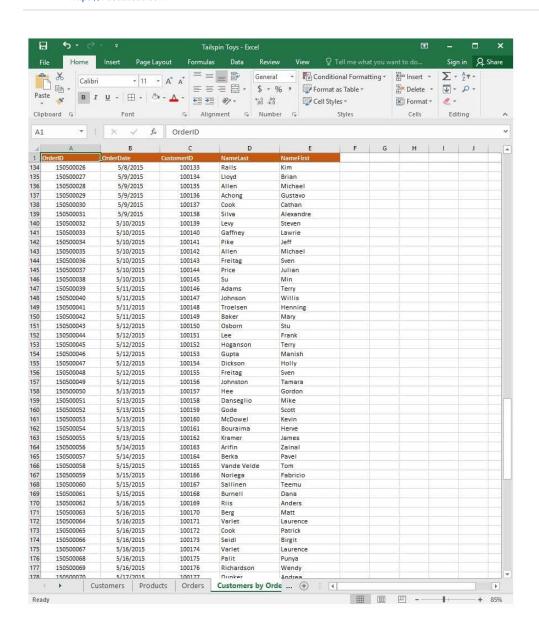




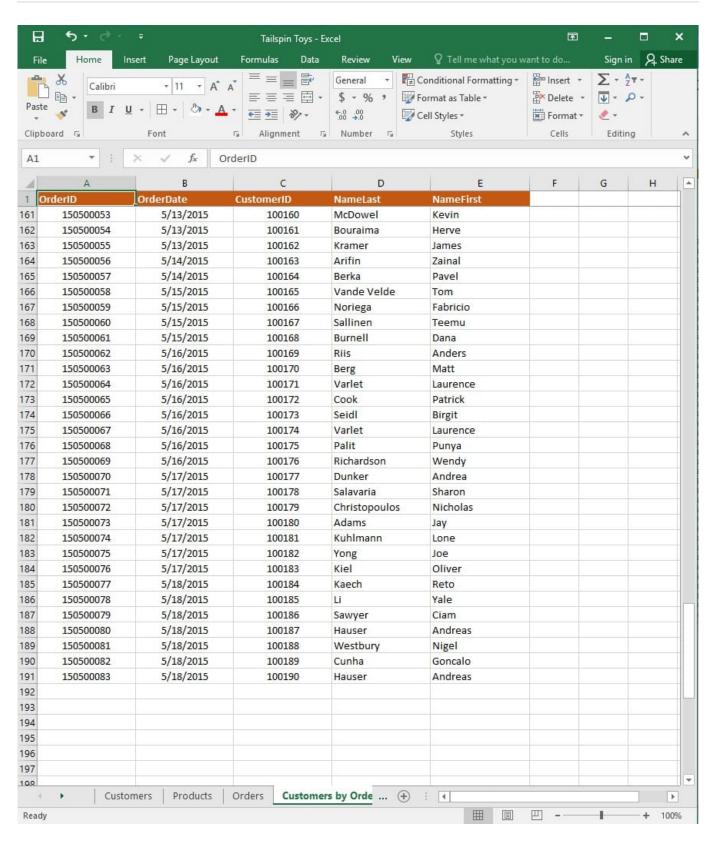








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On the "Orders" worksheet, use an automatic formatting method to format cells in the "OrderTotal" column that contain above-average values by applying Green Fill with Dark Green Text. Use a technique that automatically updates the formatting if the column values change.

Correct Answer: See explanation below.



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1.

Select the cells in the "OrderTotal" column which is the data range you are required to highlight the cells which are above-average.

2.

Click Conditional Formatting from the Home tab, then select Top/Bottom Rules, then select the Above Average option.

3.

A popped up dialog box will then appear, select the Green Fill with Dark Green Text option as desired.

4.

Click OK.

References:

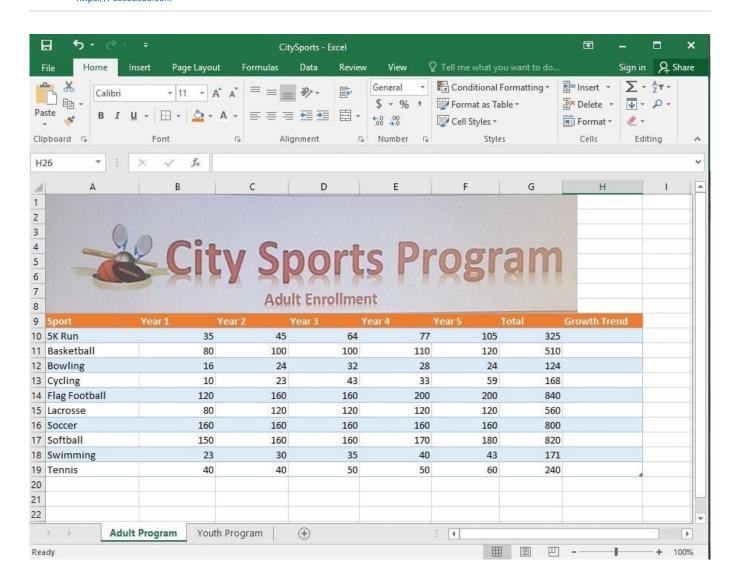
https://www.extendoffice.com/documents/excel/2195-excel-highlight-above-average.html

