

77-727^{Q&As}

Excel 2016 Core Data Analysis, Manipulation, and Presentation

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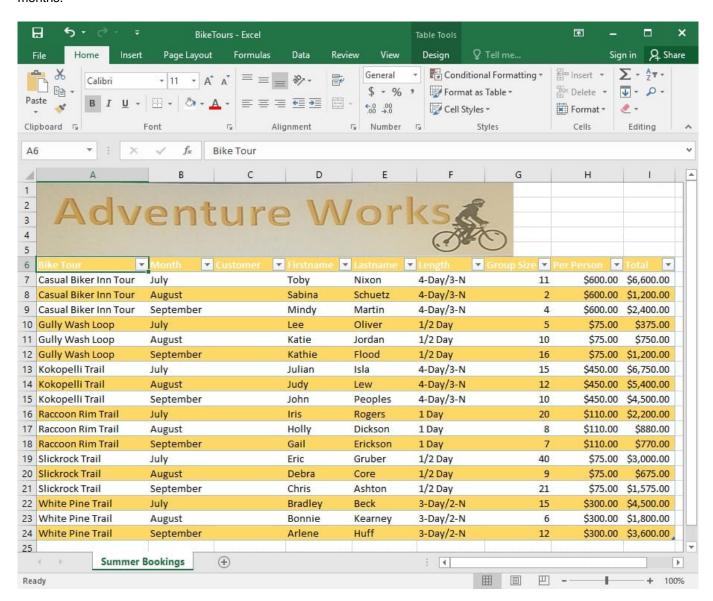
QUESTION 1

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.



In cell M9 on the "Summer Bookings" worksheet, insert a function that calculates the number of groups containing 12 or more people even if the order of the rows is changed.

Correct Answer: See explanation below.

Explanation:



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1. In cell M9, on the "Summer Bookings" worksheet, insert the following COUNTIF formula: "=COUNTIF (G6:G24, >= 12")"

References:

https://support.office.com/en-us/article/count-numbers-greater-than-or-less-than-a-number-453b0ccc-cfaa4332-ad02-6e148e01aa0a

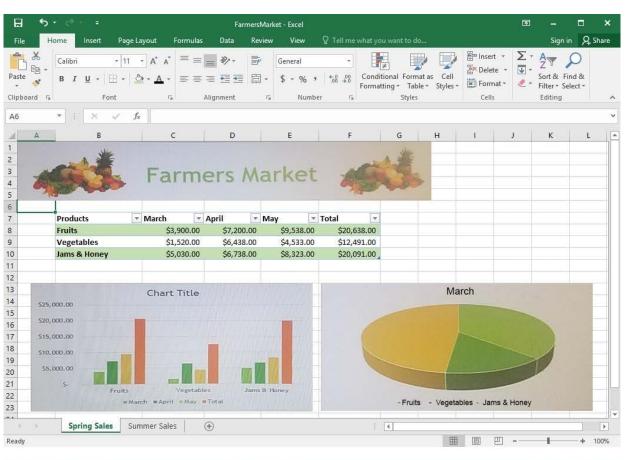
QUESTION 2

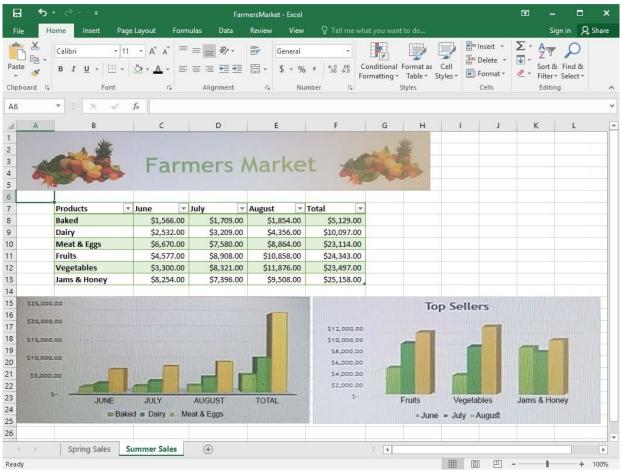
SIMULATION

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 "Summer Sales" worksheet, add the "Total" data series to the "Top Sellers" column chart. Include the total only for "Fruits". "Vegetables", and "Jams and Honey".

offigior Fiults,	regetables, and Jams and Honey.	
Correct Answer:	ee explanation below.	

Explanation:

Select the "Top Sellers" column chart.

2.

1.

Click on the particular data point you want to label, click Add Chart Element +, from the upper right corner next to the chart, then select Data Labels.

3.

Then click Format Data Labels.

4.

The Data Label Range dialog box would appear, select the data range which are the cell values you want to appear in the labels, in this case it would be the "Total" colunn for "Fruits", "Vegetables", and "Jams and Honey", then click OK.

References:

https://support.office.com/en-us/article/add-or-remove-data-labels-in-a-chart-884bf2f1-2e29-454e-8b42f467c9f4eb2d

