

77-727^{Q&As}

Excel 2016 Core Data Analysis, Manipulation, and Presentation

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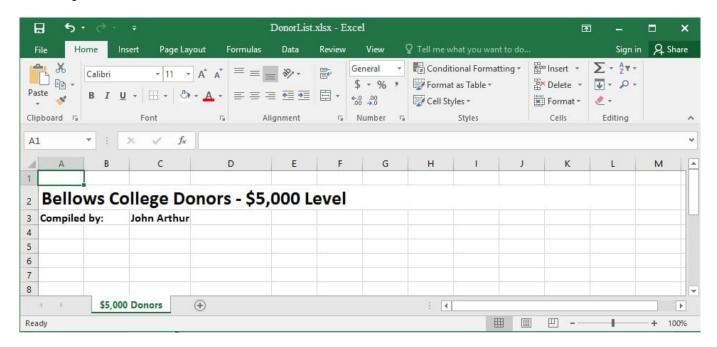


QUESTION 1

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.



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:

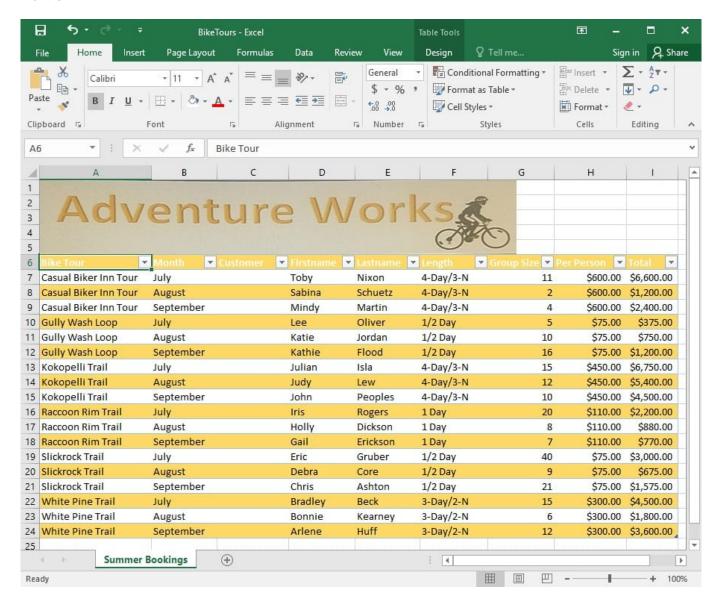
https://support.office.com/en-us/article/HYPERLINK-function-333C7CE6-C5AE-4164-9C477DE9B76F577F

QUESTION 2

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 C8 on the "Summer Bookings" worksheet, insert a function that joins the customer "Lastname" to the customer "Firstname" separated by a comma and space. (Example: Campbell, David).

Correct Answer: See explanation below.

Explanation: 1. In cell C8 on the "Summer Bookings" worksheet, insert the following CONCAT function: "=CONCAT(E6 ", "D6)" OR "=E6and ", ", D6".

References:

https://support.office.com/en-us/article/Combine-text-from-two-or-more-cells-into-one-cell-81ba0946-ce7842ed-b3c3-21340eb164a6

QUESTION 3

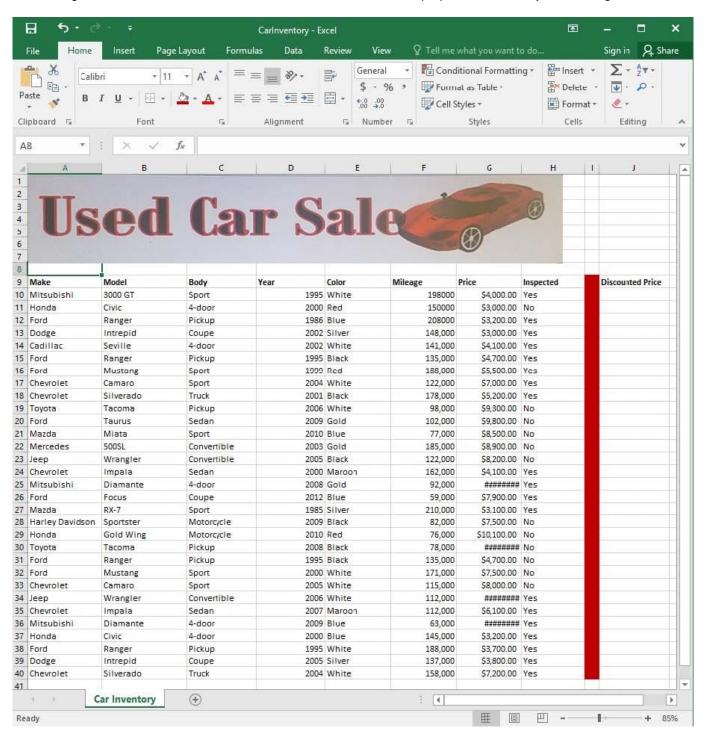


SIMULATION

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.



Simultaneously replace all instances of the text "Pickup" with the text "Truck".

Correct Answer: See explanation below.



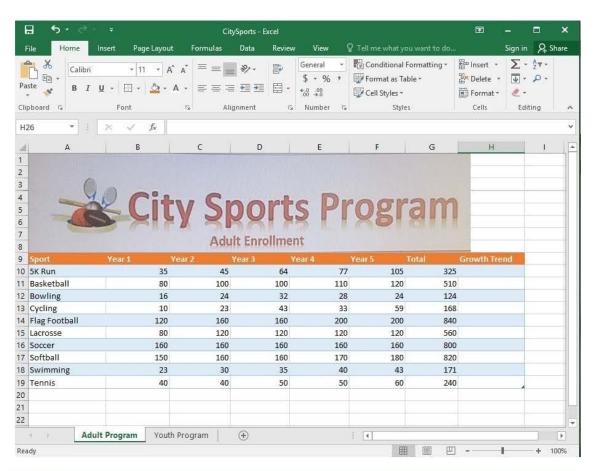
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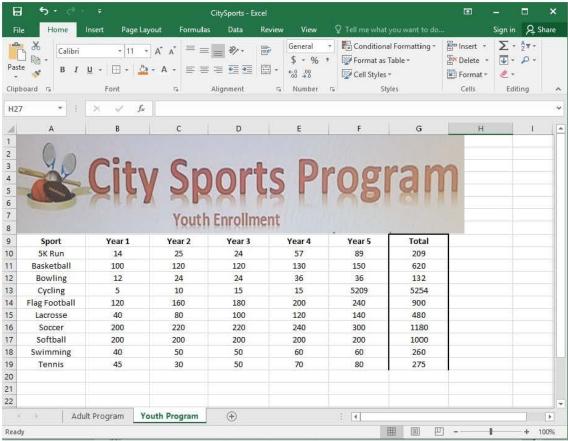
Explanation:
1.
Click Find and Select from the Editing group situated on the Home tab.
2.
Click Replace.
3.
Type the text "Pickup" in the Fine what box.
4.
Click Options to further define the search, specify the "Car Inventory" worksheet select Sheet in the Within box.
5.
Type "Truck" in the Replace with box.
6.
Click Find All, and then click Replace All.
7.
Finalize by clicking OK.
References:
https://support.office.com/en-us/article/find-or-replace-text-and-numbers-on-a-worksheet-0e304ca5-ecef4808-b90f-fdb42f892e90
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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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 5

