77-727 Q&As

Excel 2016 Core Data Analysis, Manipulation, and Presentation

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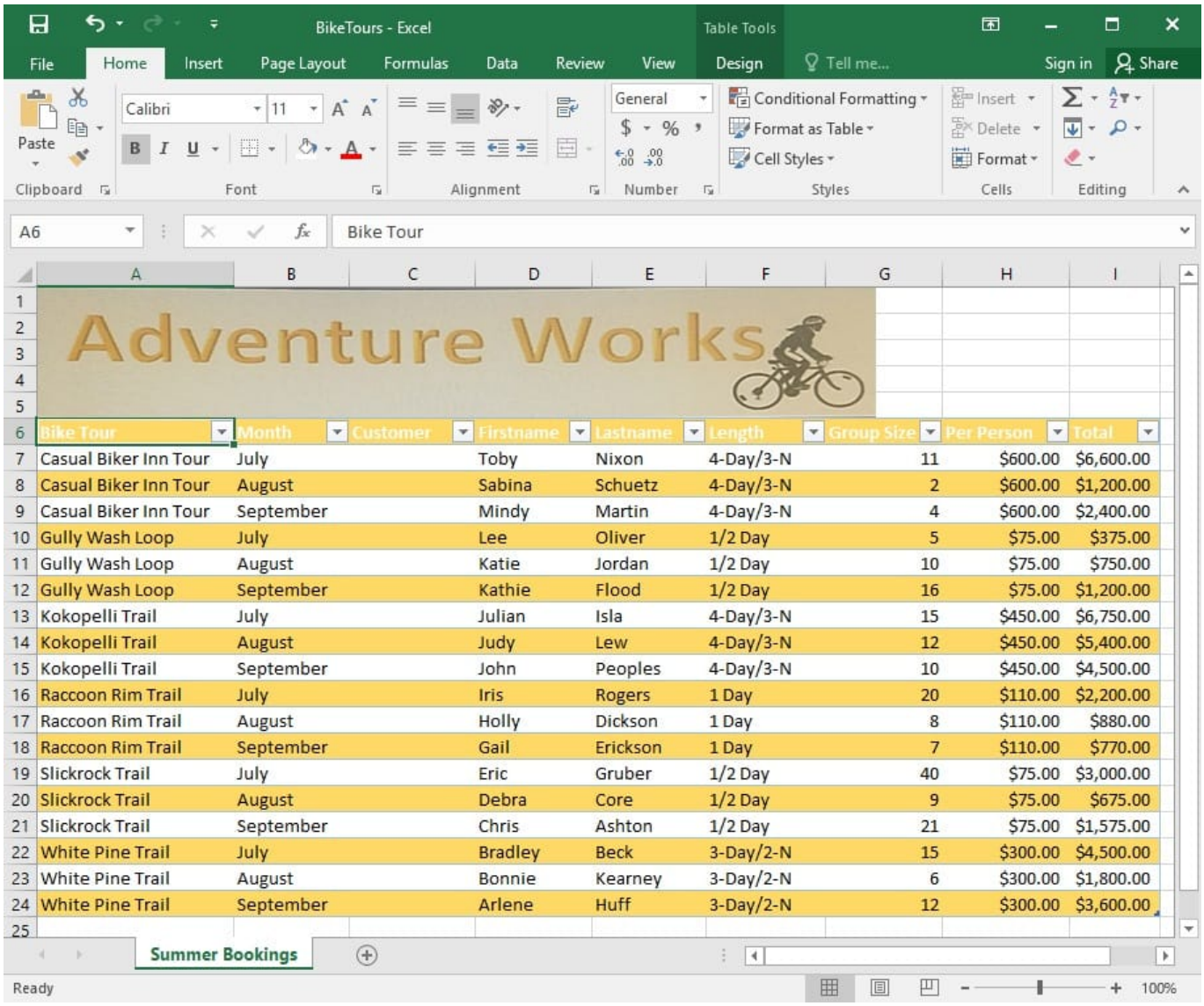
QUESTION 1

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.



