

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

Excel 2016 Core Data Analysis, Manipulation, and Presentation

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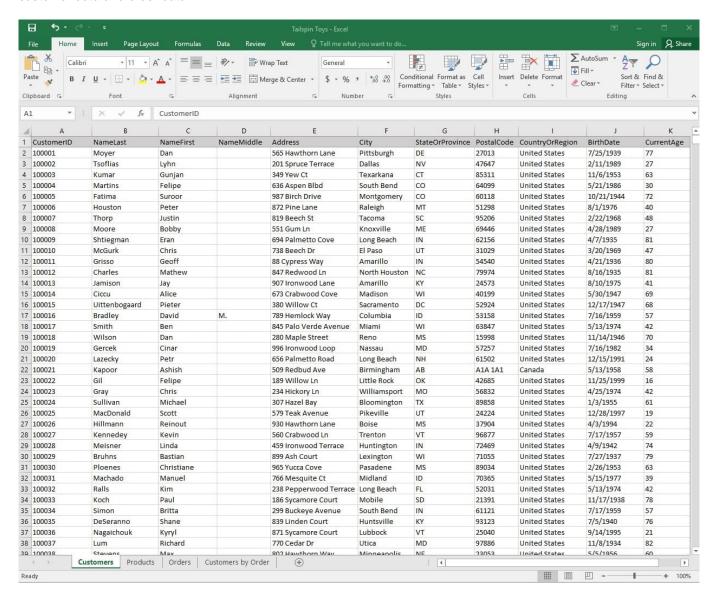


#### **QUESTION 1**

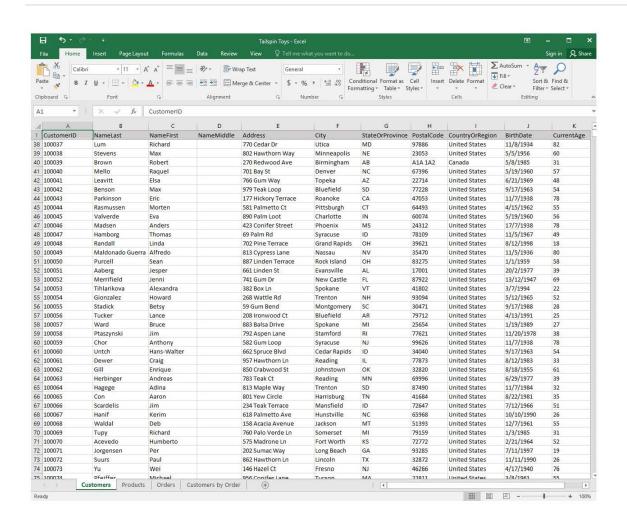
#### **SIMULATION**

Project 1 of 7: Tailspin Toys Overview

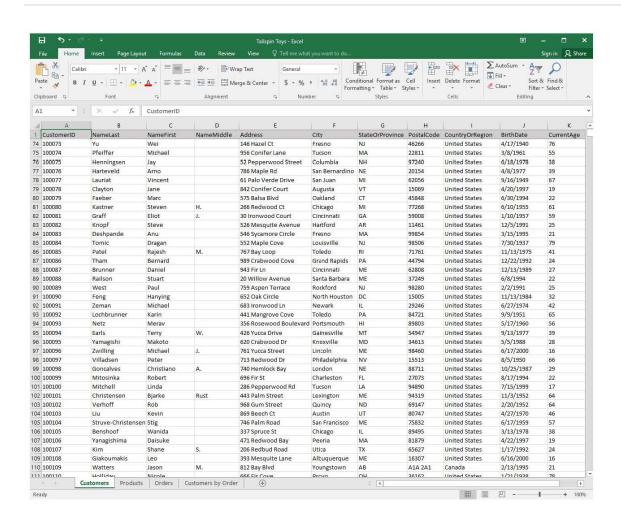
You recently opened an online toy store. You have sold products to 500 individual customers. You are evaluating customer data and order data.