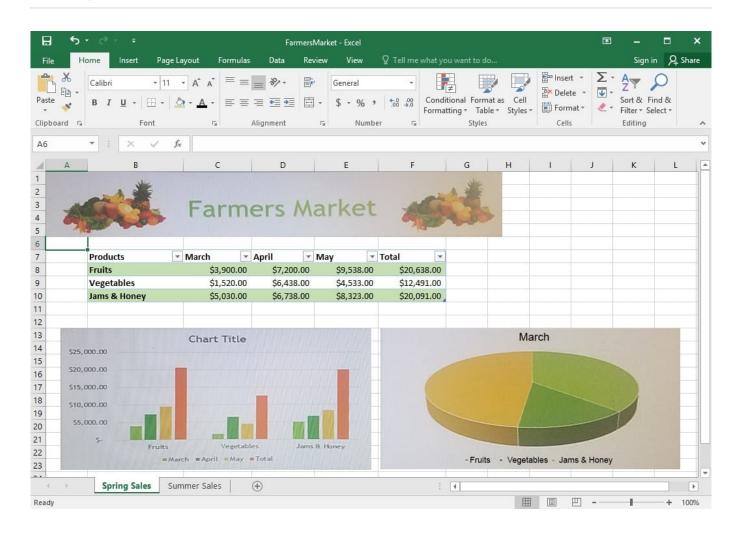
QUESTION 3

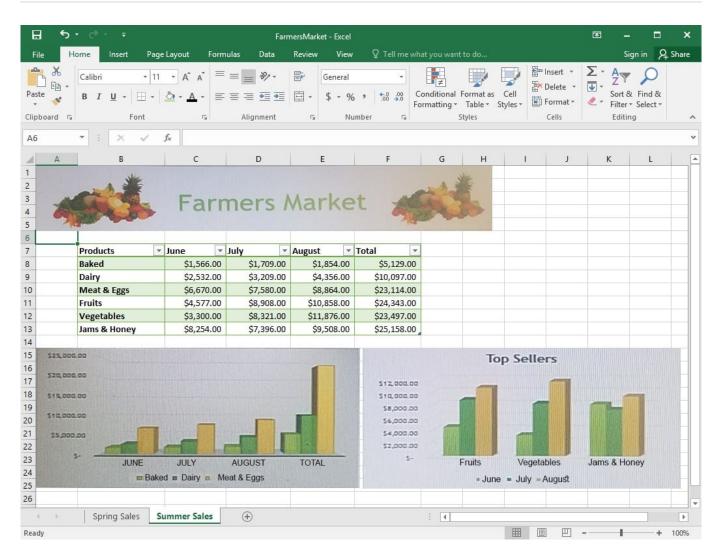
SIMULATION

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 "Spring Sales" worksheet, add the title "New Products" to the column chart. Label the vertical axis "Gross Sales" and the horizontal axis "Months".

Correct Answer: See explanation below.

Explanation:

1.

Click on the title on the "Spring Sales" worksheet, then type "New Products".

2.

You can edit the Font of the title from the mini-toolbar that appears OR from the Home tab.

3.

Click directly on either the x-axis or y-axis in the chart OR click the Chart Elements button.

4.

For editing the x-axis which is the horizontal category then type "Months".

5.



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Do the same to edit the y-axis which is the vertical category and type "Gross Sales".

6.

You can further edit the text of the data in either of the axis as desired.

References:

https://www.dummies.com/software/microsoft-office/excel/how-to-edit-chart-titles-in-excel-2016/

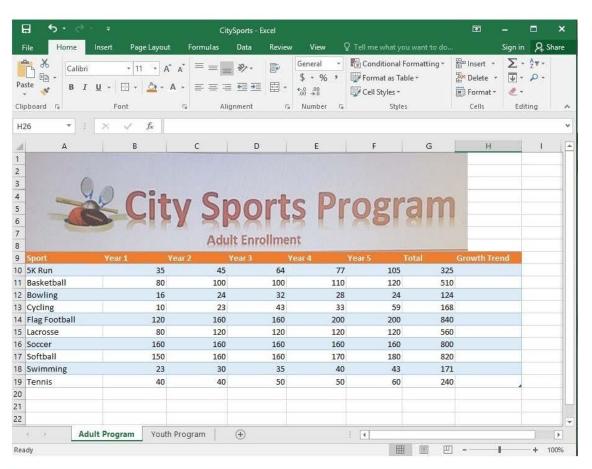
QUESTION 4

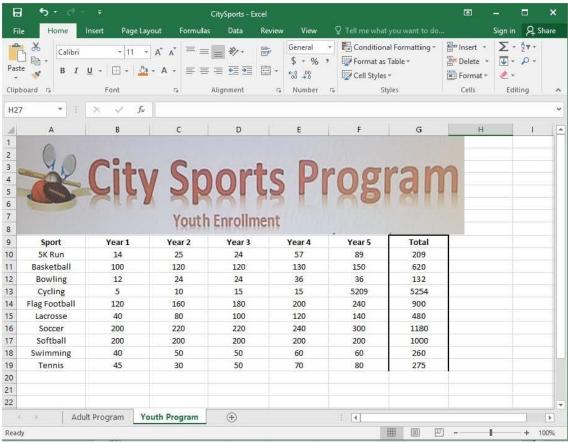
SIMULATION

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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Add the Alternative Text Title "Adult Enrollment" to the "Adult_Program" table.

Correct Answer: See explanation below.

Explanation:

1.

Right-click the text title "Adult_Program" and click Format Object then click Alt Text.

2.

Type "Adult Enrollment" in the Title box as desired.

3.

Click OK.

References:

https://support.office.com/en-us/article/add-alternative-text-to-a-shape-picture-chart-smartart-graphic-orother-object-44989b2a-903c-4d9a-b742-6a75b451c669#bkmk_o2016_2013