Bike Tour	Month	Customer	Firstname	Lastname	Length	Group Size	Per Person	Total
Casual Biker Inn Tour	July		Toby	Nixon	4-Day/3-N	11	$600.00	$6,600.00
Casual Biker Inn Tour	August		Sabina	Schuetz	4-Day/3-N	2	$600.00	$1,200.00
Casual Biker Inn Tour	September		Mindy	Martin	4-Day/3-N	4	$600.00	$2,400.00
Gully Wash Loop	July		Lee	Oliver	1/2 Day	5	$75.00	$375.00
Gully Wash Loop	August		Katie	Jordan	1/2 Day	10	$75.00	$750.00
Gully Wash Loop	September		Kathie	Flood	1/2 Day	16	$75.00	$1,200.00
Kokopelli Trail	July		Julian	Isla	4-Day/3-N	15	$450.00	$6,750.00
Kokopelli Trail	August		Judy	Lew	4-Day/3-N	12	$450.00	$5,400.00
Kokopelli Trail	September		John	Peoples	4-Day/3-N	10	$450.00	$4,500.00
Raccoon Rim Trail	July		Iris	Rogers	1 Day	20	$110.00	$2,200.00
Raccoon Rim Trail	August		Holly	Dickson	1 Day	8	$110.00	$880.00
Raccoon Rim Trail	September		Gail	Erickson	1 Day	7	$110.00	$770.00
Slickrock Trail	July		Eric	Gruber	1/2 Day	40	$75.00	$3,000.00
Slickrock Trail	August		Debra	Core	1/2 Day	9	$75.00	$675.00
Slickrock Trail	September		Chris	Ashton	1/2 Day	21	$75.00	$1,575.00
White Pine Trail	July		Bradley	Beck	3-Day/2-N	15	$300.00	$4,500.00
White Pine Trail	August		Bonnie	Kearney	3-Day/2-N	6	$300.00	$1,800.00
White Pine Trail	September		Arlene	Huff	3-Day/2-N	12	$300.00	$3,600.00

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.

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:

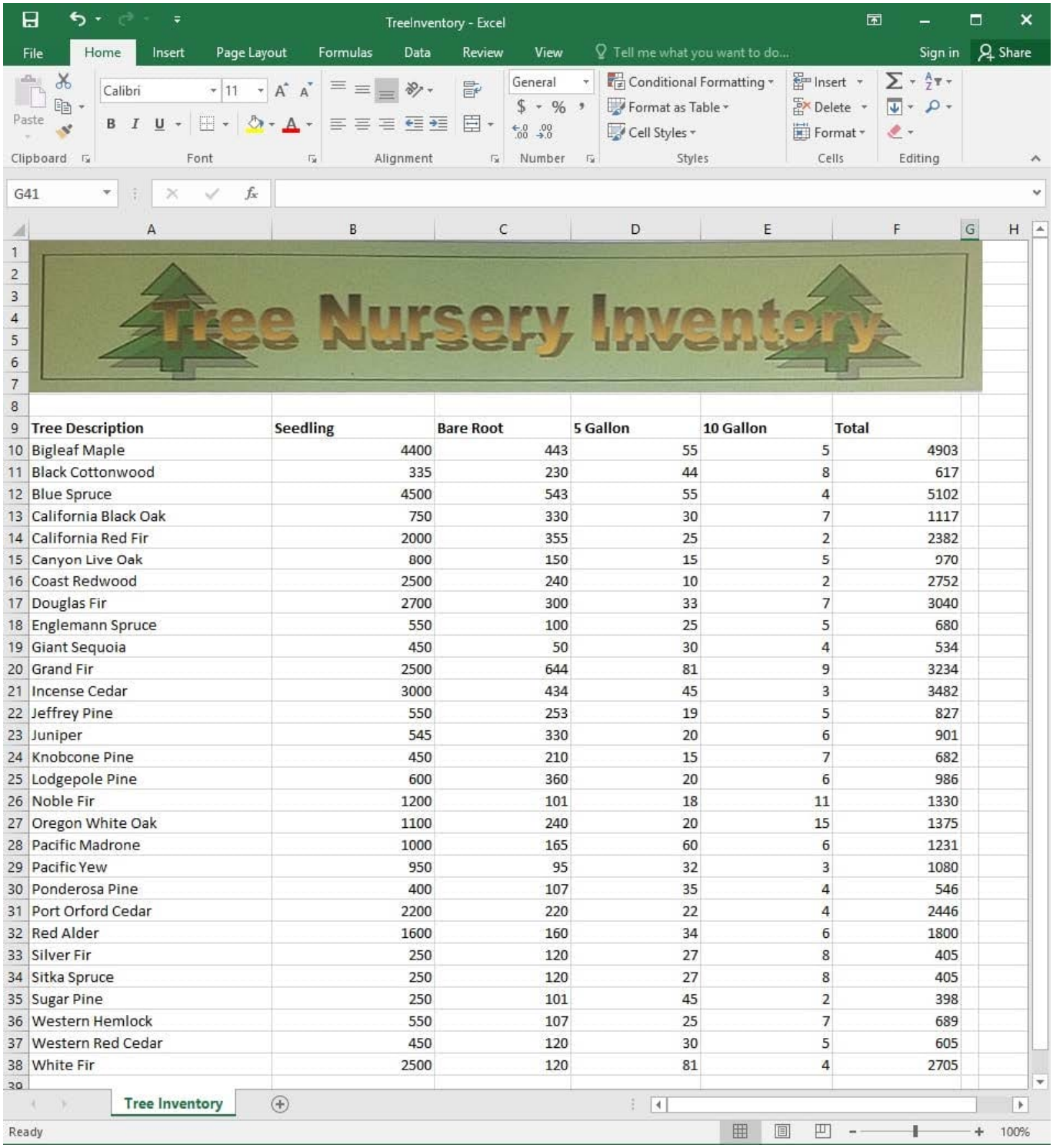
https://support.office.com/en-us/article/Insert-page-numbers-on-worksheets-27A88FB9-F54E-4AC4-84D7BF957C6CE29C