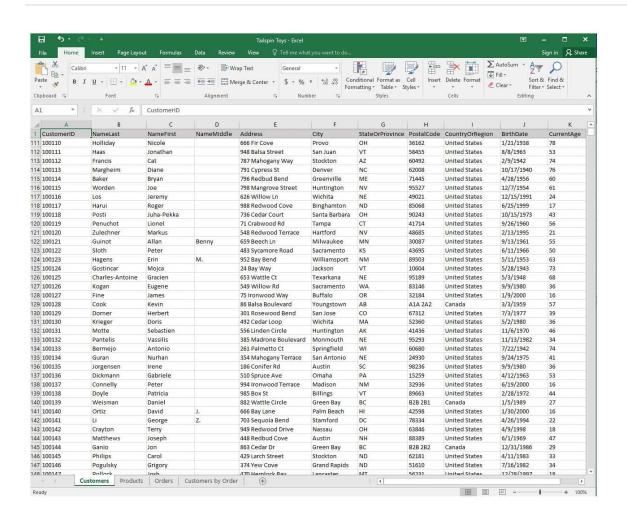




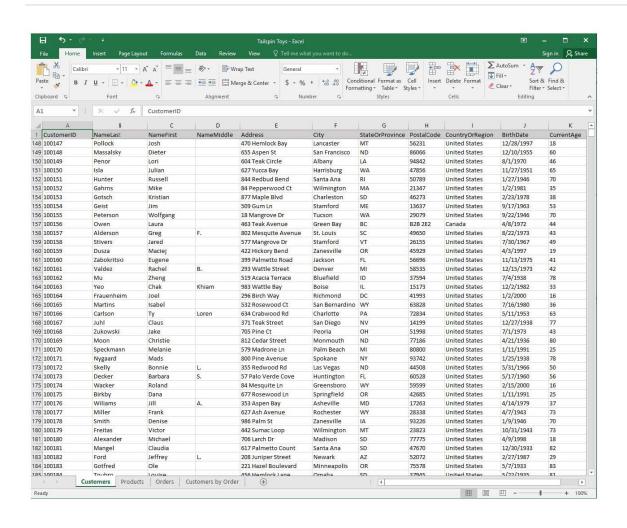




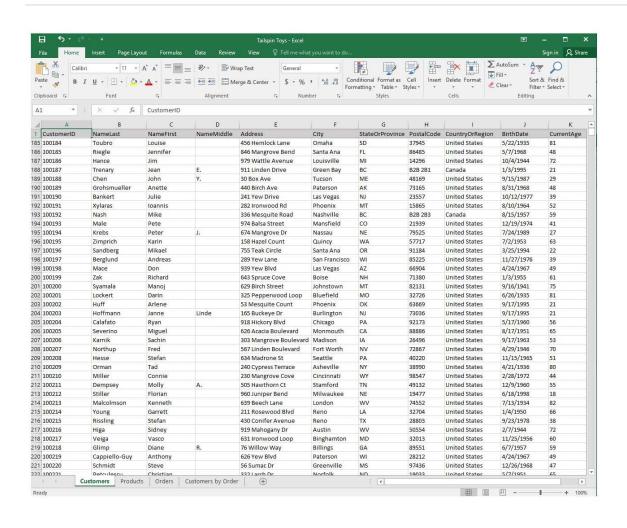




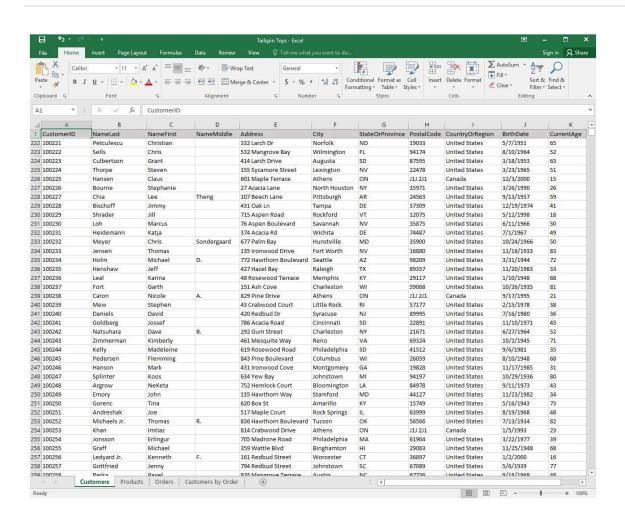




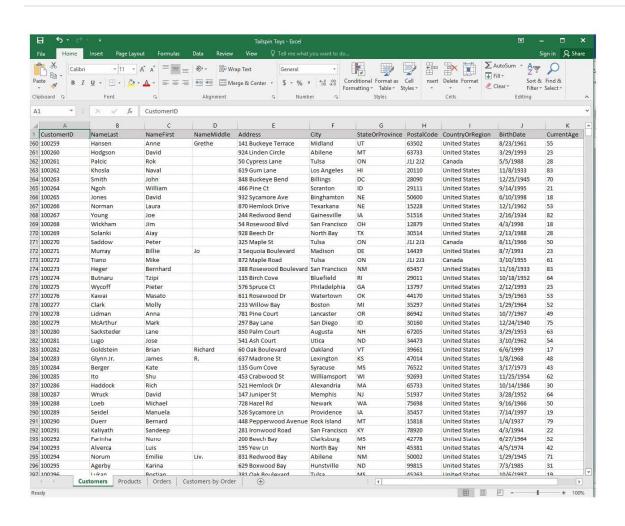




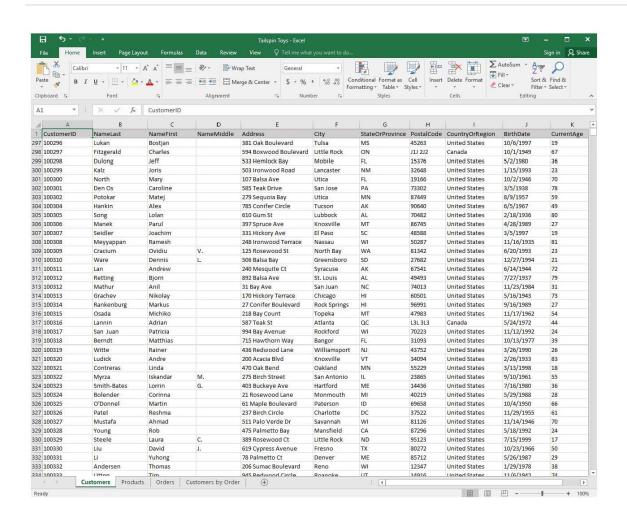




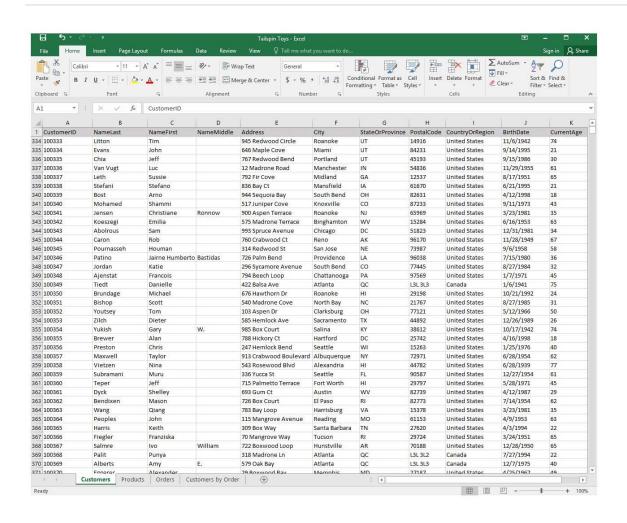