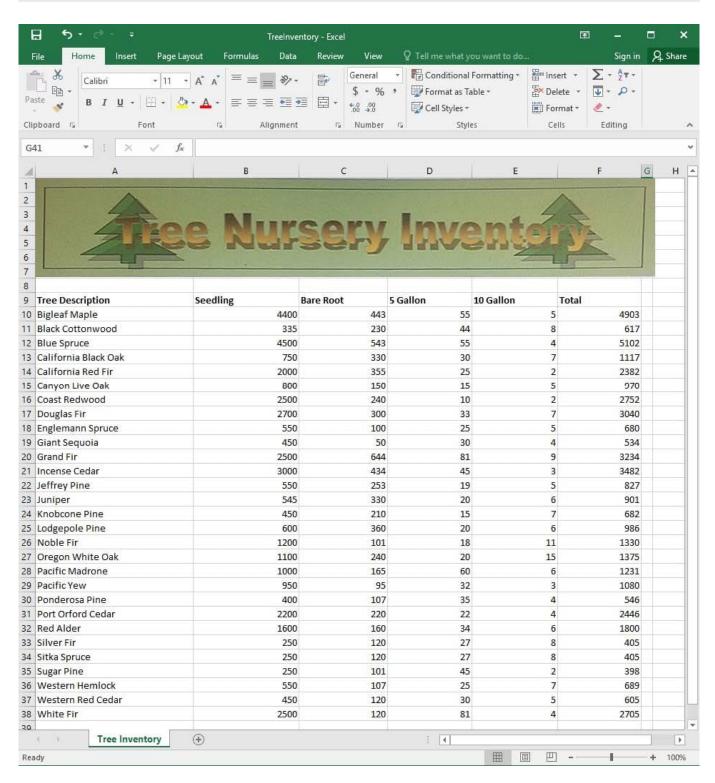
SIMULATION

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 6

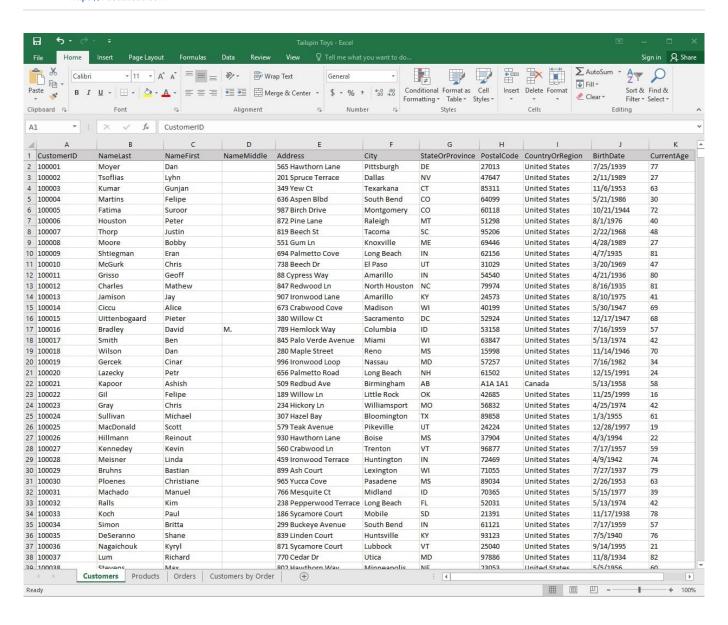
SIMULATION

Project 1 of 7: Tailspin Toys

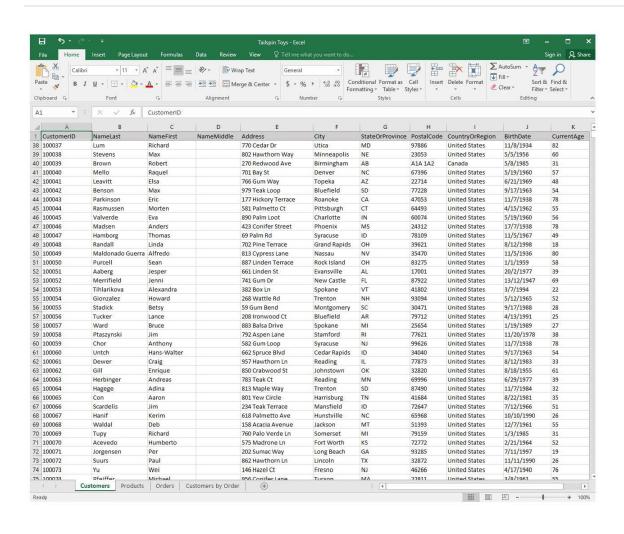
Overview

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

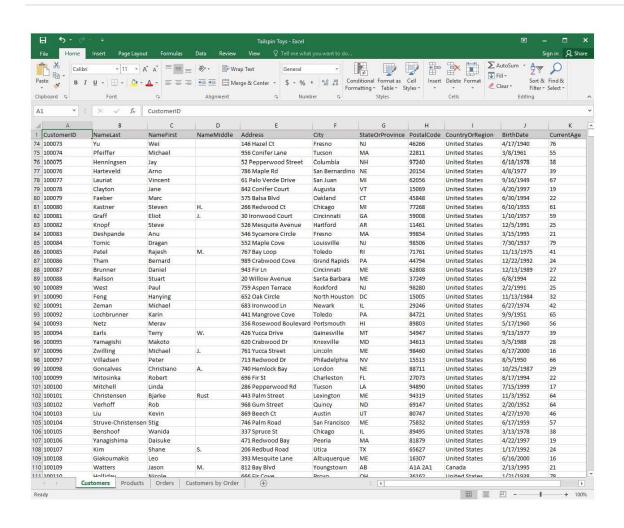




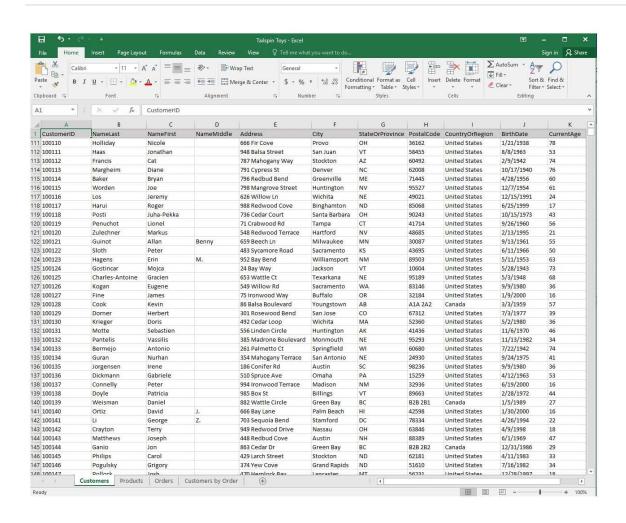




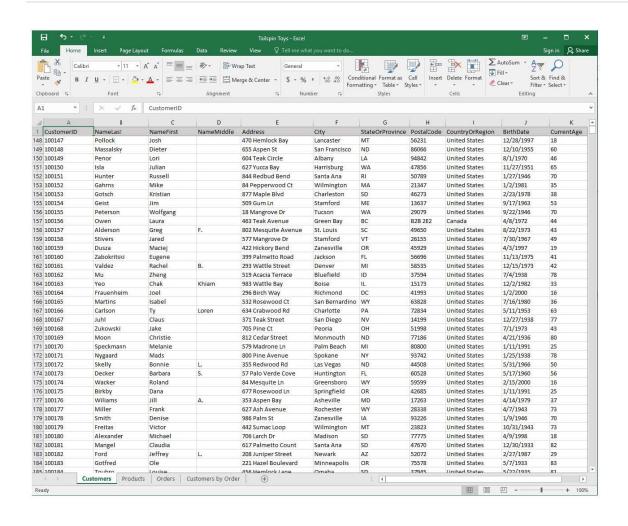




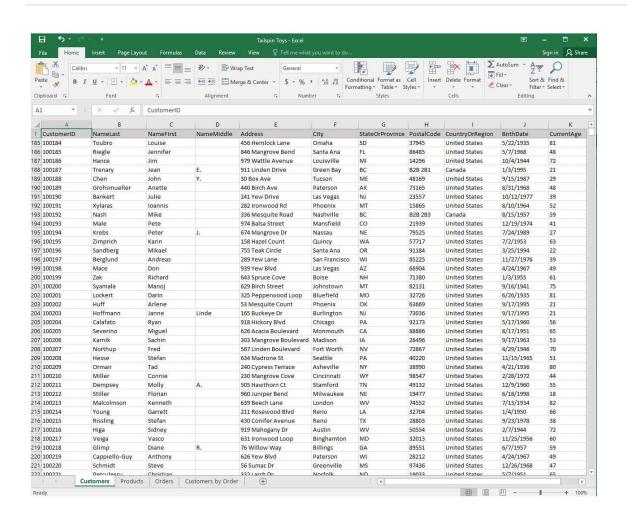




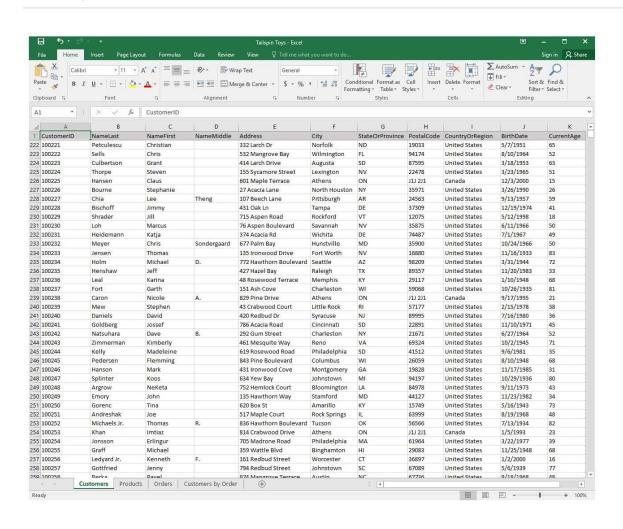




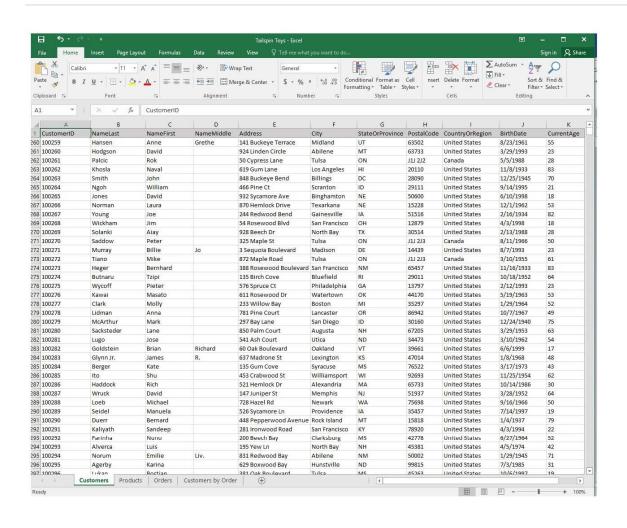




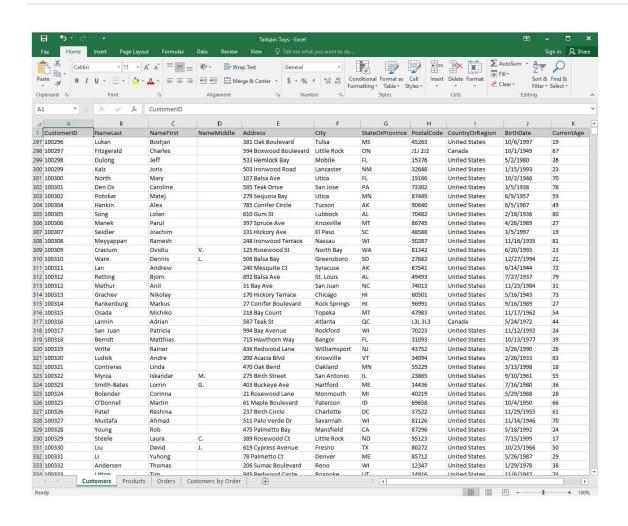