#### **QUESTION 4**

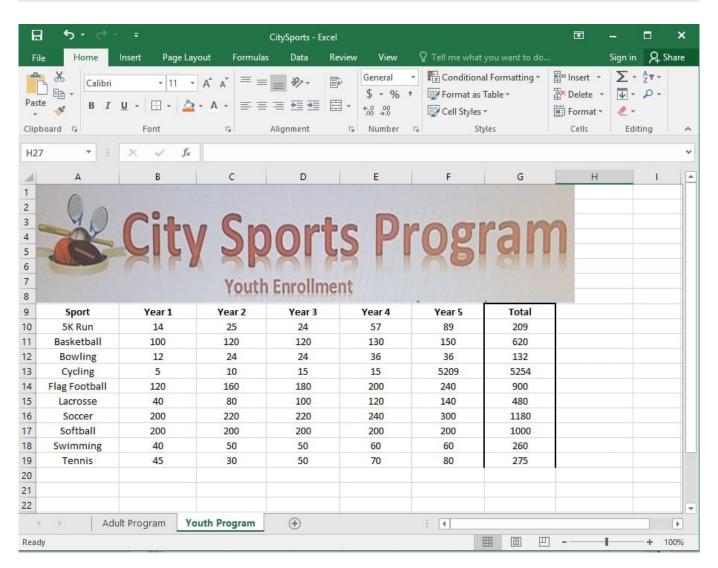
**SIMULATION** 

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 "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-a8e3-471a-a459873614413ce1

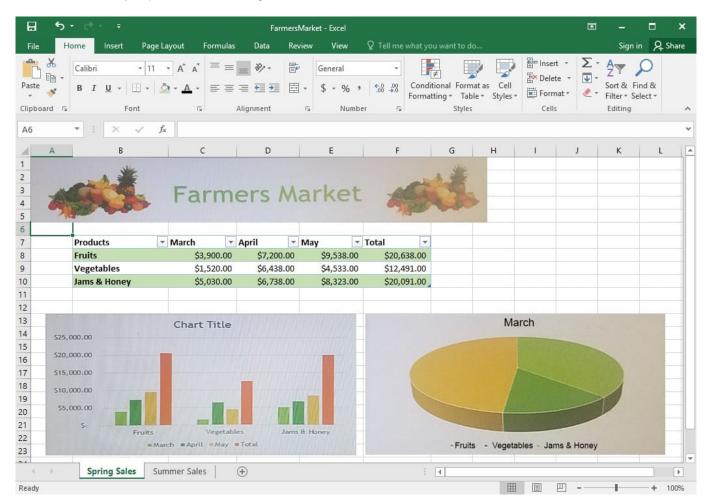
#### **QUESTION 5**

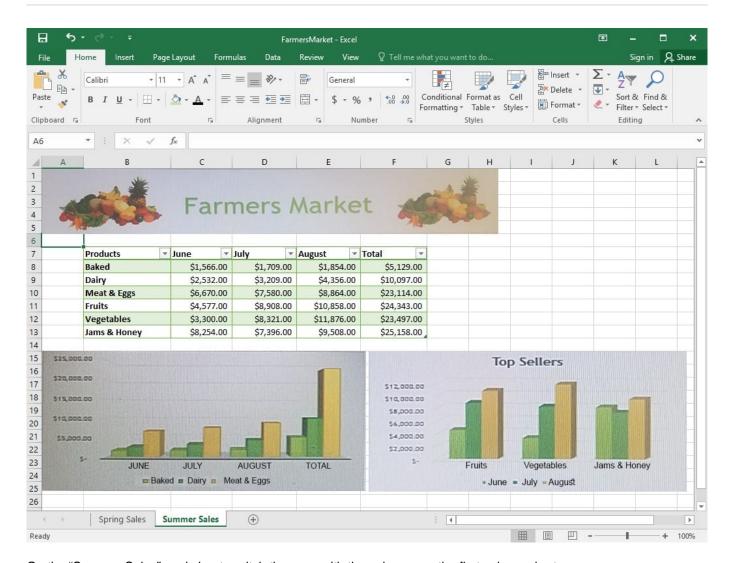
#### **SIMULATION**

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.





On the "Summer Sales" worksheet, switch the rows with the columns on the first column chart.

Correct Answer: See explanation below.

#### **Explanation:**

1.

Select the first row OR column on the "Summer Sales" worksheet and Copy either from the Home tab OR by pressing Ctrl+C on the keyboard.

2.

Select the first cell where you want to paste the data, then click on the arrow next to Paste situated on the Home tab, then select Transpose.

3.

Pick a spot with enough space to paste your data, the copied data will overwrite the already existing data that is already there.

4.

Once completed, you can delete the original data if desired.



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#### References:

https://support.office.com/en-us/article/Transpose-data-from-rows-to-columns-or-vice-versa-in-Excel-forMac-9c16dd55-ed1a-4aa2-8b74-b1b9211e2ede

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