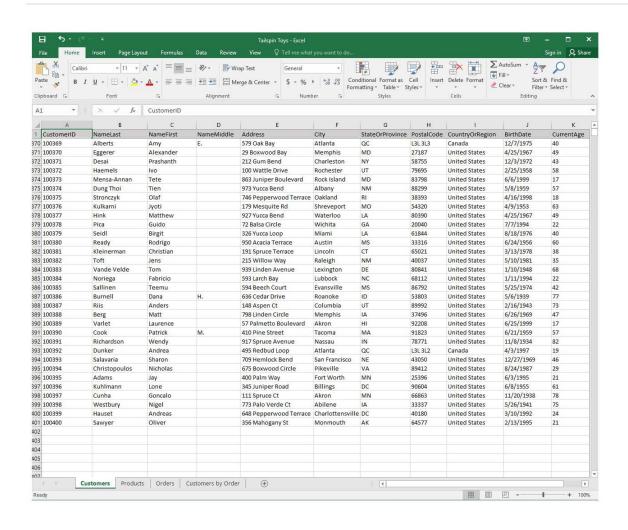




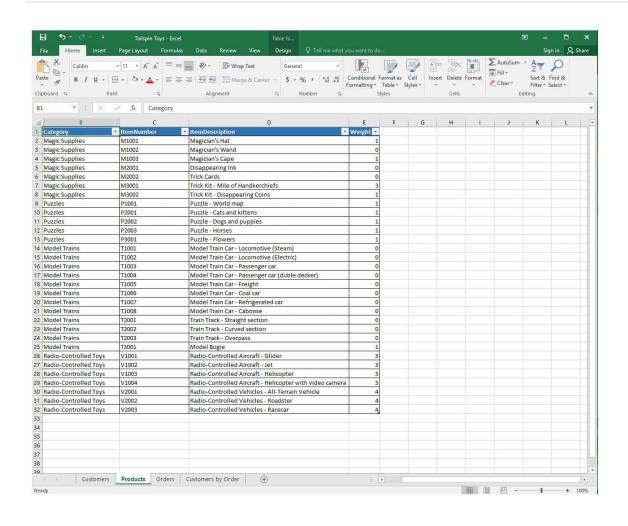




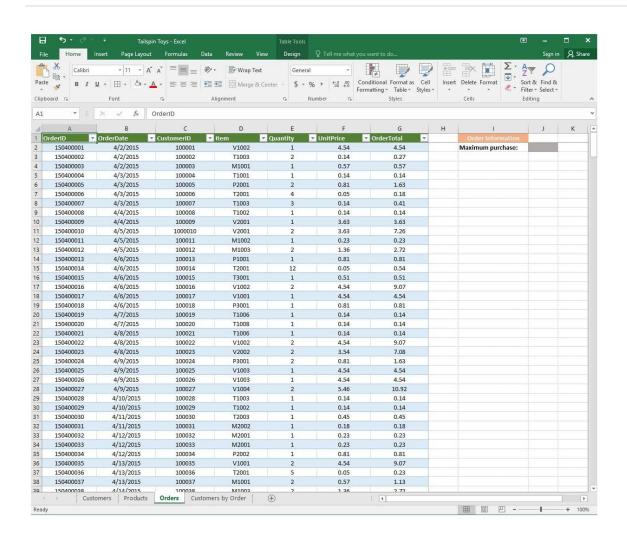


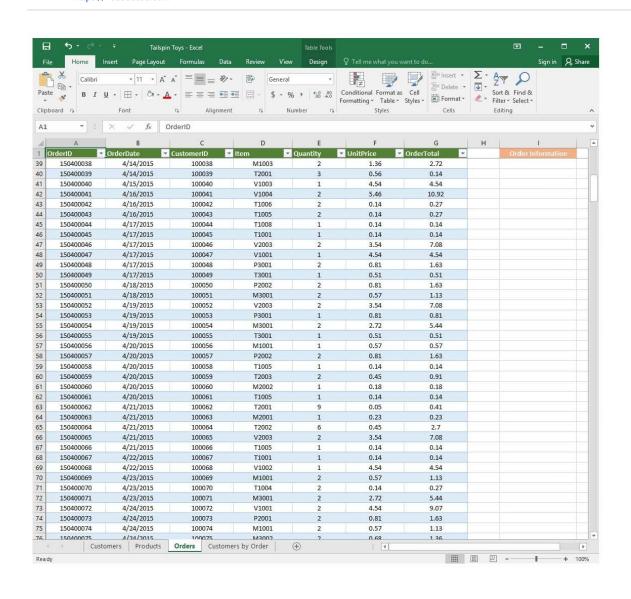


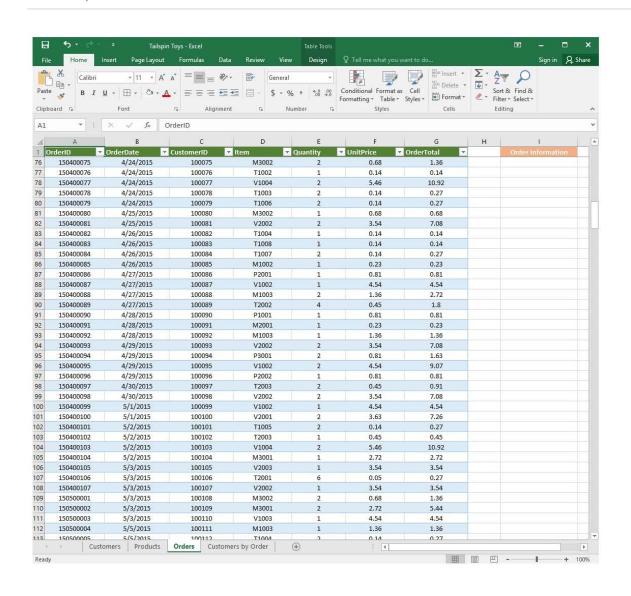


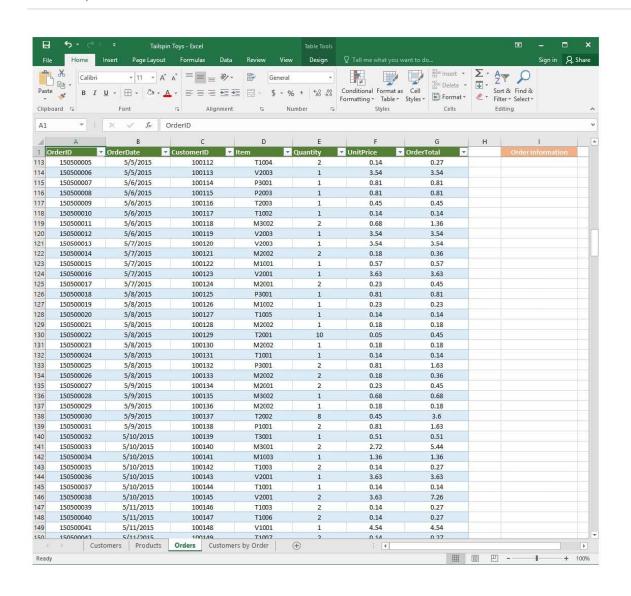


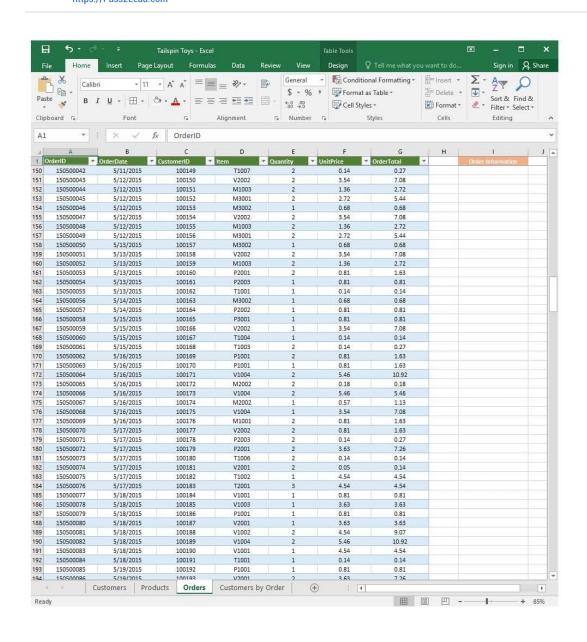


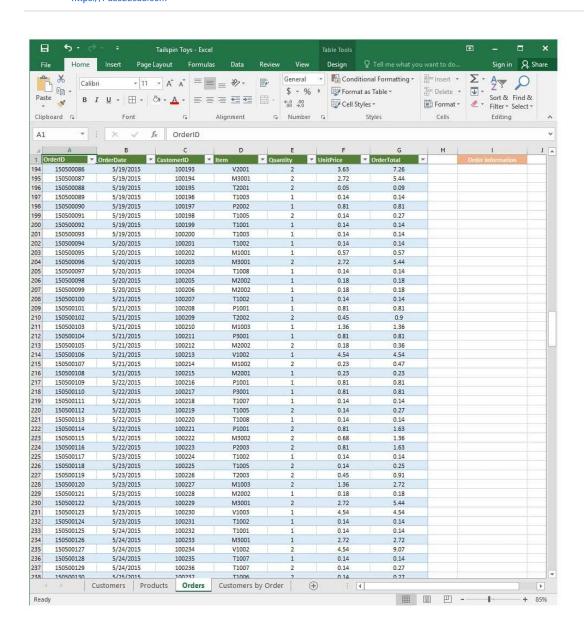