QUESTION 2

SIMULATION

Project 3 of 7: Tree Inventory Overview

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



Tree Description	Seedling	Bare Root	5 Gallon	10 Gallon	Total
Bigleaf Maple	4400	443	55	5	4903
Black Cottonwood	335	230	44	8	617
Blue Spruce	4500	543	55	4	5102
California Black Oak	750	330	30	7	1117
California Red Fir	2000	355	25	2	2382
Canyon Live Oak	800	150	15	5	970
Coast Redwood	2500	240	10	2	2752
Douglas Fir	2700	300	33	7	3040
Englemann Spruce	550	100	25	5	680
Giant Sequoia	450	50	30	4	534
Grand Fir	2500	644	81	9	3234
Incense Cedar	3000	434	45	3	3482
Jeffrey Pine	550	253	19	5	827
Juniper	545	330	20	6	901
Knobcone Pine	450	210	15	7	682
Lodgepole Pine	600	360	20	6	986
Noble Fir	1200	101	18	11	1330
Oregon White Oak	1100	240	20	15	1375
Pacific Madrone	1000	165	60	6	1231
Pacific Yew	950	95	32	3	1080
Ponderosa Pine	400	107	35	4	546
Port Orford Cedar	2200	220	22	4	2446
Red Alder	1600	160	34	6	1800
Silver Fir	250	120	27	8	405
Sitka Spruce	250	120	27	8	405
Sugar Pine	250	101	45	2	398
Western Hemlock	550	107	25	7	689
Western Red Cedar	450	120	30	5	605
White Fir	2500	120	81	4	2705

Configure the worksheet so that row 9 and the WordArt remain visible as you scroll vertically.

Correct Answer: See explanation below.

Explanation:

1.

Select the cells below the rows and to the right of the columns you want to keep visible, which in this case is row 10

and column H.

2.

Click Freeze Panes from the Freeze Panes group in the View tab.

References: https://support.office.com/en-ie/article/Freeze-panes-to-lock-rows-and-columns-dab2ffc9-020d-4026-812167dd25f2508f