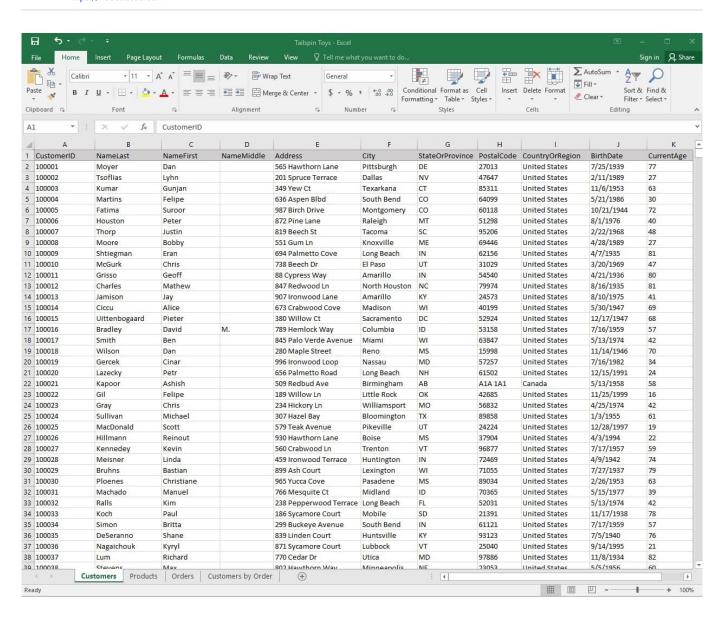
QUESTION 5

SIMULATION

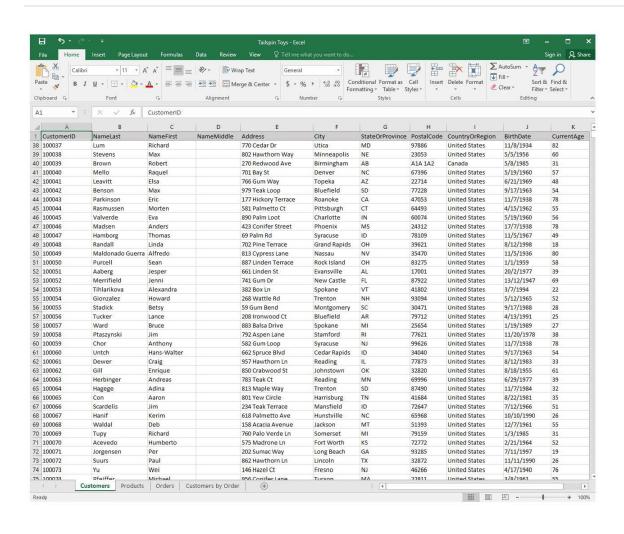
Project 1 of 7: Tailspin Toys Overview

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

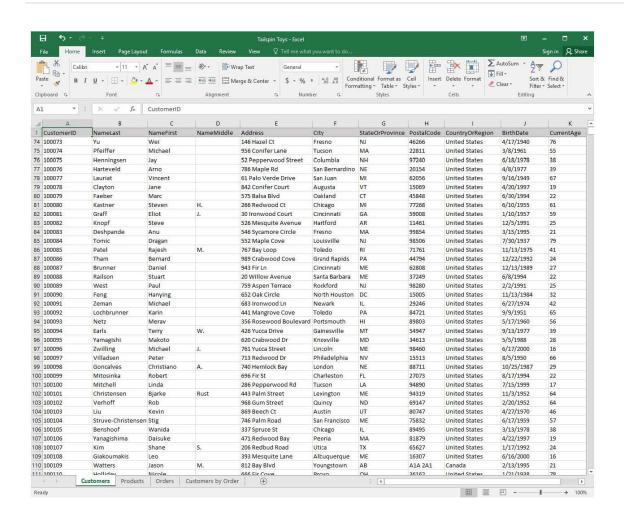




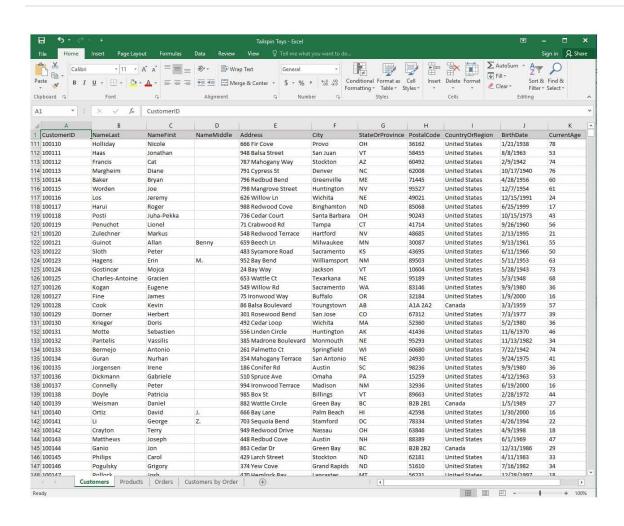