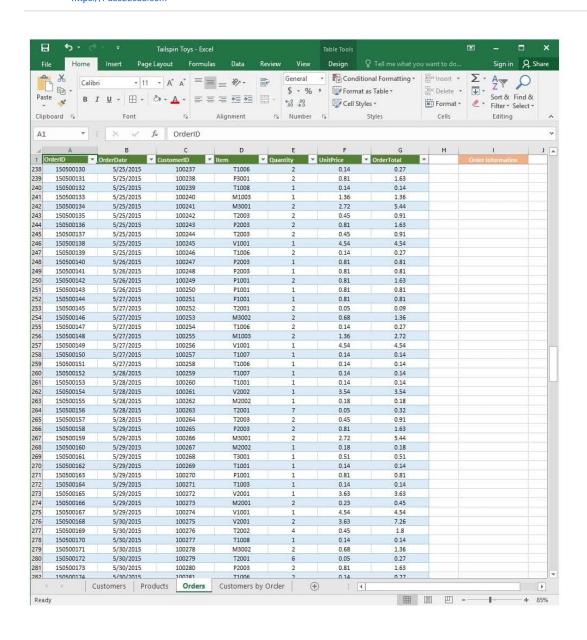


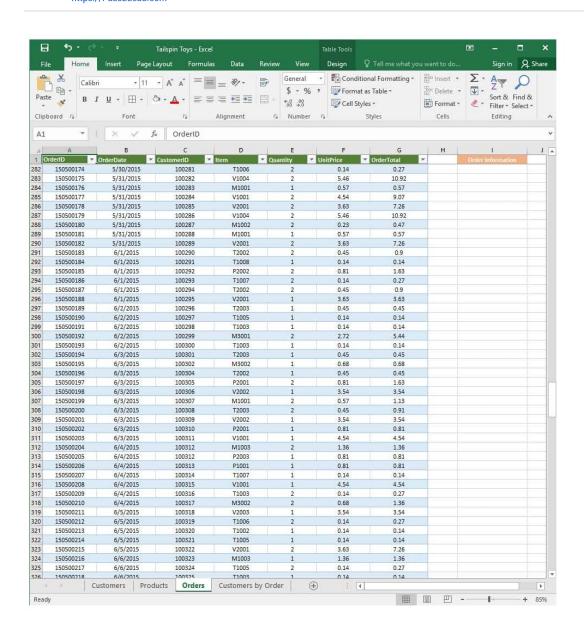


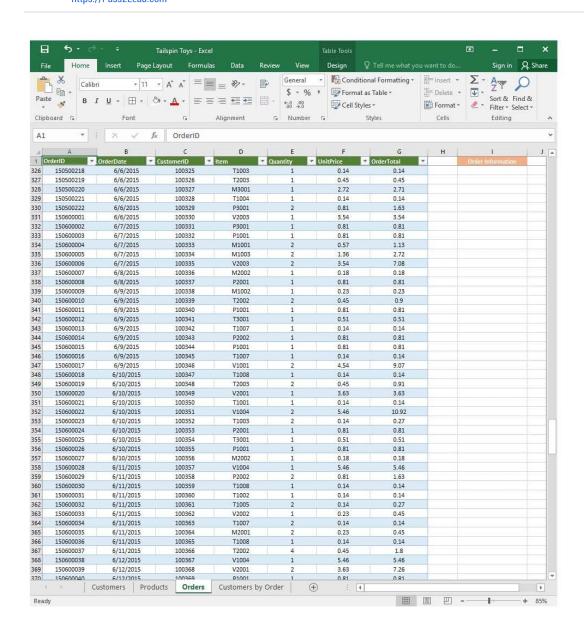


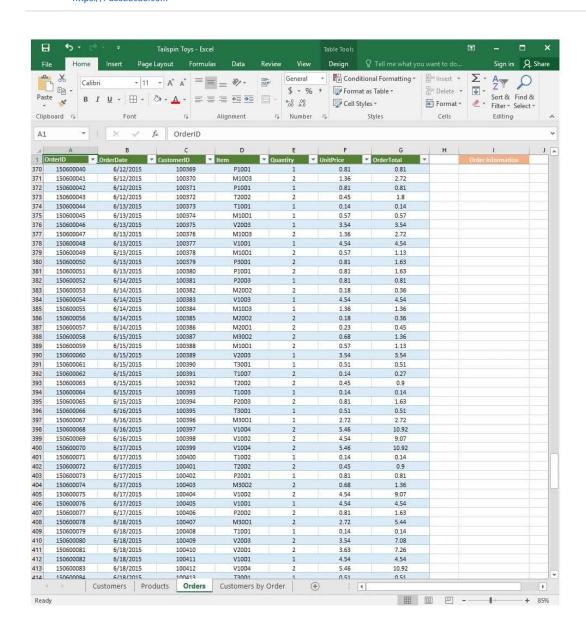


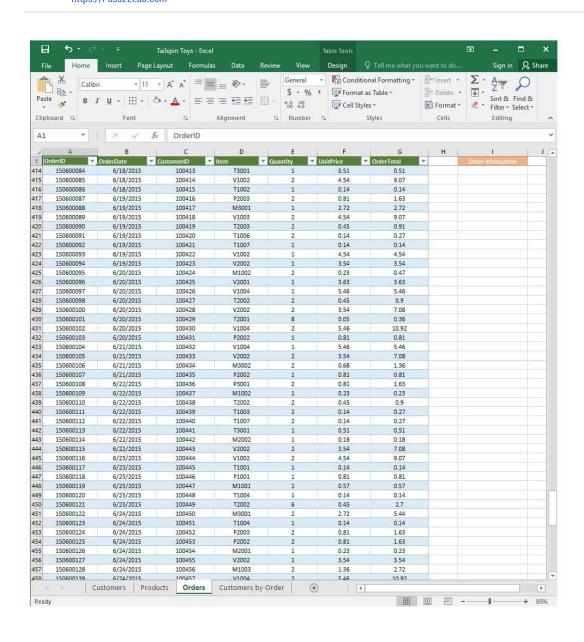


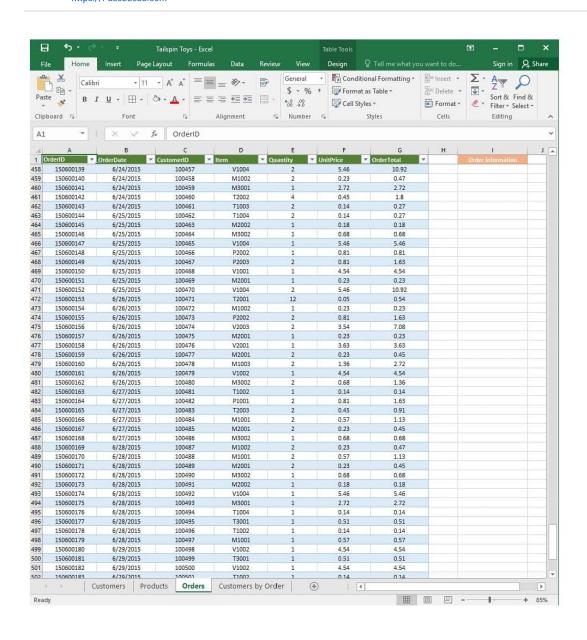


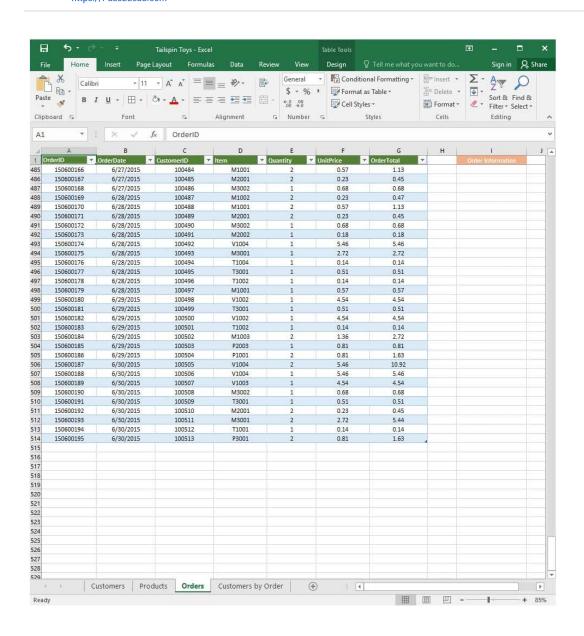