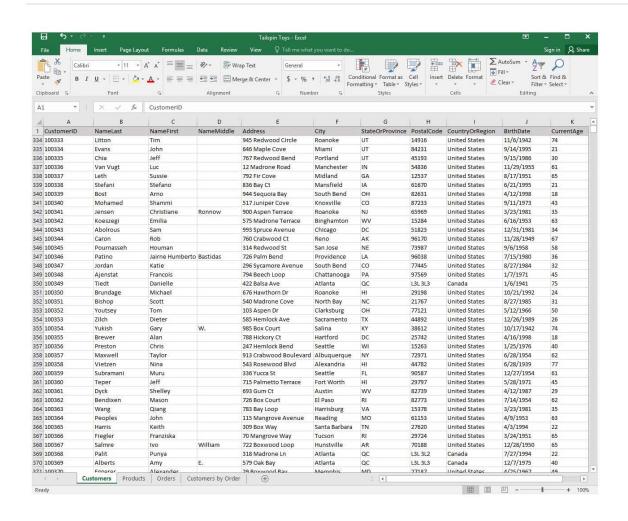




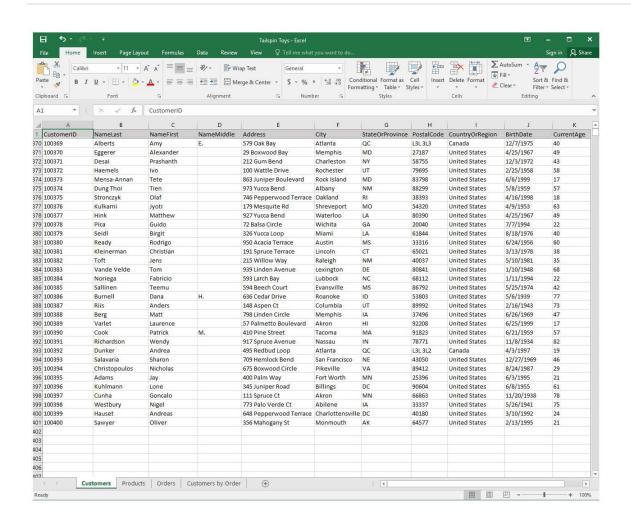




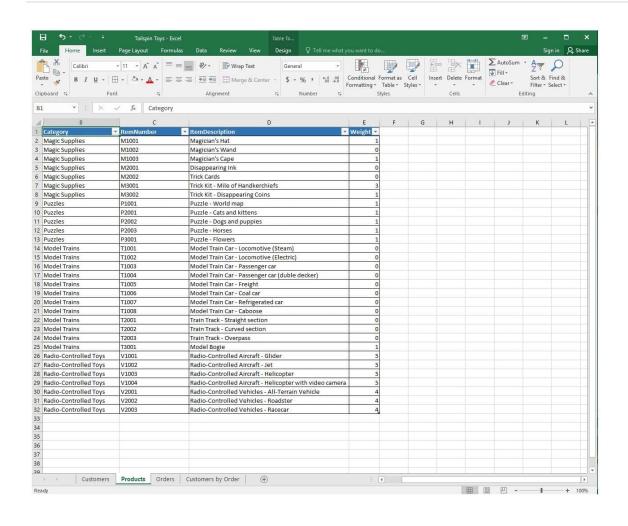




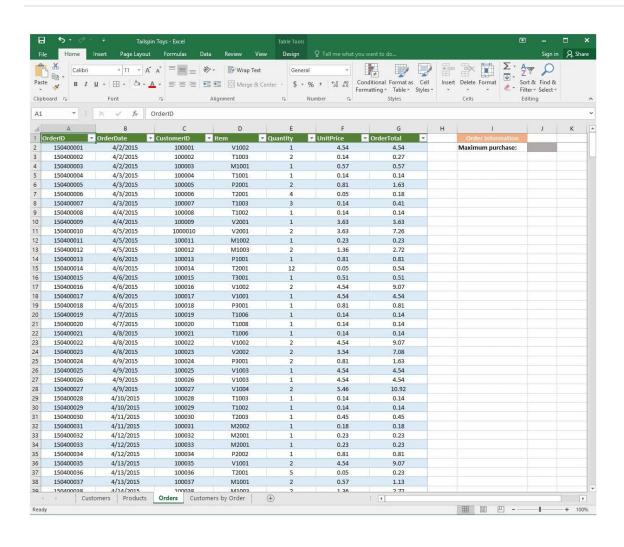




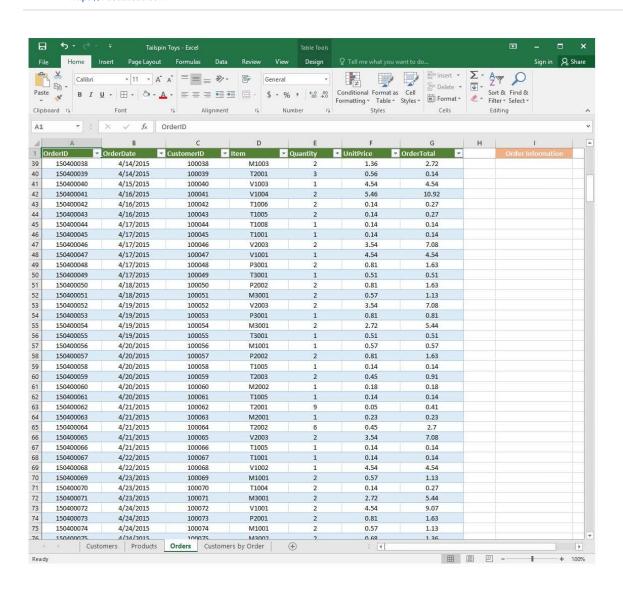


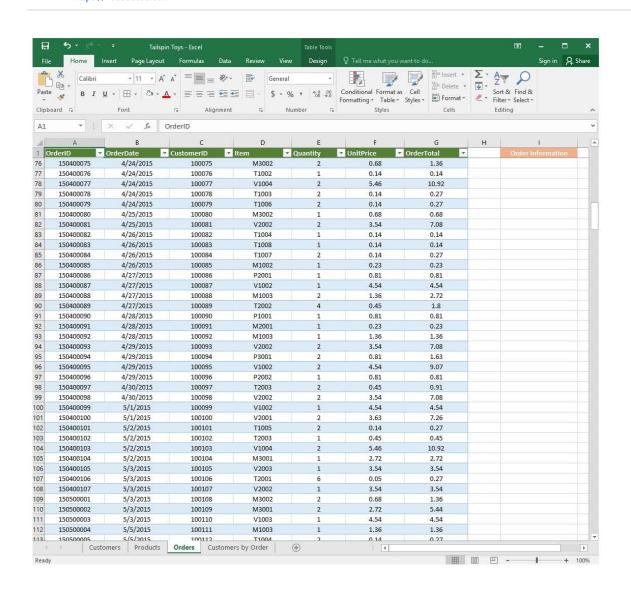




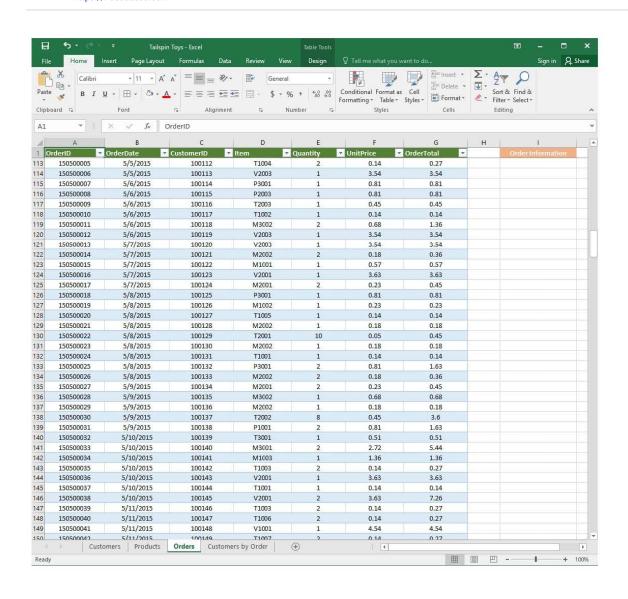


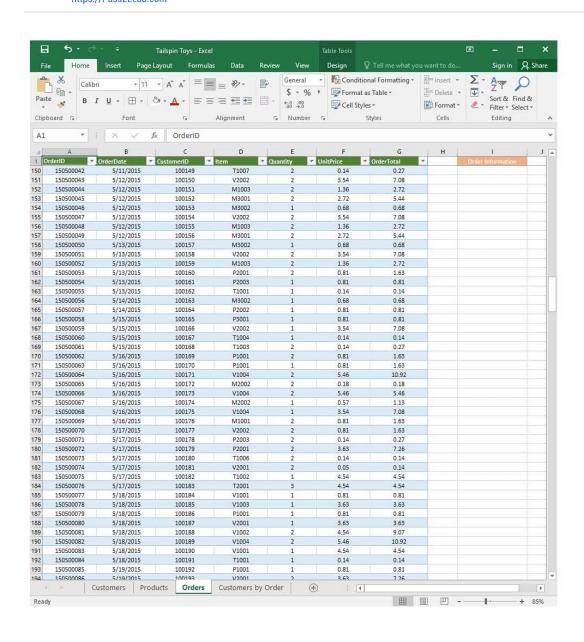


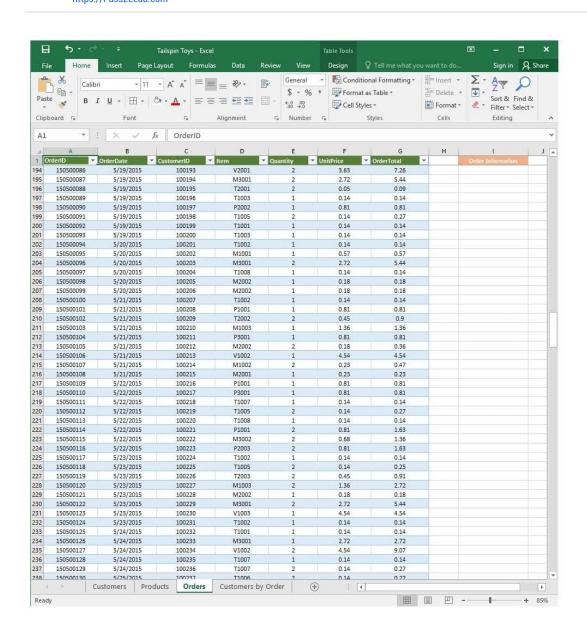


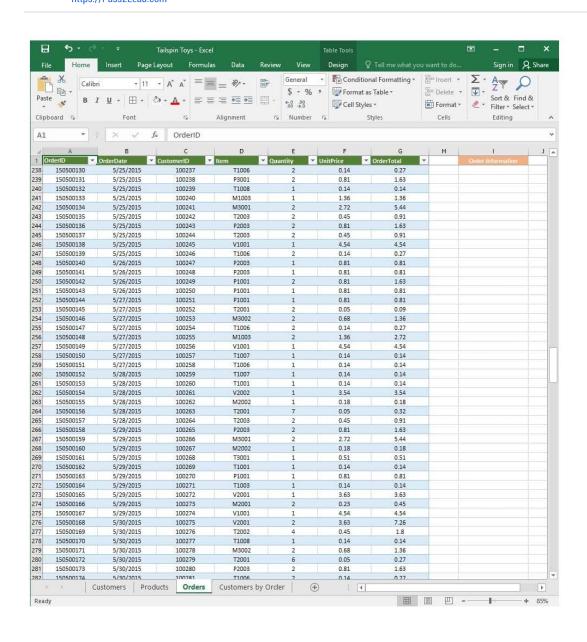


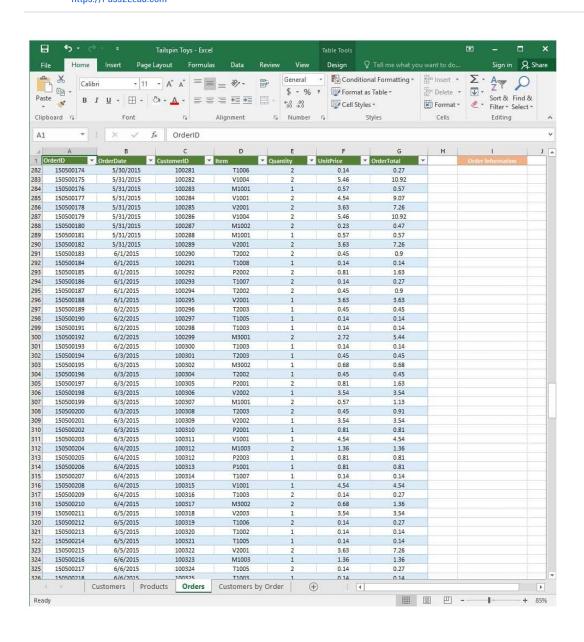


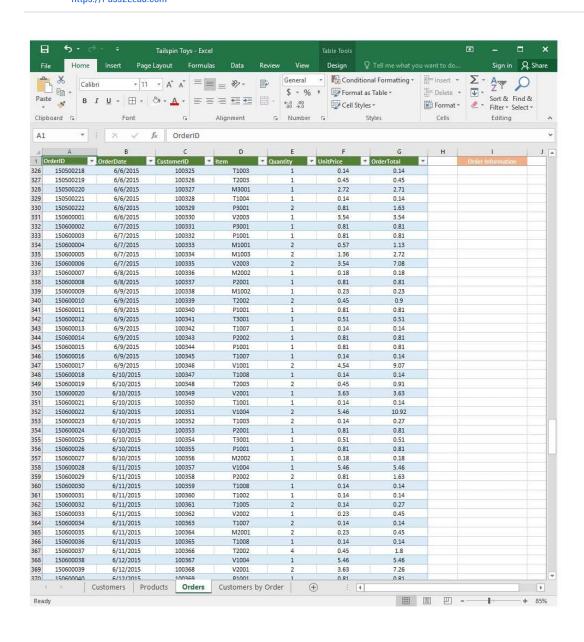




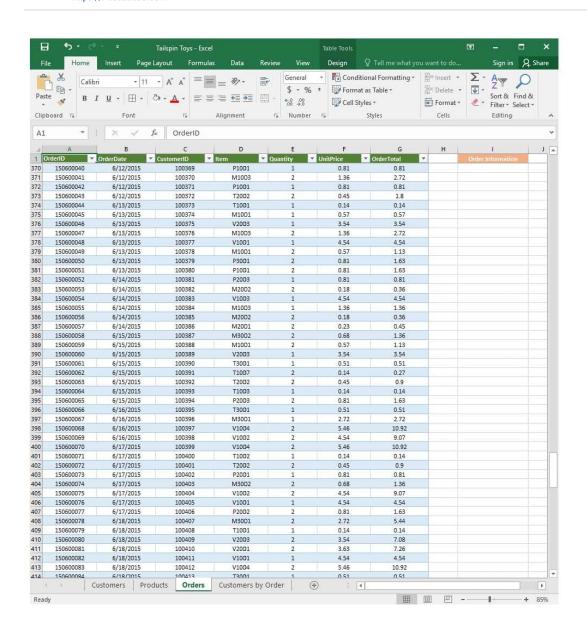