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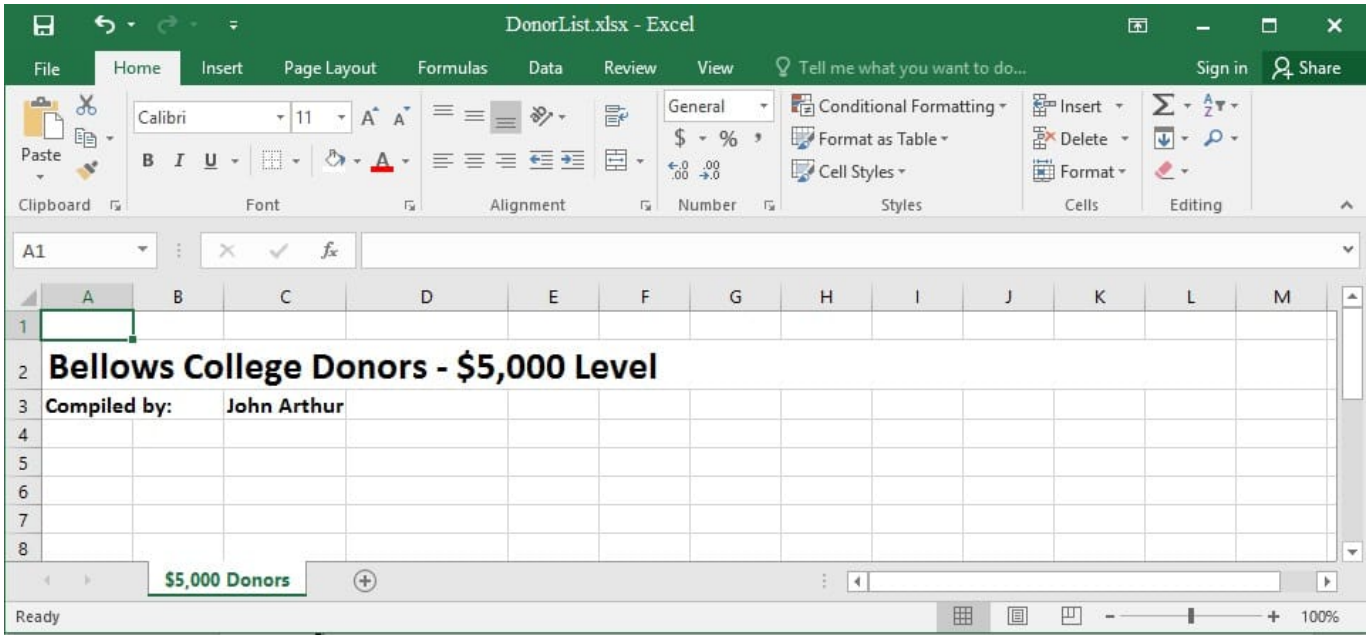
QUESTION 3

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.



Arrange the worksheets so that “$5,000 Donors” is first.

Correct Answer: See explanation below.

Explanation:

1.

Click Sort Sheets from the Worksheet group in the Kutools Plus tab.

2.

Click the Alpha sort button OR the Alpha Numeric Sort button in the Sort Sheets dialog box, the results can be previewed in the New sheets tab order list box.

3.

Use the Move up or Move down button to manually change the order of the sheets so that the “$5,000 Donors” worksheet is first in the New sheet tabs order list.

4.

Click OK once satisfied with the results.

References:

https://www.extendoffice.com/product/kutools-for-excel/sort-worksheets-in-one-workbook-in-alphabeticalorder.html