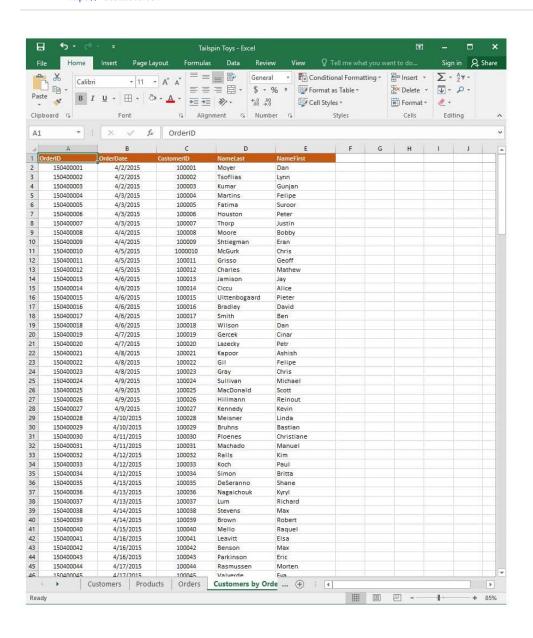




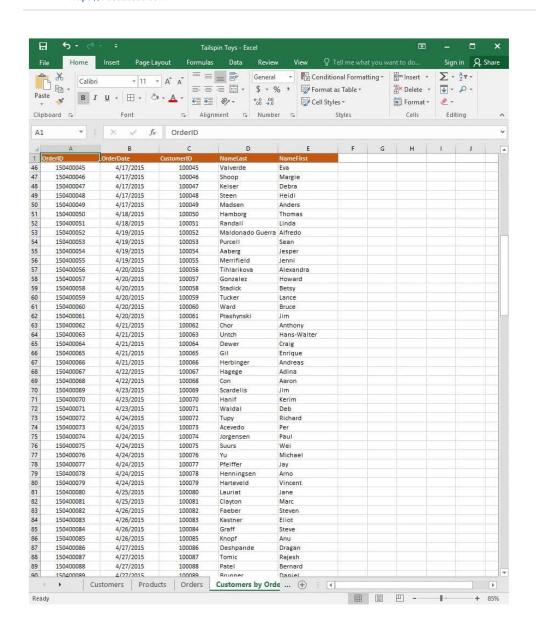




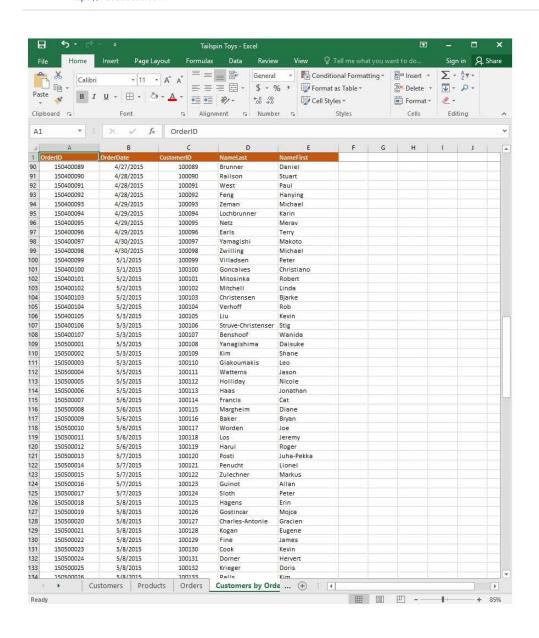




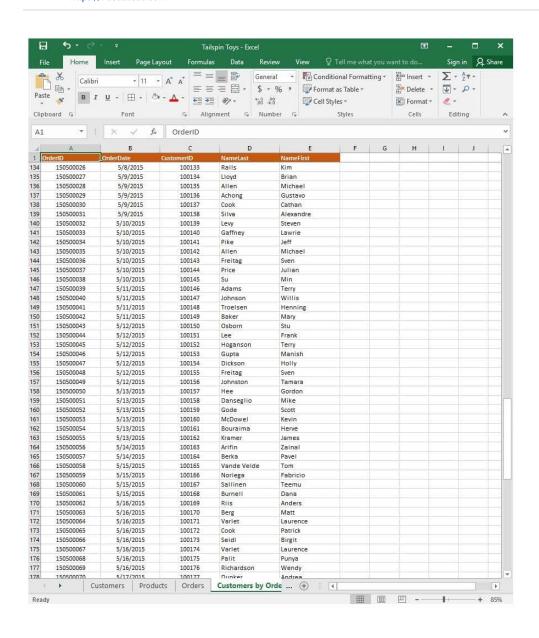




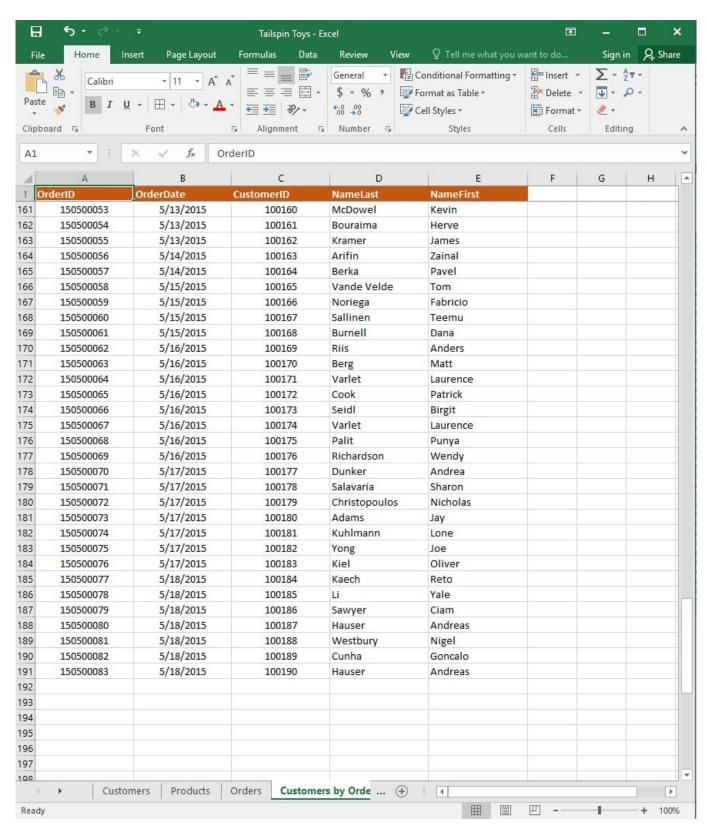








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On the "Orders" worksheet, use an automatic formatting method to format