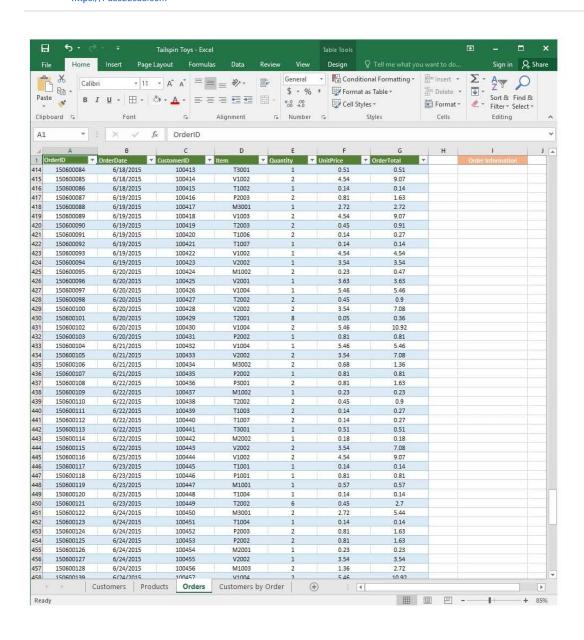


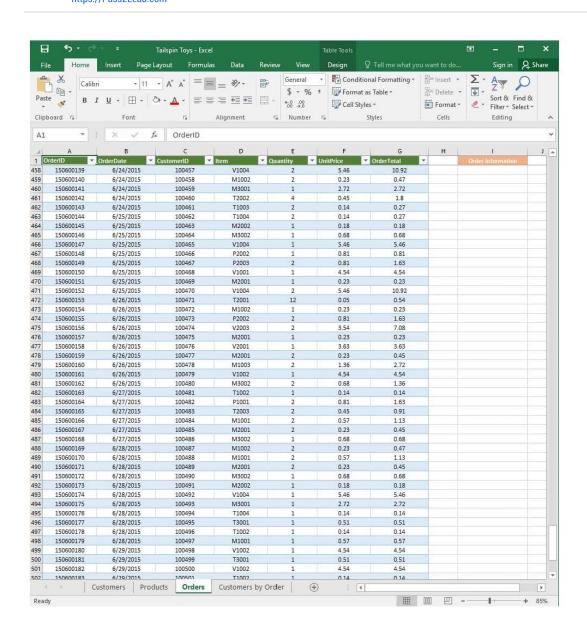




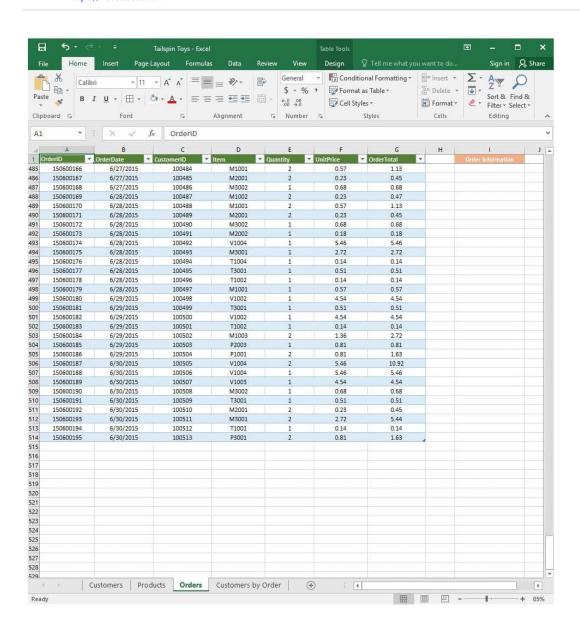




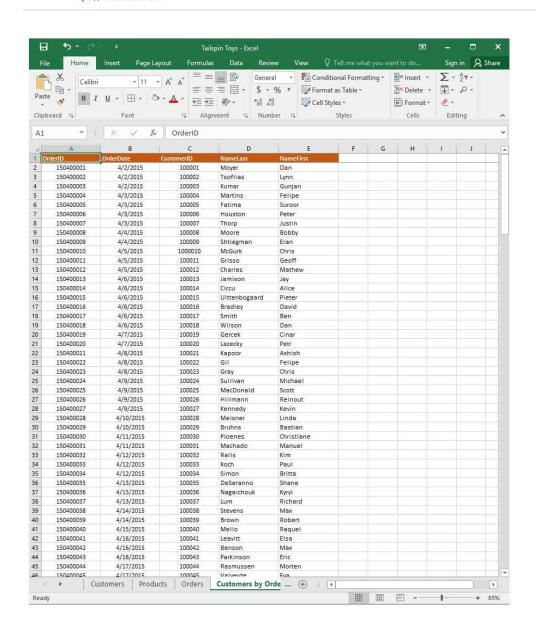




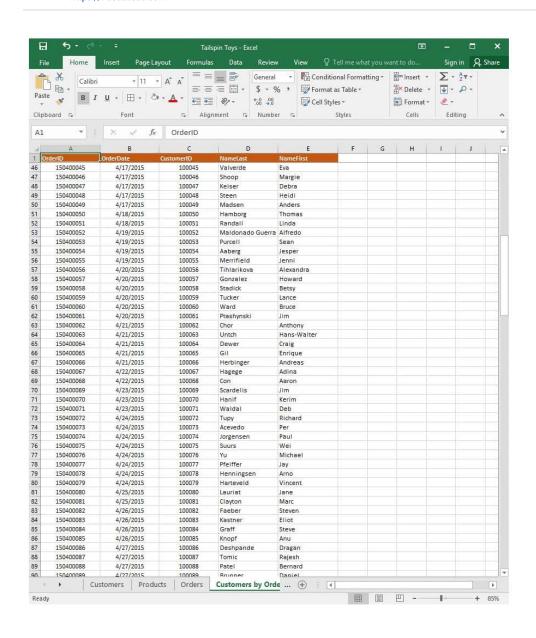




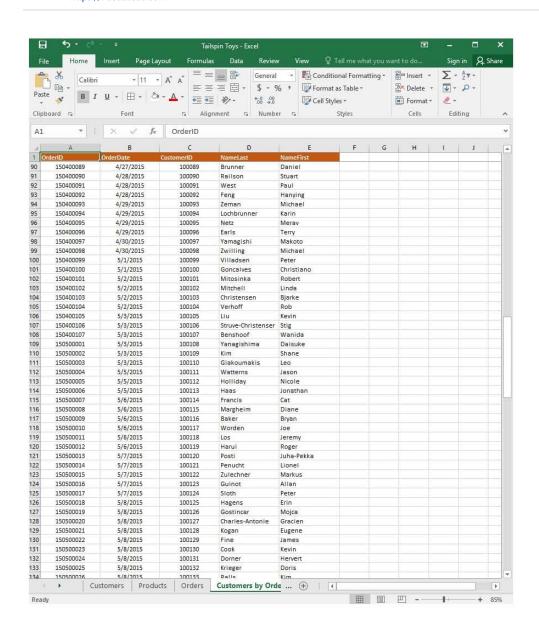




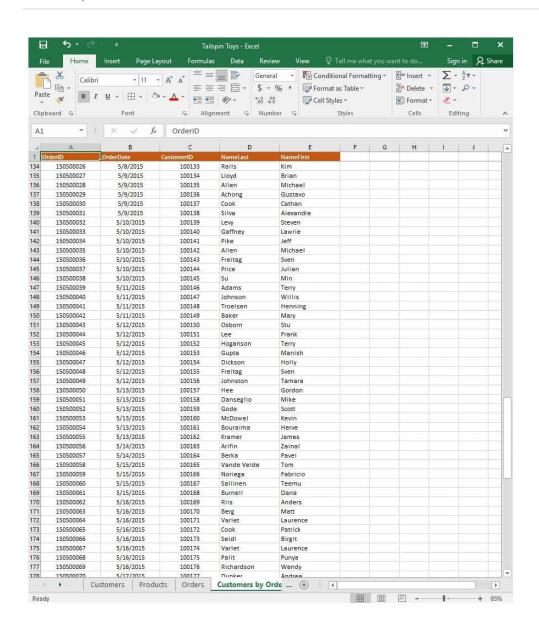




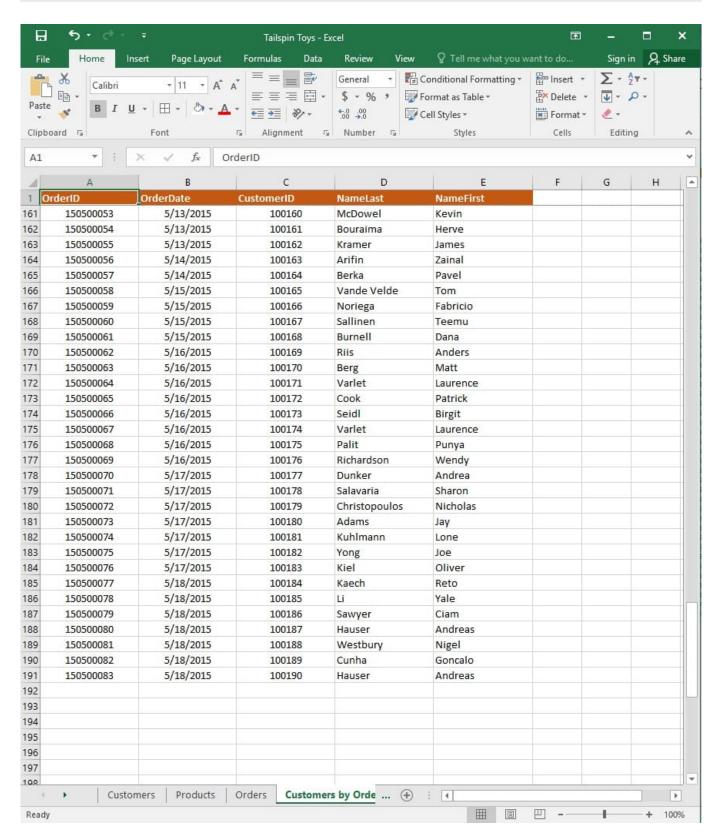








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On the "Customers" worksheet, enter a formula in cell N2 that uses an Excel function to return the average age of the customers based on the values in the "CurrentAge" column.