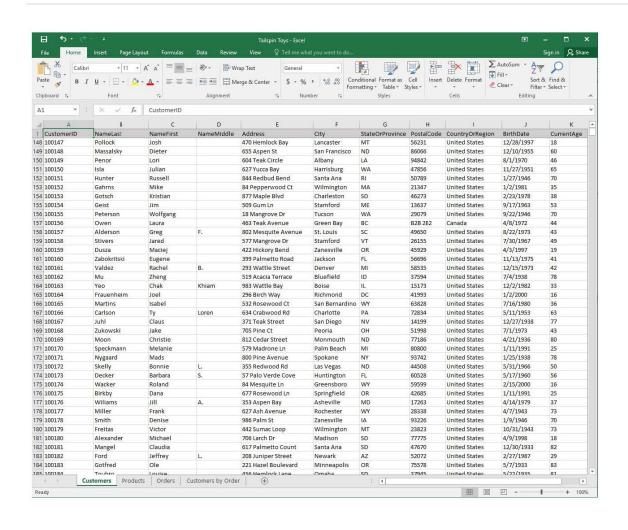




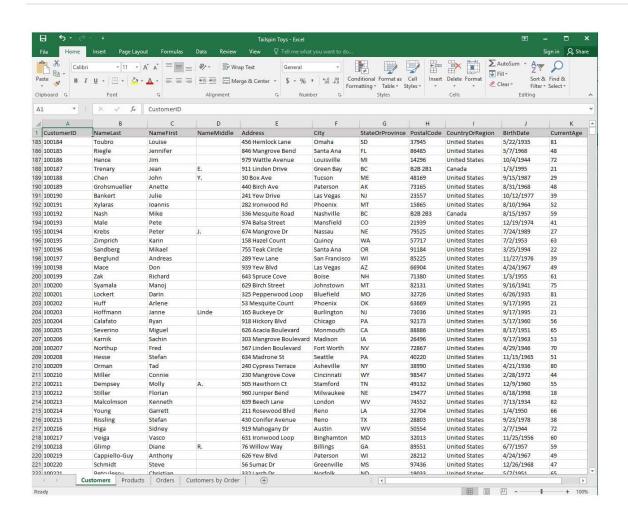




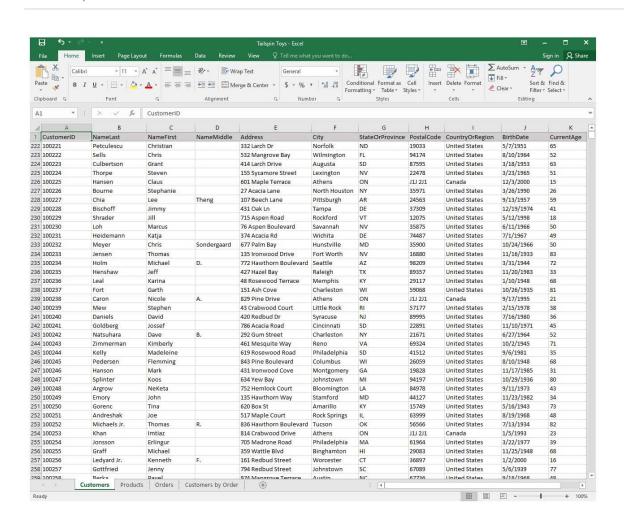




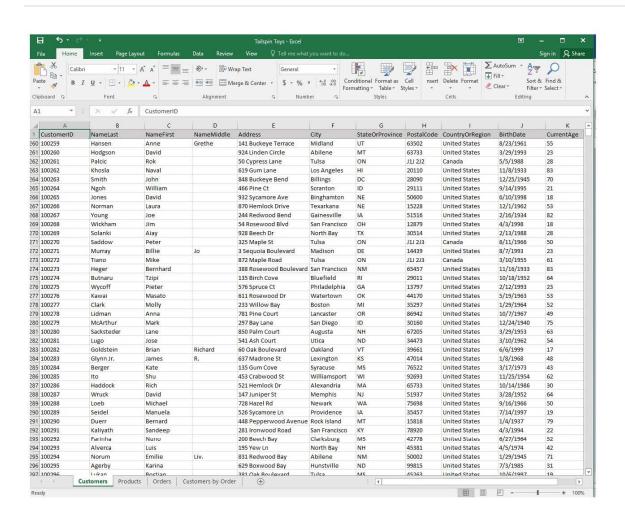




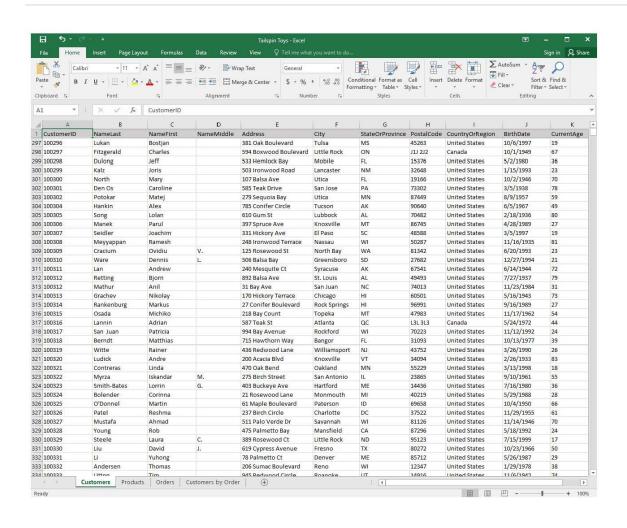




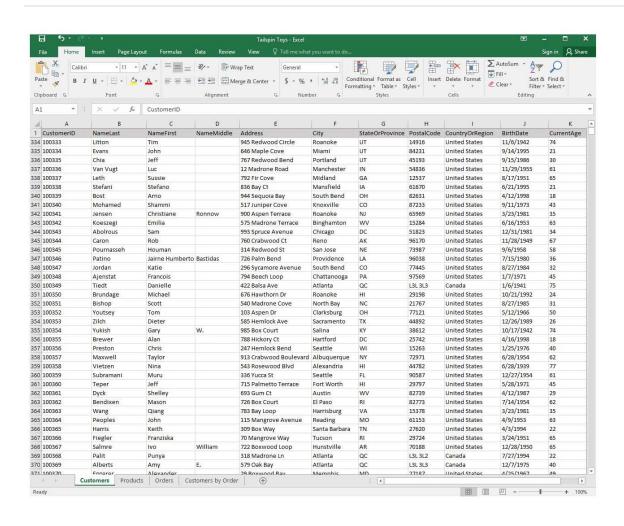




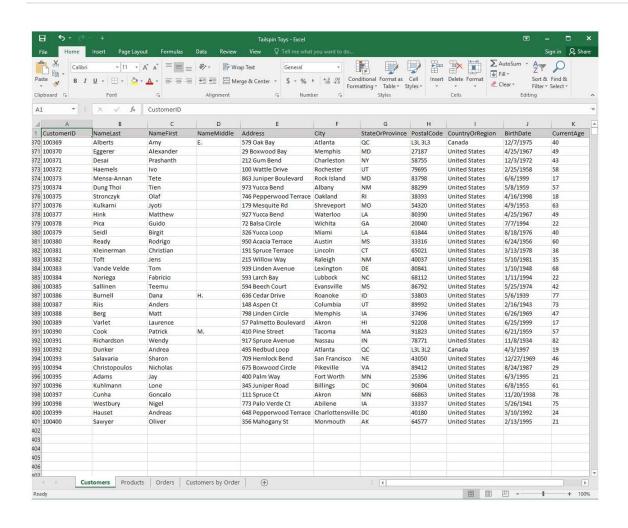