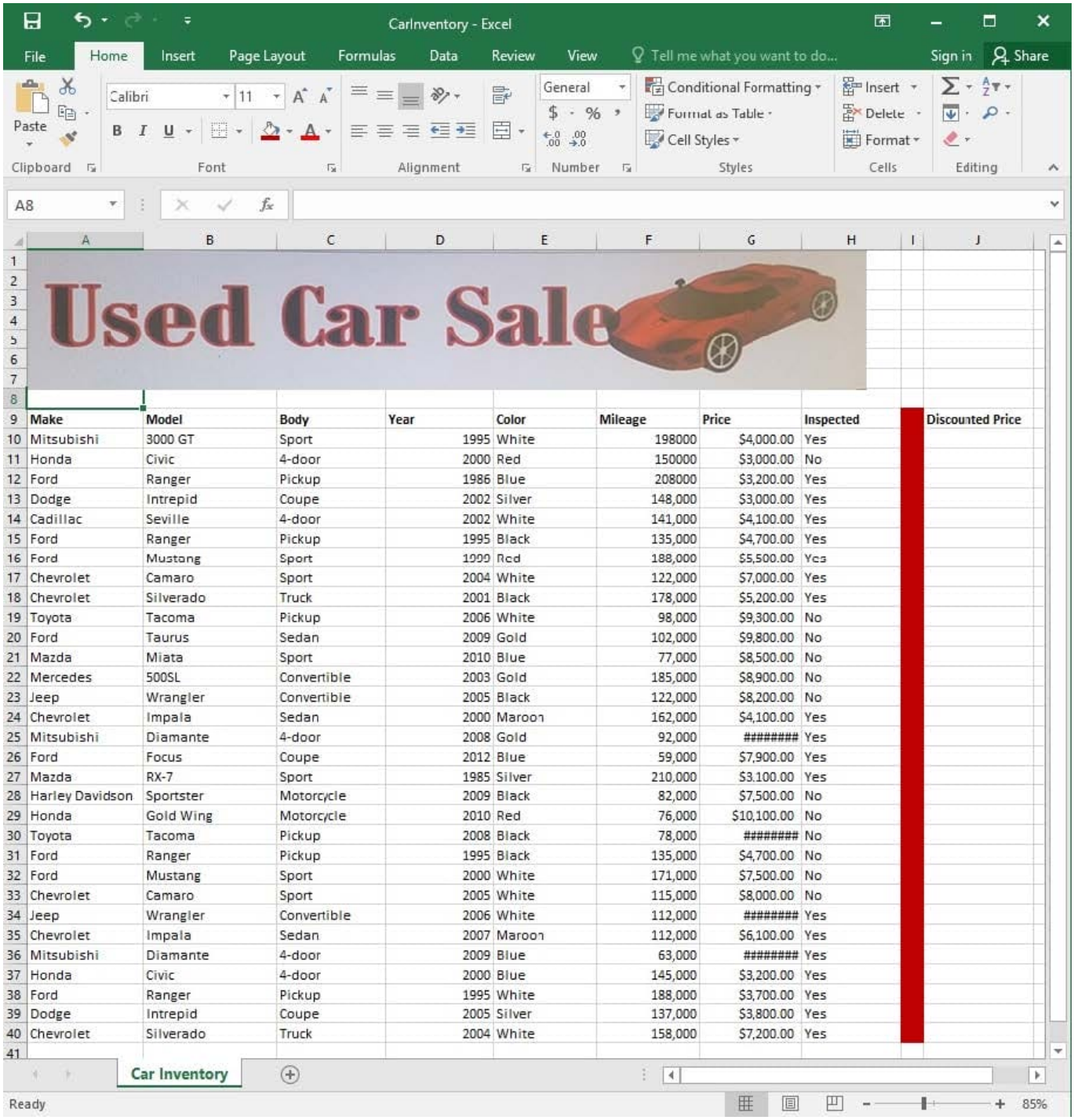
QUESTION 4

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.



Make	Model	Body	Year	Color	Mileage	Price	Inspected	Discounted Price
Mitsubishi	3000 GT	Sport	1995	White	198000	$4,000.00	Yes	
Honda	Civic	4-door	2000	Red	150000	$3,000.00	No	
Ford	Ranger	Pickup	1986	Blue	208000	$3,200.00	Yes	
Dodge	Intrepid	Coupe	2002	Silver	148,000	$3,000.00	Yes	
Cadillac	Seville	4-door	2002	White	141,000	$4,100.00	Yes	
Ford	Ranger	Pickup	1995	Black	135,000	$4,700.00	Yes	
Ford	Mustang	Sport	1999	Red	188,000	$5,500.00	Yes	
Chevrolet	Camaro	Sport	2004	White	122,000	$7,000.00	Yes	
Chevrolet	Silverado	Truck	2001	Black	178,000	$5,200.00	Yes	
Toyota	Tacoma	Pickup	2006	White	98,000	$9,300.00	No	
Ford	Taurus	Sedan	2009	Gold	102,000	$9,800.00	No	
Mazda	Miata	Sport	2010	Blue	77,000	$8,500.00	No	
Mercedes	500SL	Convertible	2003	Gold	185,000	$8,900.00	No	
Jeep	Wrangler	Convertible	2005	Black	122,000	$8,200.00	No	
Chevrolet	Impala	Sedan	2000	Maroon	162,000	$4,100.00	Yes	
Mitsubishi	Diamante	4-door	2008	Gold	92,000	########	Yes	
Ford	Focus	Coupe	2012	Blue	59,000	$7,900.00	Yes	
Mazda	RX-7	Sport	1985	Silver	210,000	$3,100.00	Yes	
Harley Davidson	Sportster	Motorcycle	2009	Black	82,000	$7,500.00	No	
Honda	Gold Wing	Motorcycle	2010	Red	76,000	$10,100.00	No	
Toyota	Tacoma	Pickup	2008	Black	78,000	########	No	
Ford	Ranger	Pickup	1995	Black	135,000	$4,700.00	No	
Ford	Mustang	Sport	2000	White	171,000	$7,500.00	No	
Chevrolet	Camaro	Sport	2005	White	115,000	$8,000.00	No	
Jeep	Wrangler	Convertible	2006	White	112,000	########	Yes	
Chevrolet	Impala	Sedan	2007	Maroon	112,000	$6,100.00	Yes	
Mitsubishi	Diamante	4-door	2009	Blue	63,000	########	Yes	
Honda	Civic	4-door	2000	Blue	145,000	$3,200.00	Yes	
Ford	Ranger	Pickup	1995	White	188,000	$3,700.00	Yes	
Dodge	Intrepid	Coupe	2005	Silver	137,000	$3,800.00	Yes	
Chevrolet	Silverado	Truck	2004	White	158,000	$7,200.00	Yes	