Correct Answer: See explanation below.

Explanation:

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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:

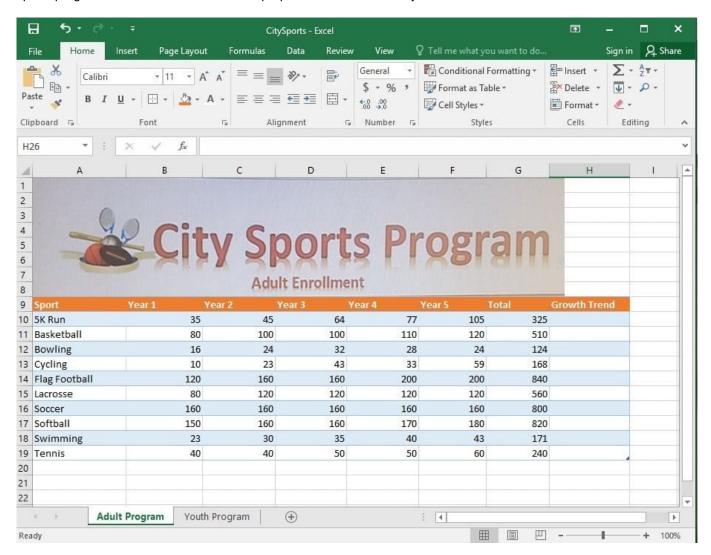
https://support.office.com/en-us/article/AVERAGE-function-047BAC88-D466-426C-A32B-8F33EB960CF6

QUESTION 7

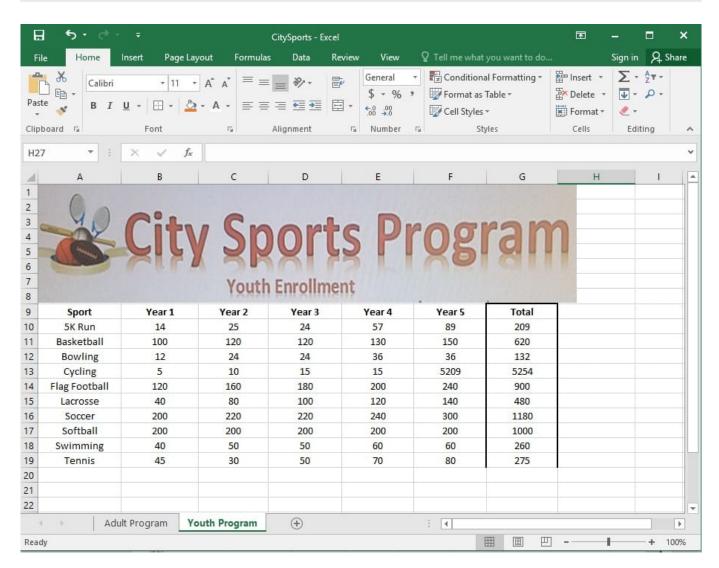
SIMULATION

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 8

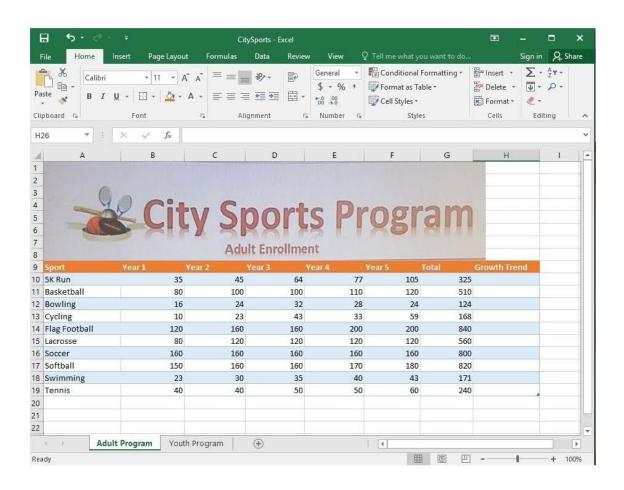
SIMULATION

Project 5 of 7: City Sports

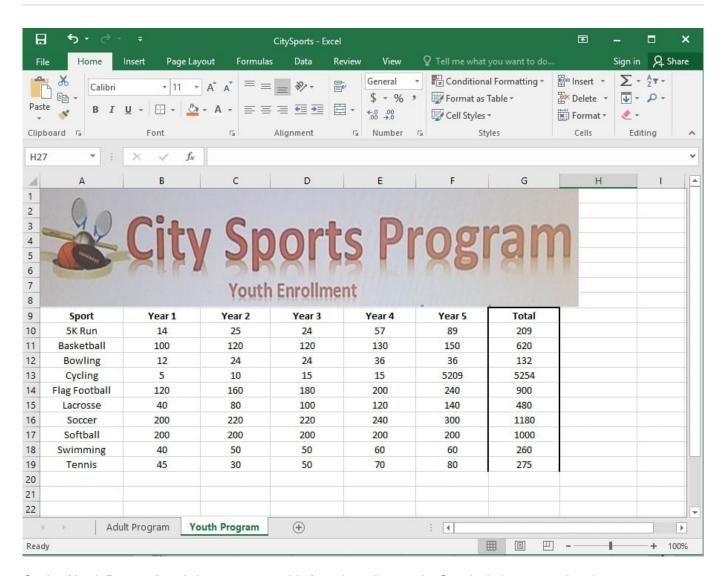
Overview

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-e81aa349-b006-4f8a-9806-5af9df0ac664

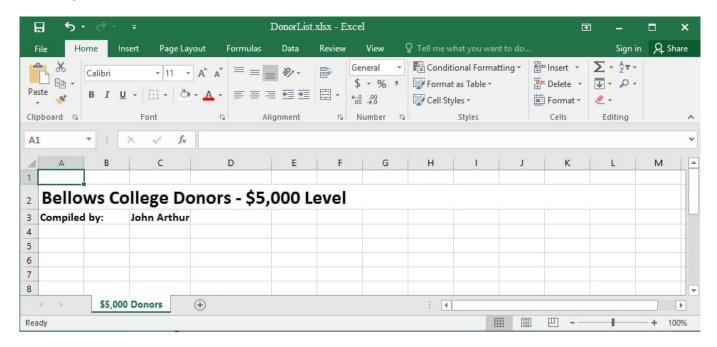
QUESTION 9

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.



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.

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

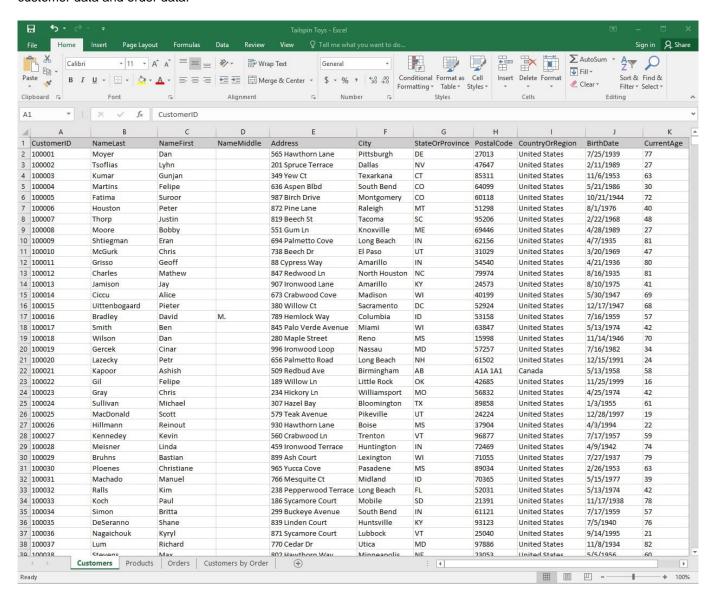
https://support.office.com/en-us/article/Find-named-ranges-14513DF5-0D79-4CD5-9A03-968905B244E6

QUESTION 10

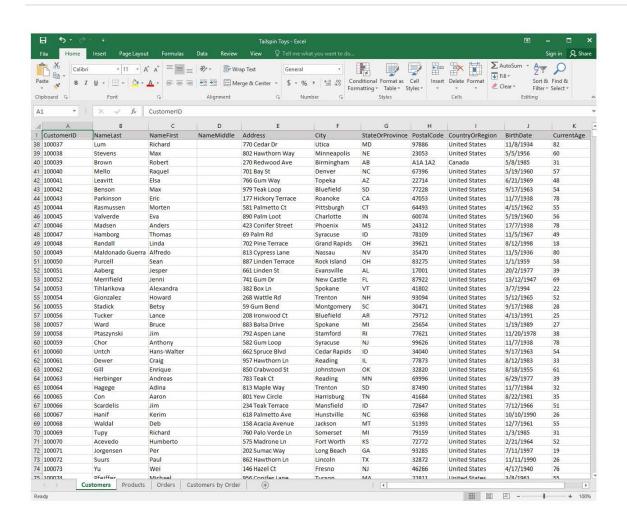
SIMULATION

Project 1 of 7: Tailspin Toys Overview

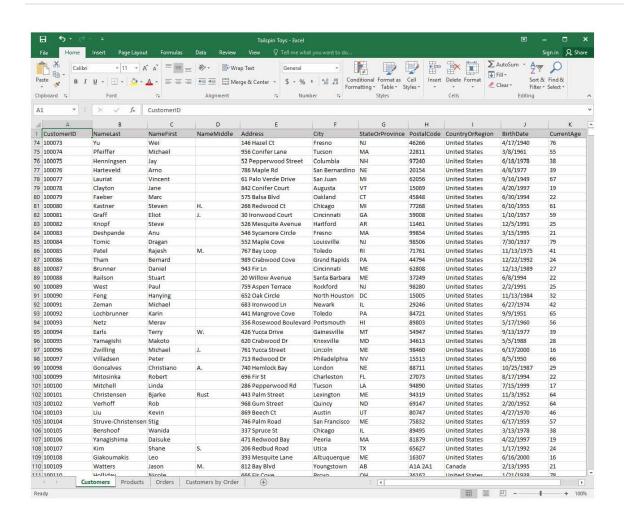
You recently opened an online toy store. You have sold products to 500 individual customers. You are evaluating customer data and order data.