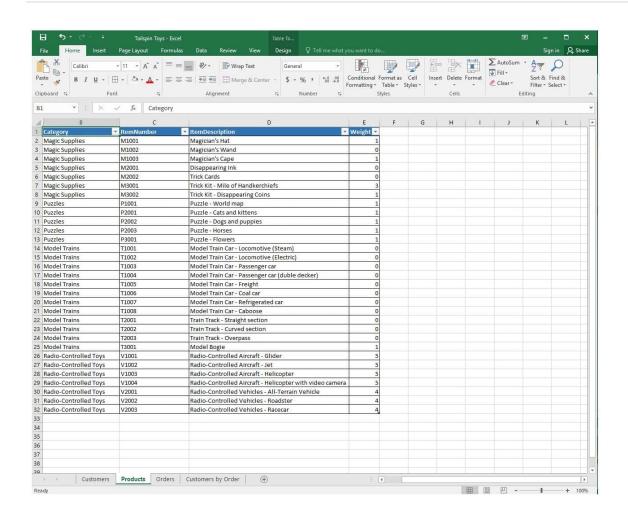




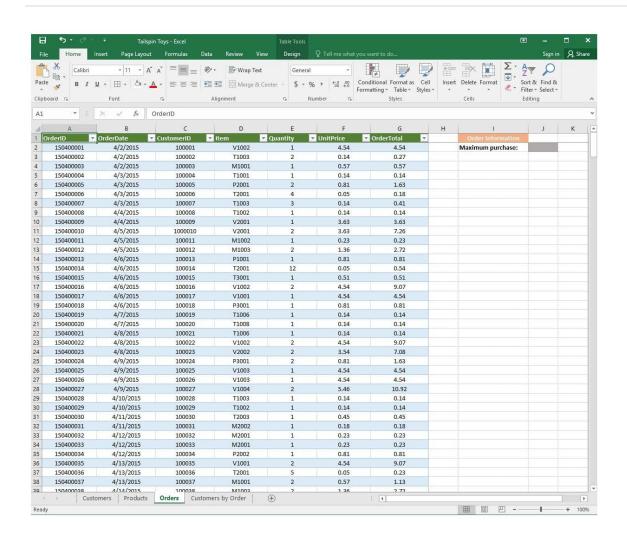




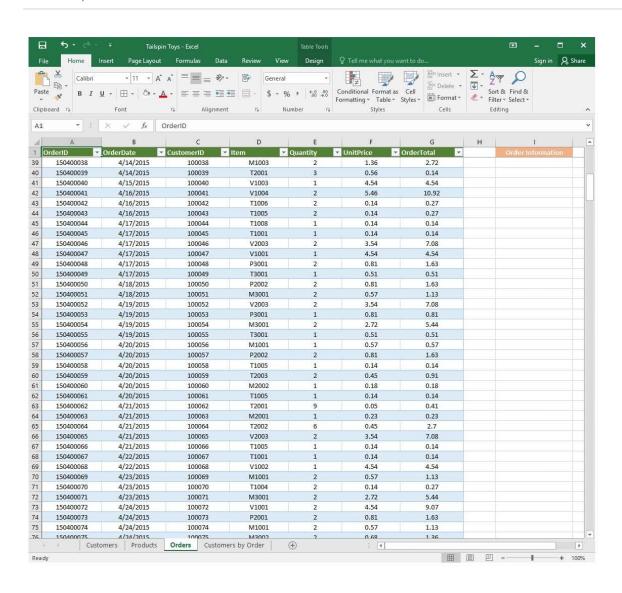




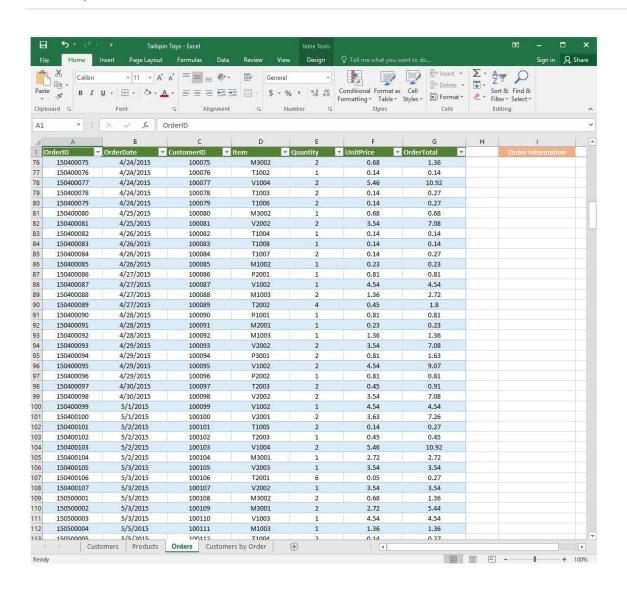




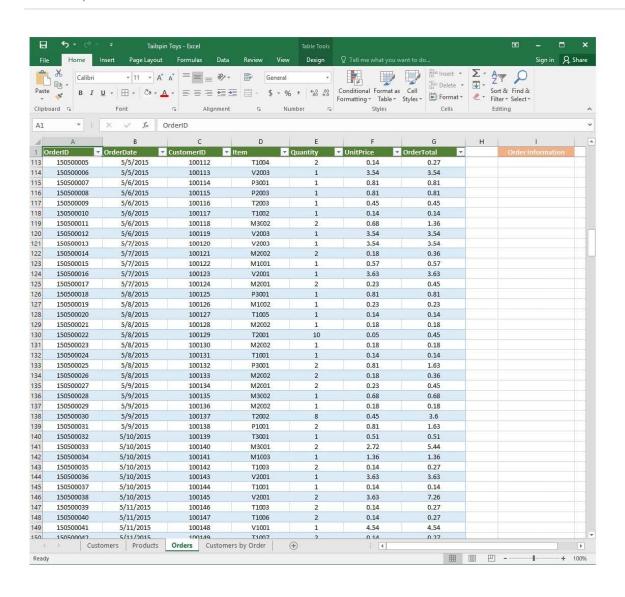


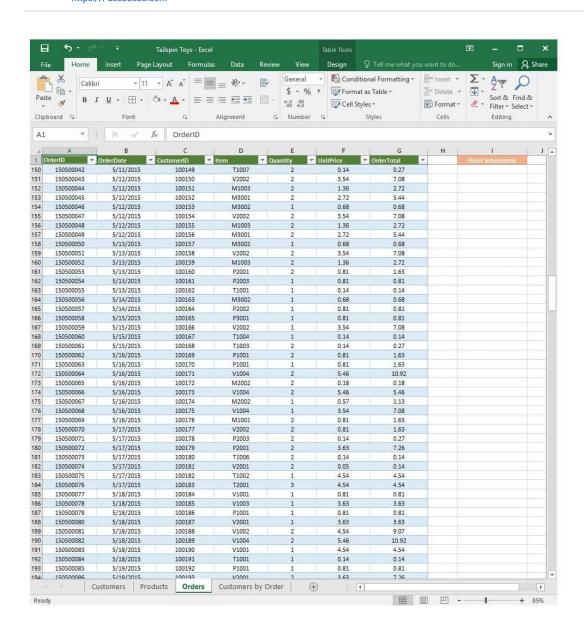


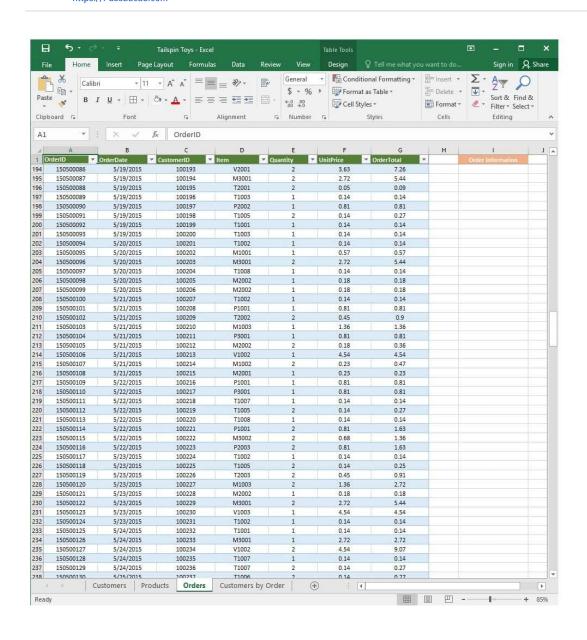