Apply the Rose, Table Style Light 17 (Table Style Light 17) to the “Inventory” table.

Correct Answer: See explanation below.

Explanation:

1.

On the “Inventory” table, click on any cell.

2.

Click on Format as Table from the Home tab.

3.

Select the Rose, Table Style Light 17 as desired.

References:

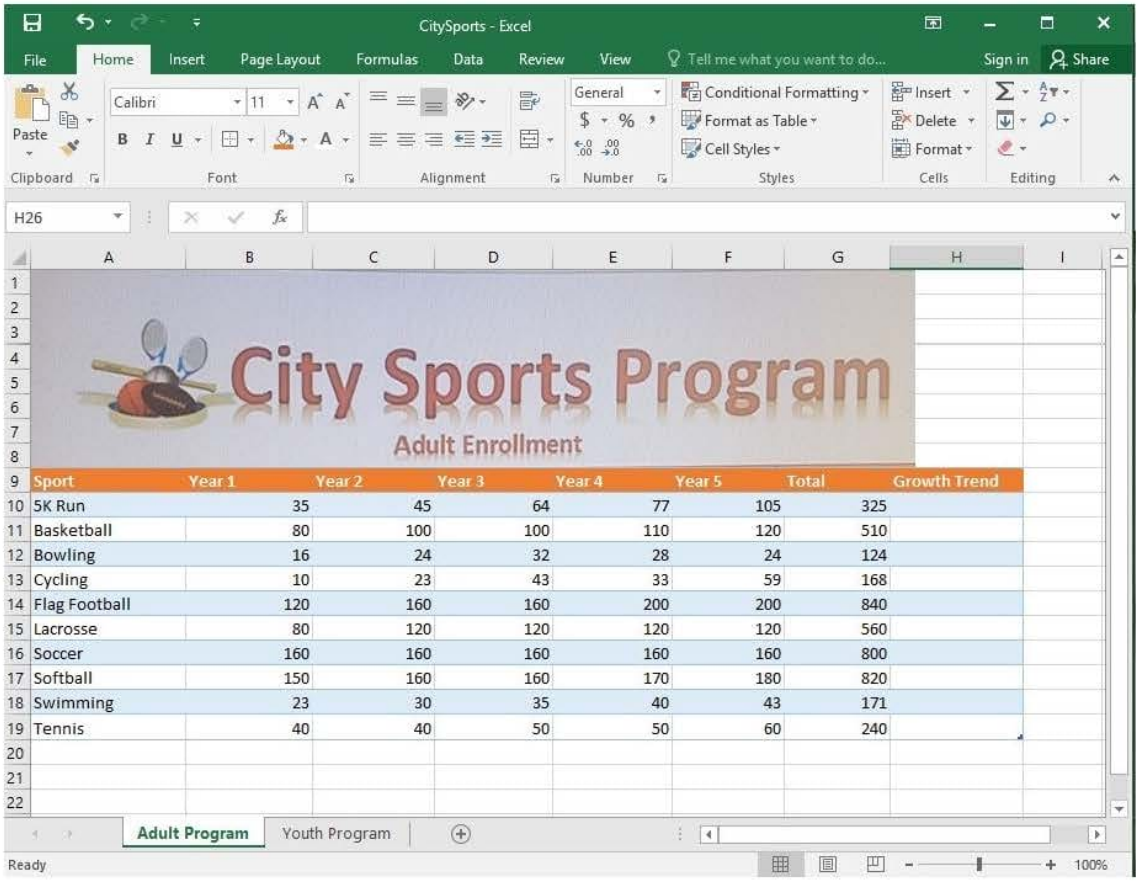
https://support.office.com/en-us/article/Format-an-Excel-table-6789619F-C889-495C-99C22F971C0E2370