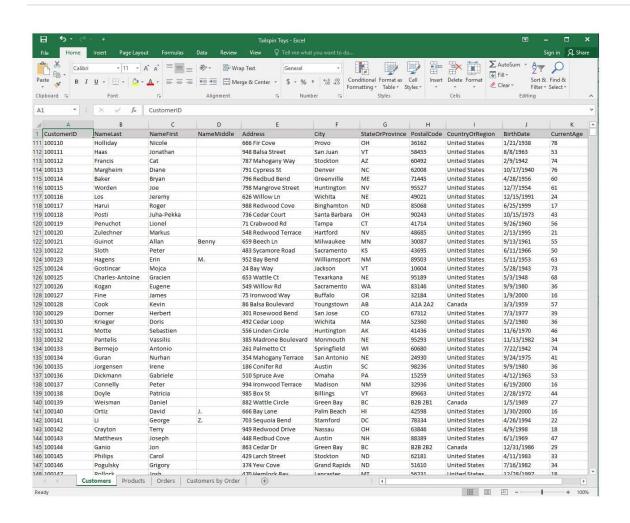




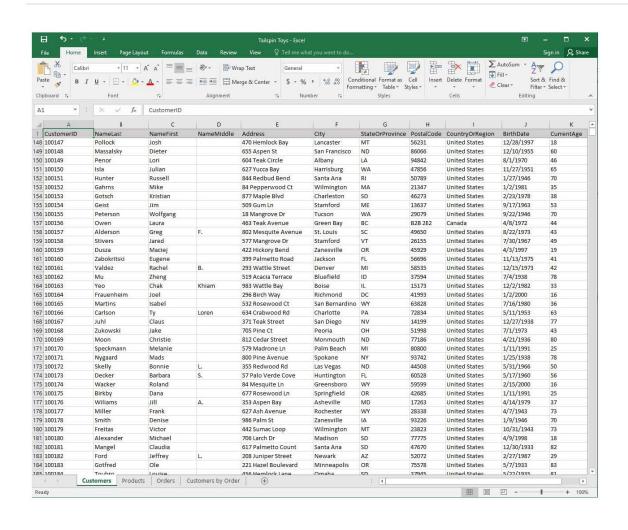




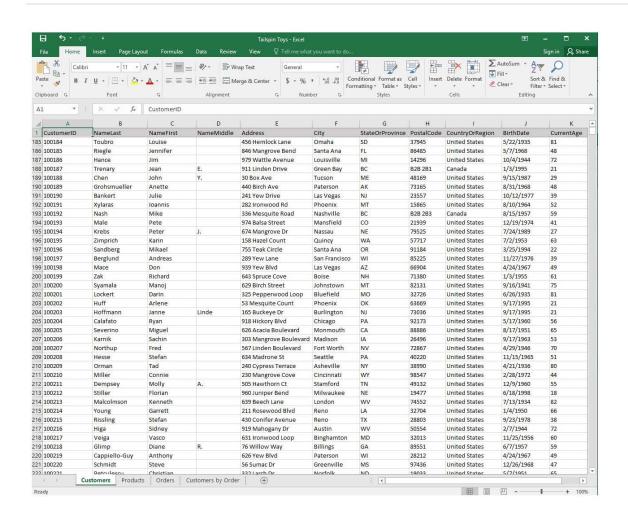




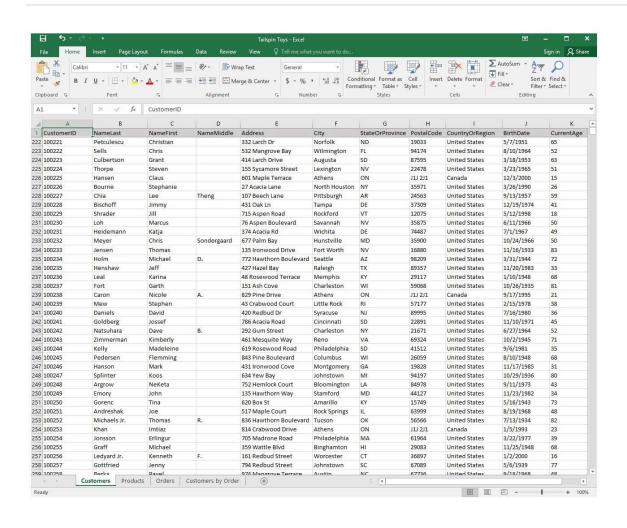




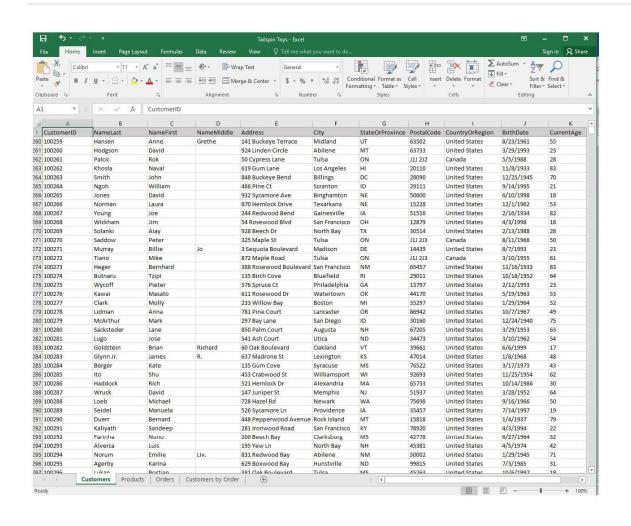




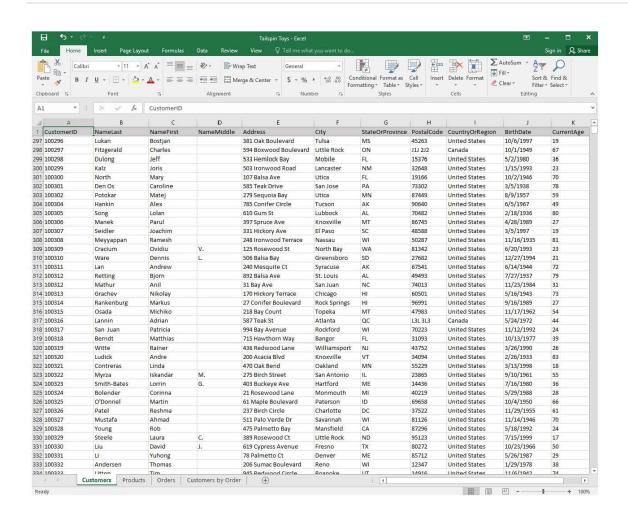




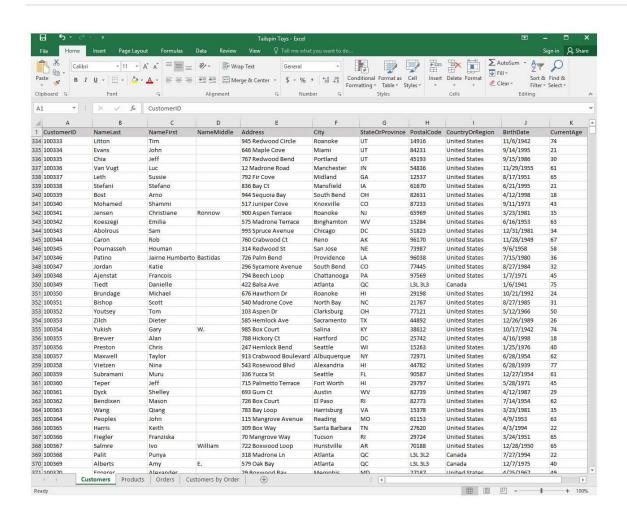




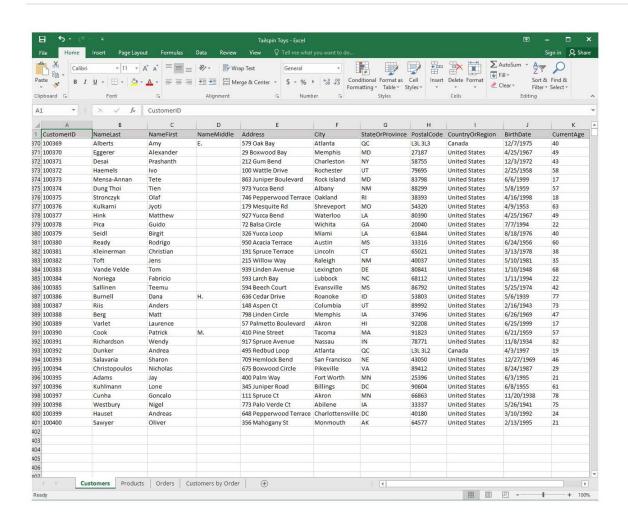




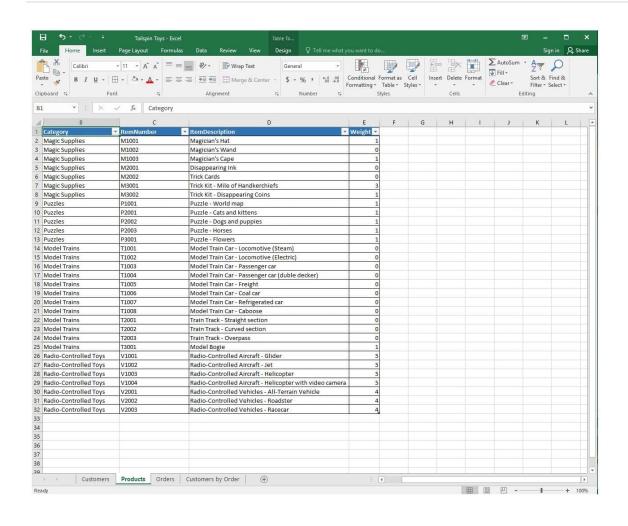




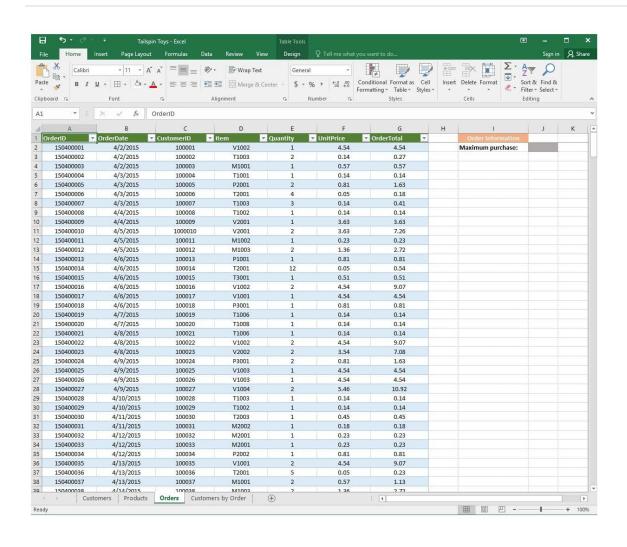




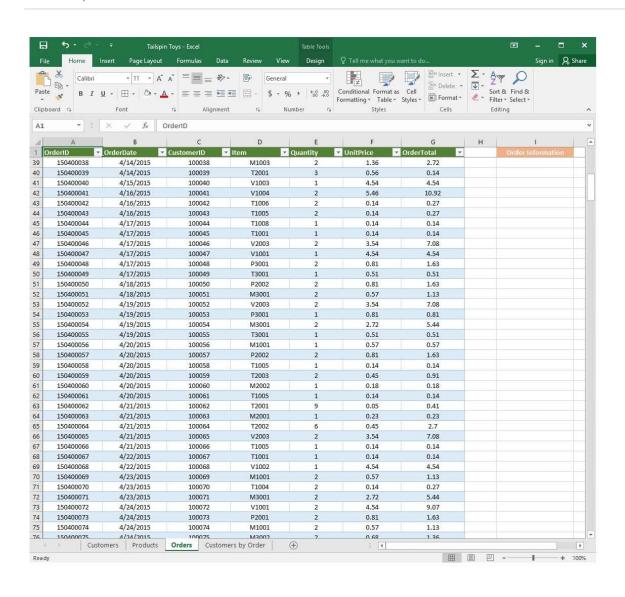




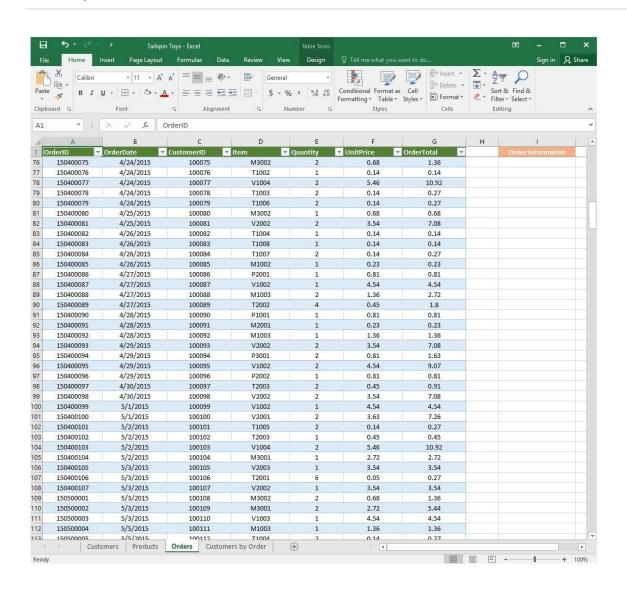