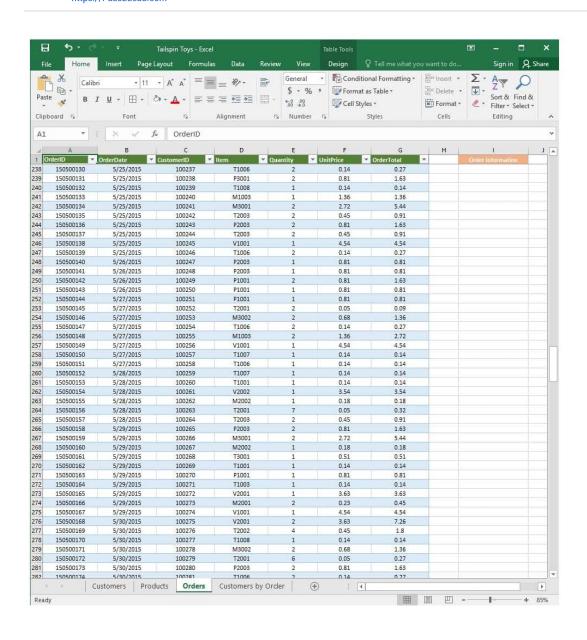


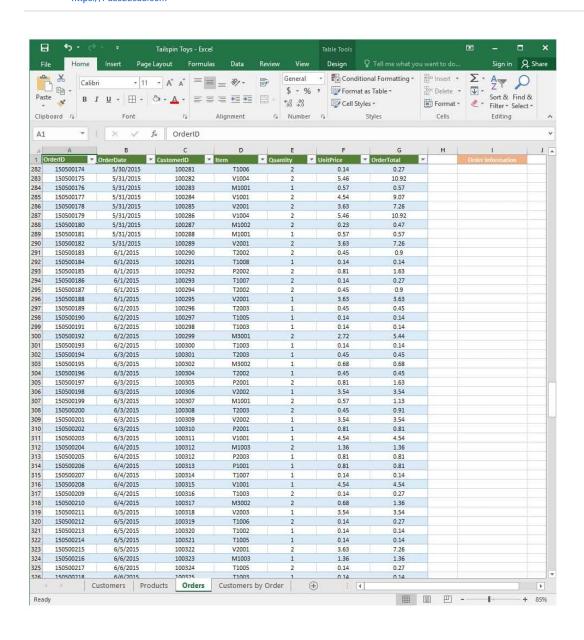


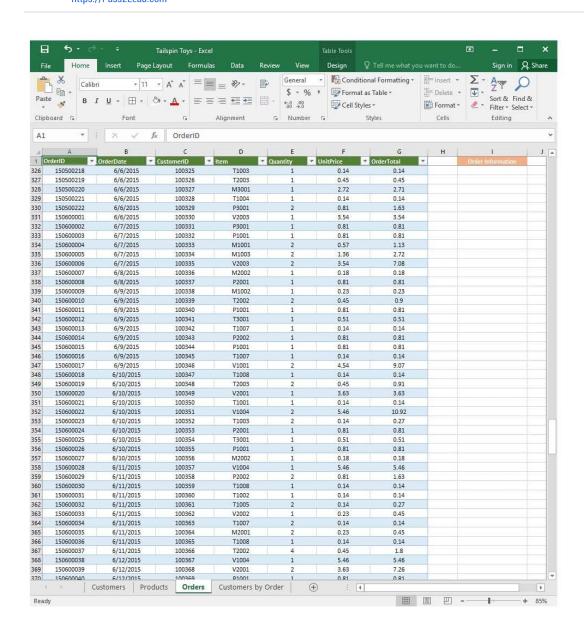


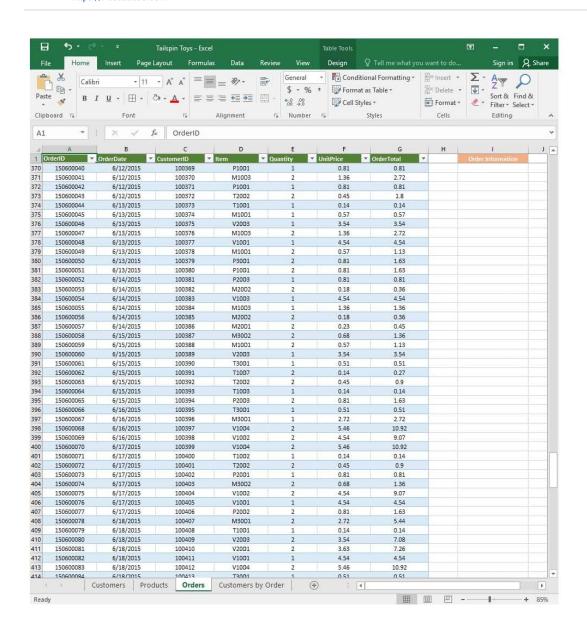


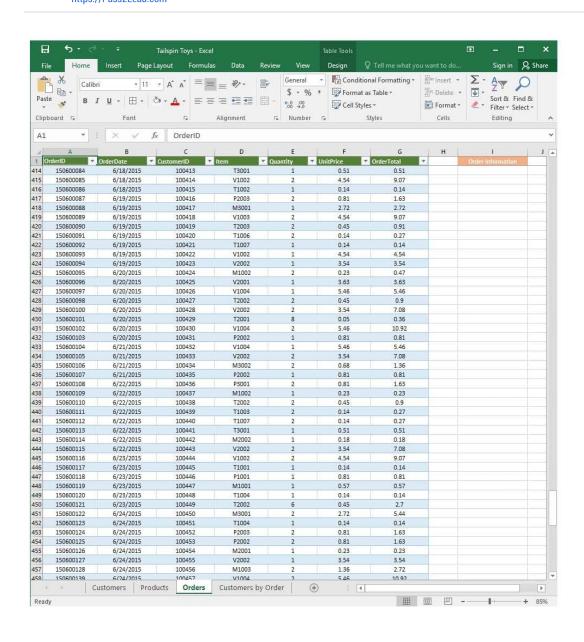


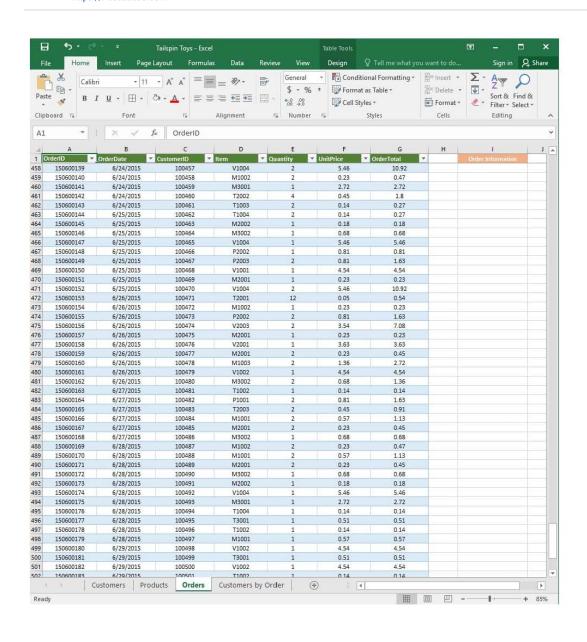




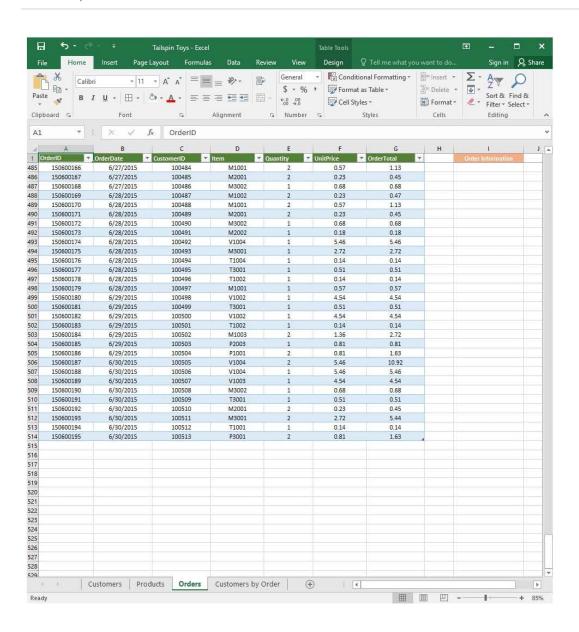