cells in the "OrderTotal" column that contain above-average values by applying Green Fill with Dark Green Text. Use a technique that automatically updates the formatting if the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

Correct Answer: See explanation below.

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#### Explanation:

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

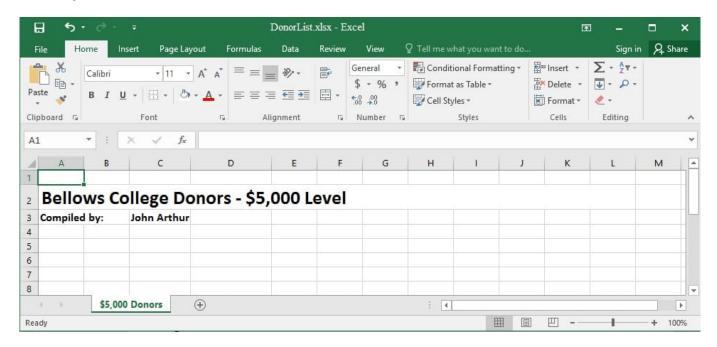
#### **QUESTION 2**

**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:

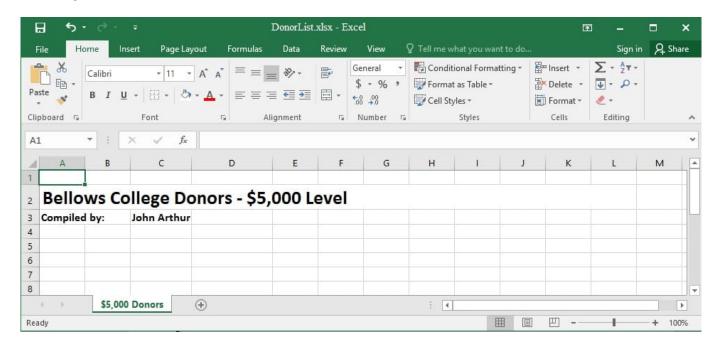
https://support.office.com/en-us/article/Find-named-ranges-14513DF5-0D79-4CD5-9A03-968905B244E6