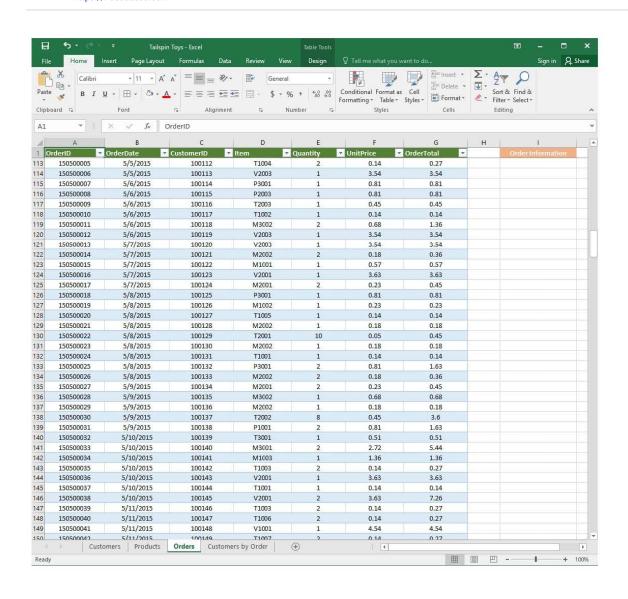


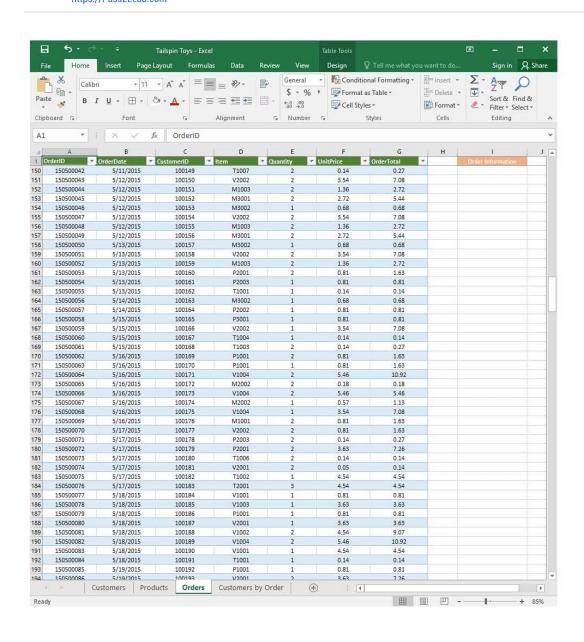


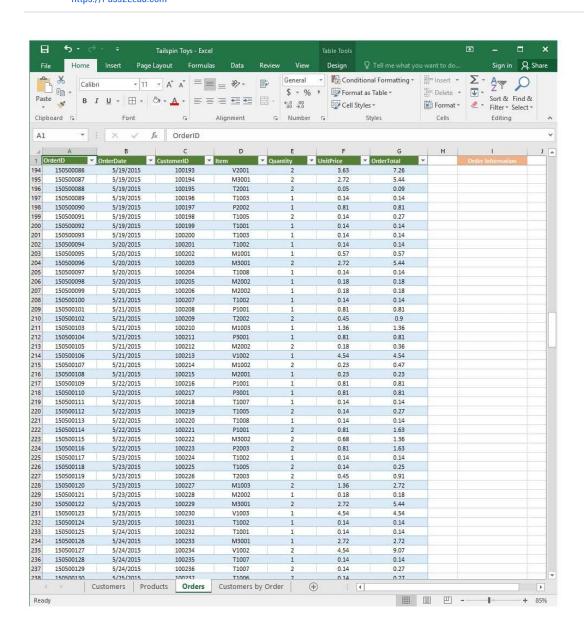


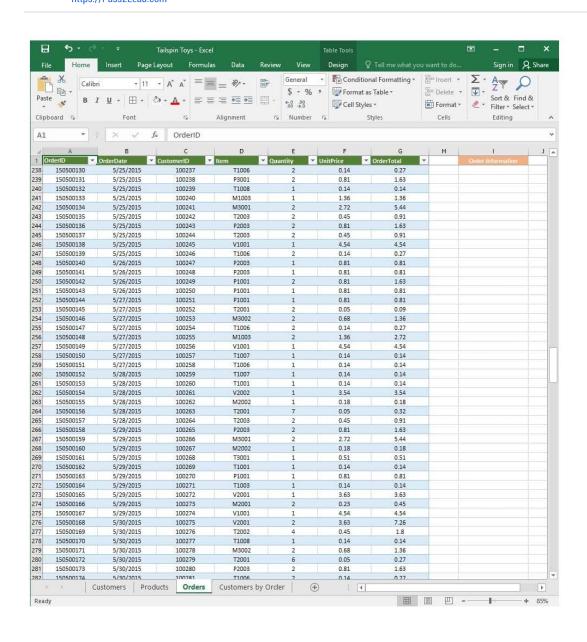


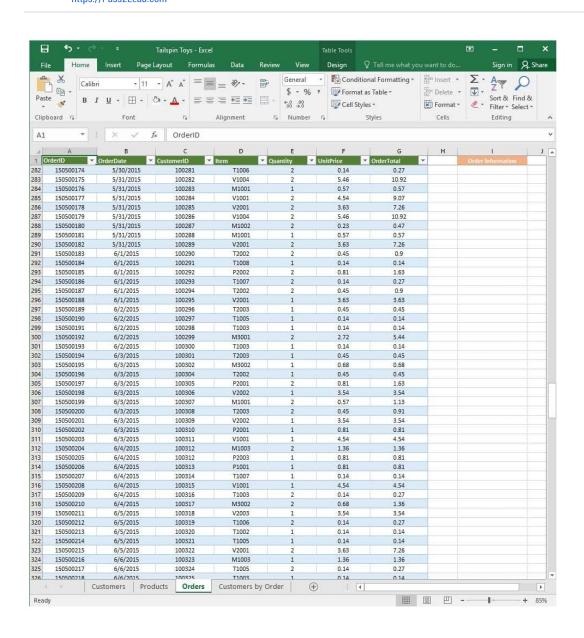


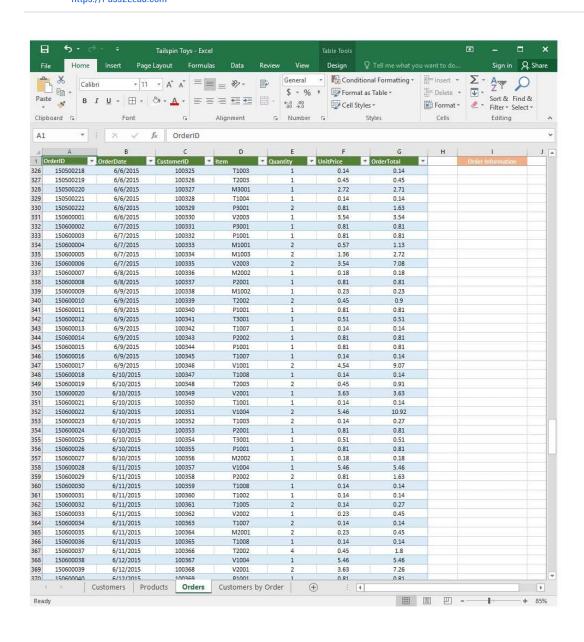


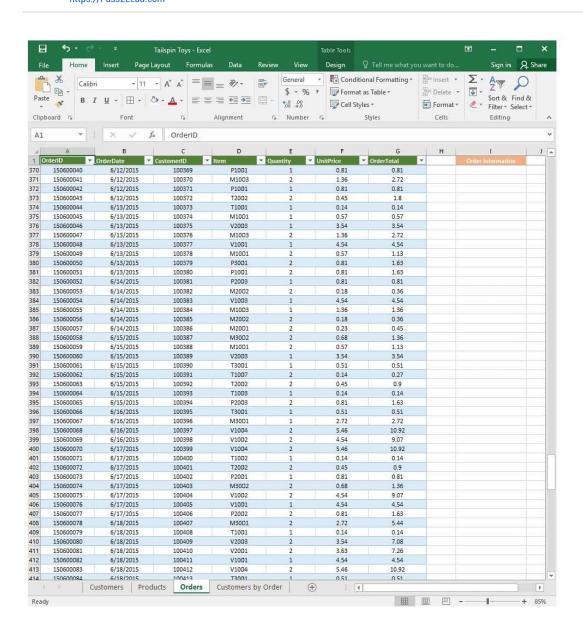


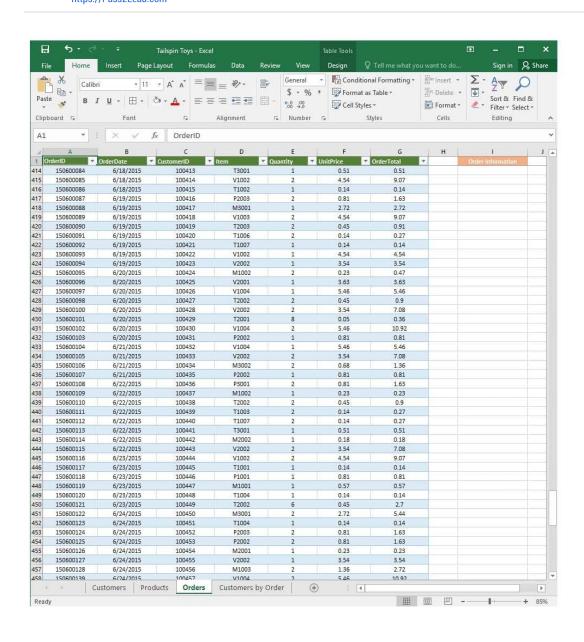


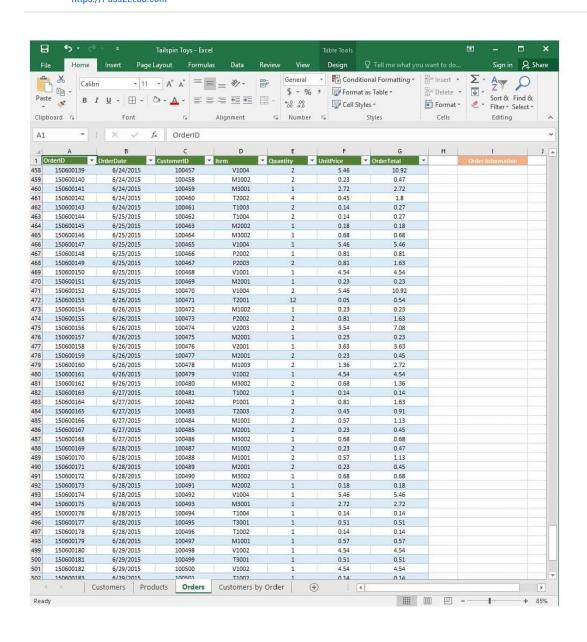




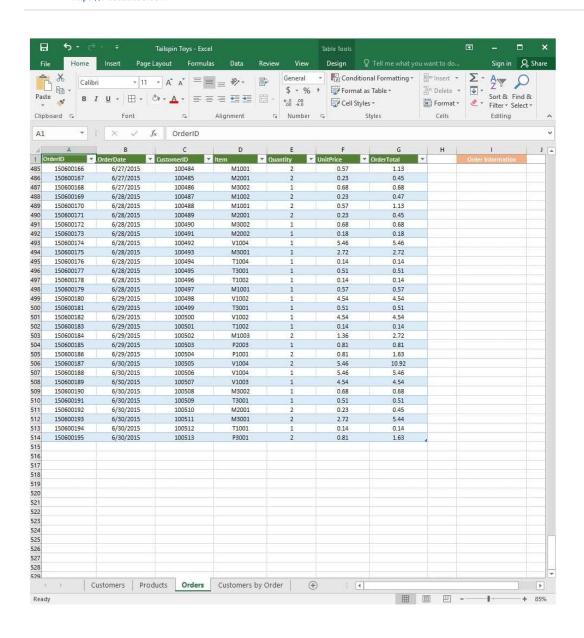




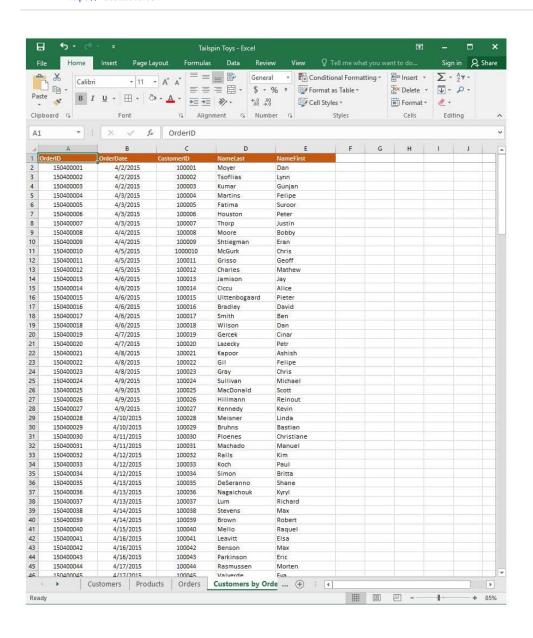