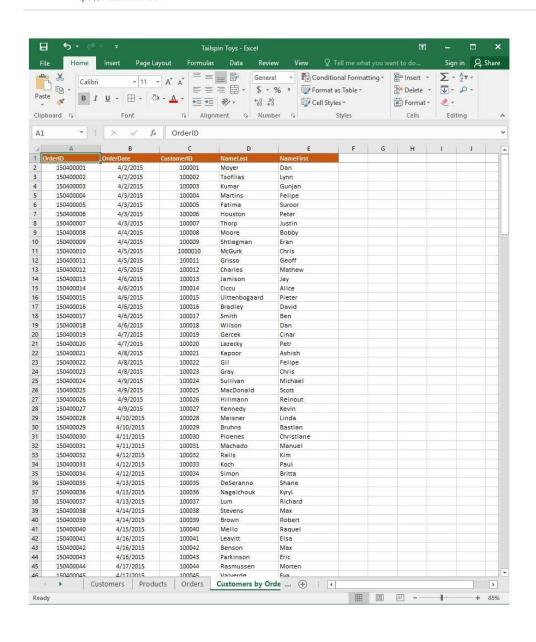




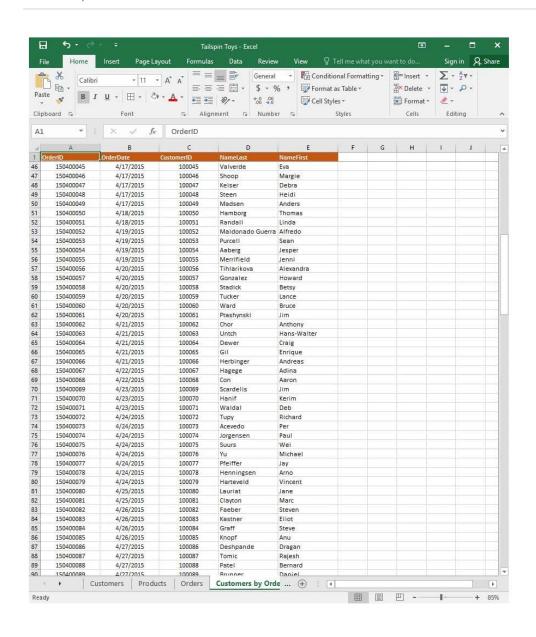




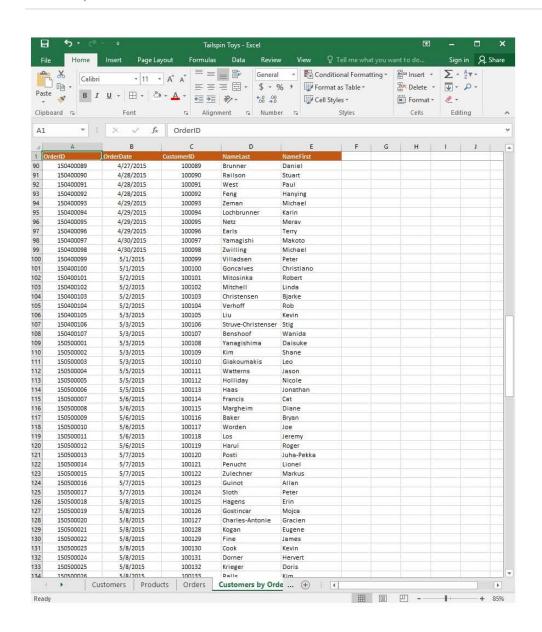




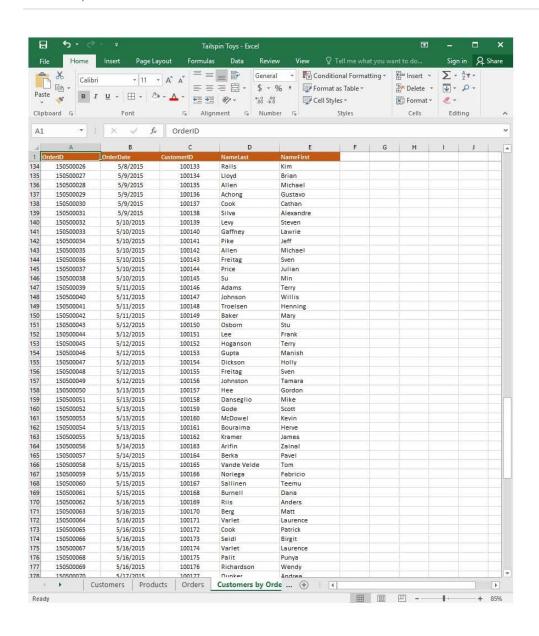




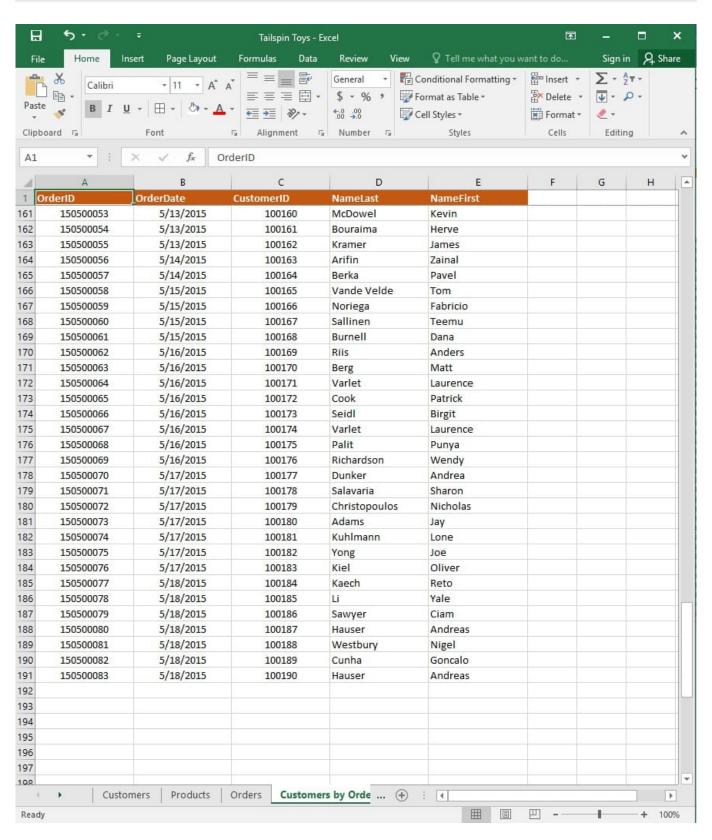








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On the "Orders" worksheet, enter a formula in cell J2 that uses an Excel function to return the "OrderTotal" value of the individual order that has the highest "OrderTotal" value.

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-a-range-45fe249f-96c3443b-8e9f-87f16c48462c

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