QUESTION 5

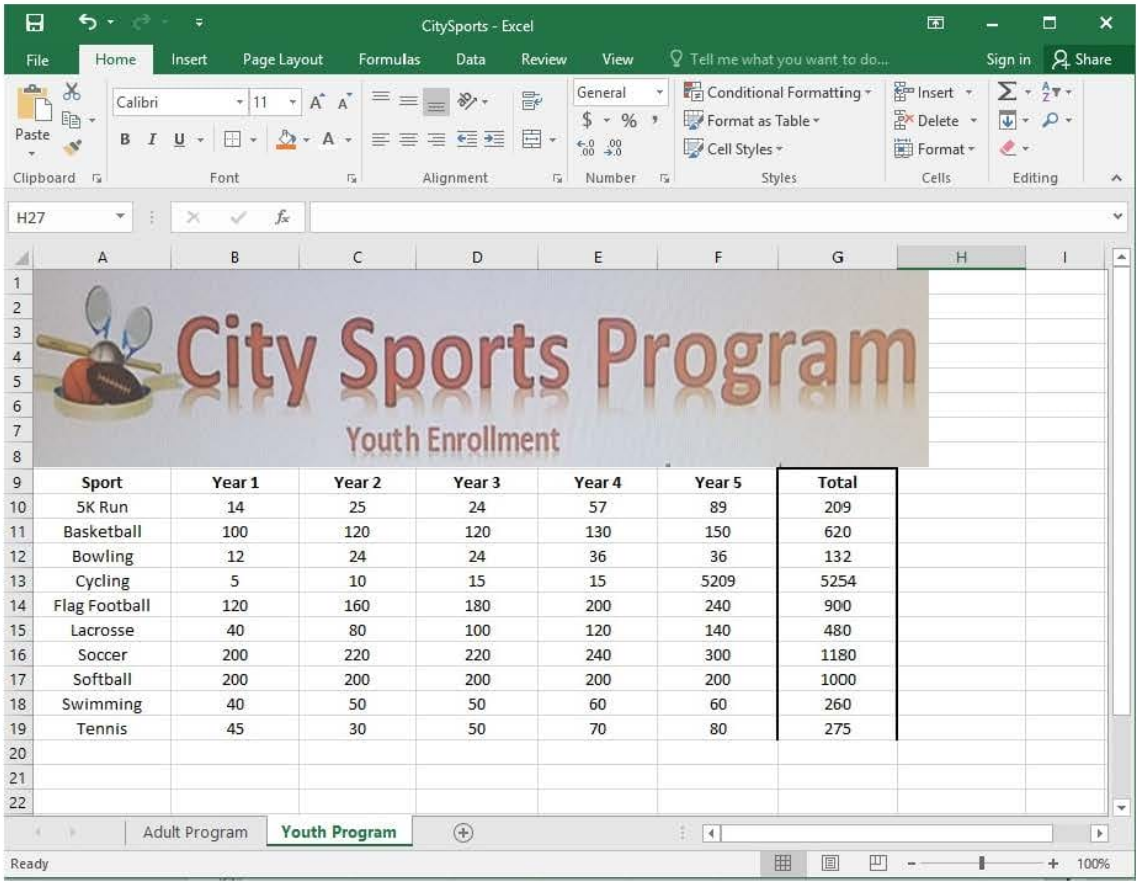
SIMULATION

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.



Sport	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Growth Trend
5K Run	35	45	64	77	105	325	
Basketball	80	100	100	110	120	510	
Bowling	16	24	32	28	24	124	
Cycling	10	23	43	33	59	168	
Flag Football	120	160	160	200	200	840	
Lacrosse	80	120	120	120	120	560	
Soccer	160	160	160	160	160	800	
Softball	150	160	160	170	180	820	
Swimming	23	30	35	40	43	171	
Tennis	40	40	50	50	60	240	



Sport	Year 1	Year 2	Year 3	Year 4	Year 5	Total
5K Run	14	25	24	57	89	209
Basketball	100	120	120	130	150	620
Bowling	12	24	24	36	36	132
Cycling	5	10	15	15	5209	5254
Flag Football	120	160	180	200	240	900
Lacrosse	40	80	100	120	140	480
Soccer	200	220	220	240	300	1180
Softball	200	200	200	200	200	1000
Swimming	40	50	50	60	60	260
Tennis	45	30	50	70	80	275

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

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