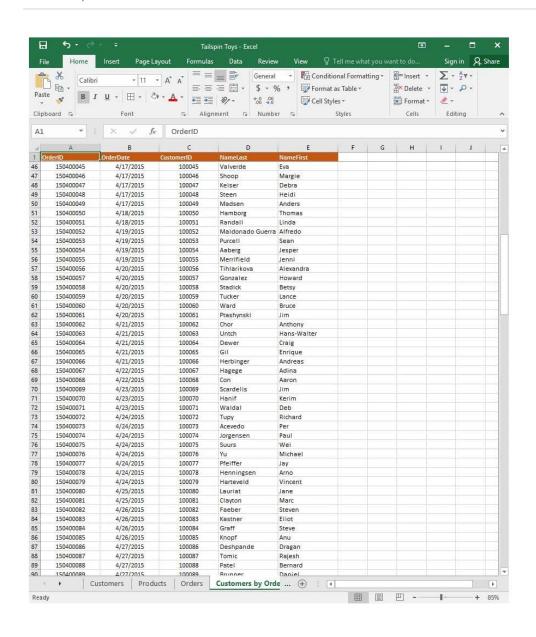




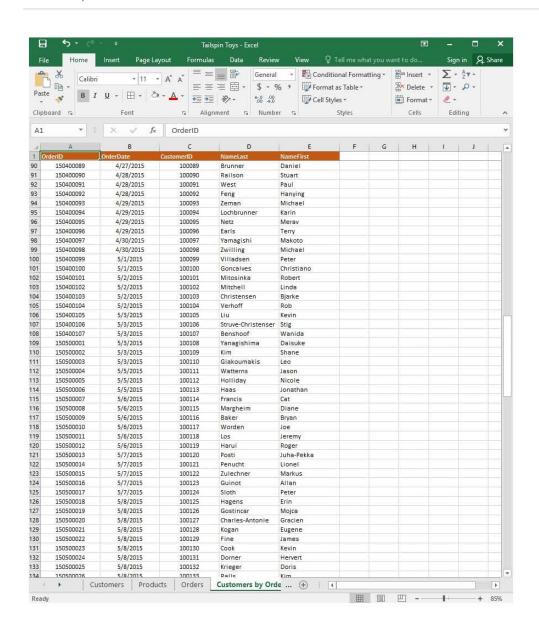




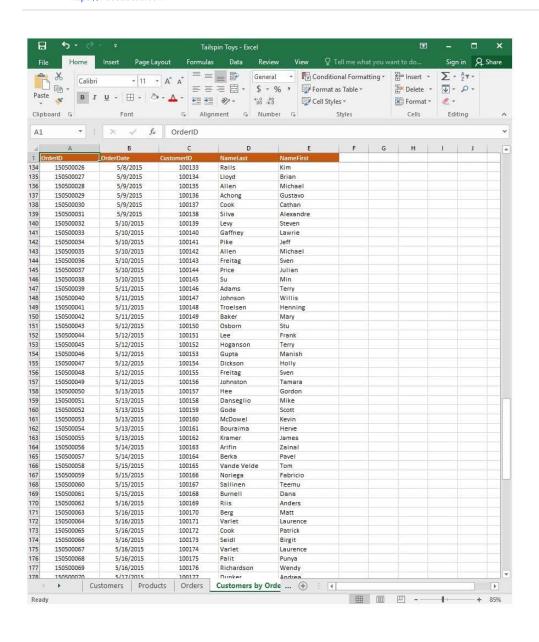


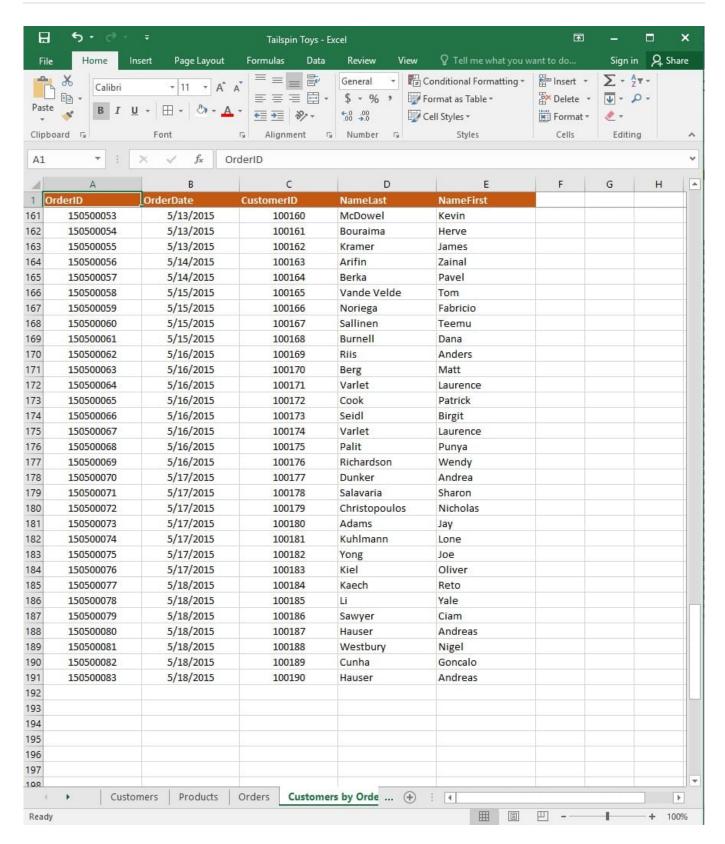












On the "Customers" worksheet, sort the table to order the records by the "CountryOrRegion" field, with customers in the United States first and customers in Canada second.

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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Click OK.

References:

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