#### **QUESTION 3**

#### **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 4**

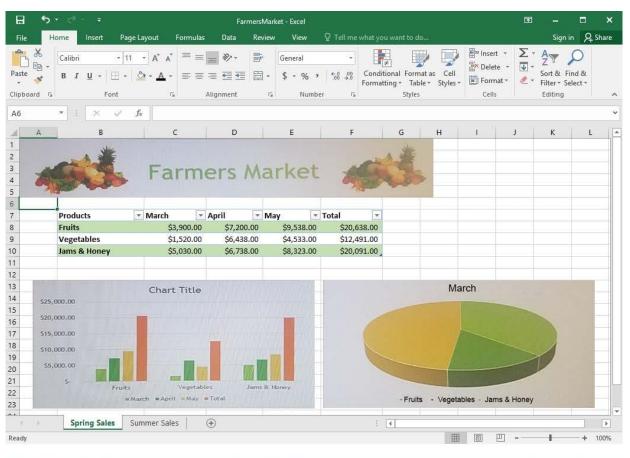
**SIMULATION** 

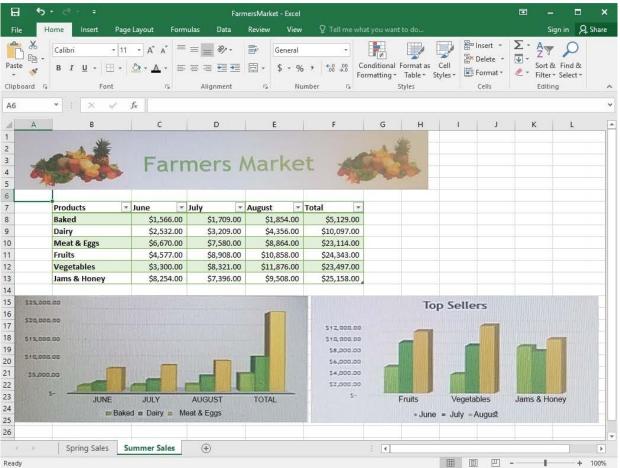
Project 7 of 7: Farmers Market

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, apply Style 3 and Monochromatic Color 2 (Monochromatic Palette 2) to the 3-D Pie chart.

Correct Answer: See explanation below.

Explanation:

1.

Click on the 3-D Pie Chart on the "Spring Sales" worksheet.

2.

This would display the Chart Tools, click on the desired style which is Style 3 Monochromatic Color 2 from the Chart Styles group situated on the Design tab.

#### References:

https://support.office.com/en-us/article/Change-the-layout-or-style-of-a-chart-A346E438-D22A-4540-AA87BCE9FEB719CF

#### **QUESTION 5**

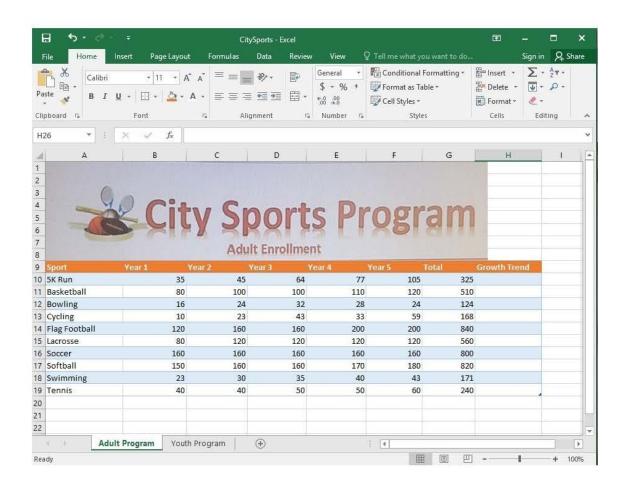
**SIMULATION** 

Project 5 of 7: City Sports

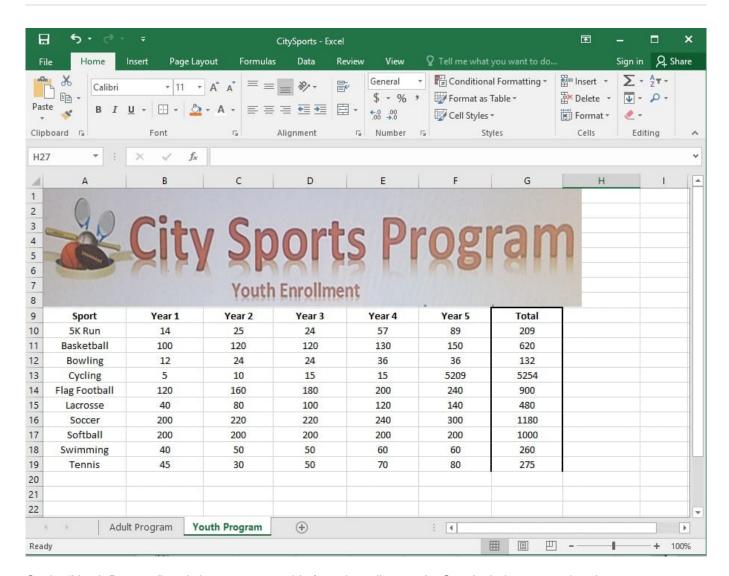
Overview

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-e81aa 349-b006-4f8a-9806-5af9df0 ac 664abbbb ac 664abbb ac 664abbbb ac 664abbb ac 664abb ac 664abbb ac 664abbb ac 664abbb ac 664abbb ac 664abbb ac 664abb ac 664abbb ac 664abb ac 664abbb ac 6

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