

77-727^{Q&As}

Excel 2016 Core Data Analysis, Manipulation, and Presentation

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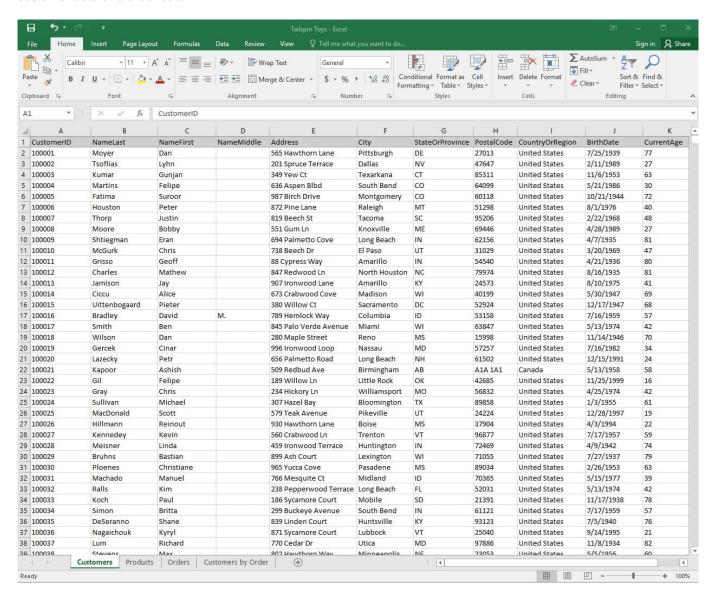
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QUESTION 1

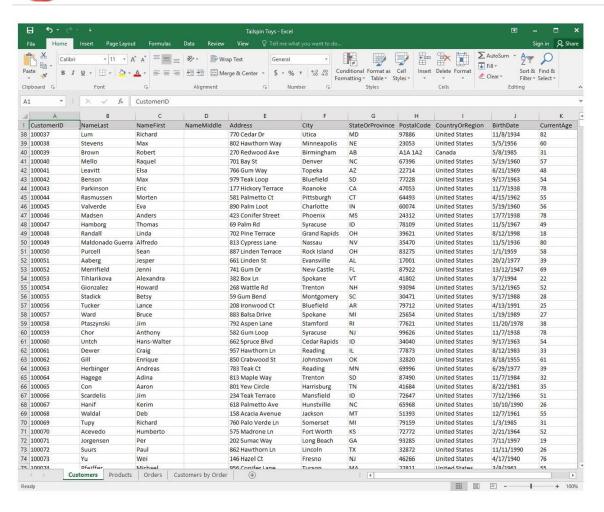
SIMULATION

Project 1 of 7: Tailspin Toys Overview

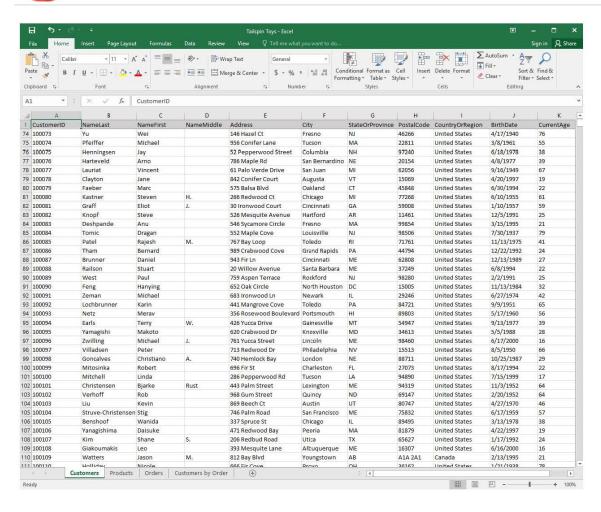
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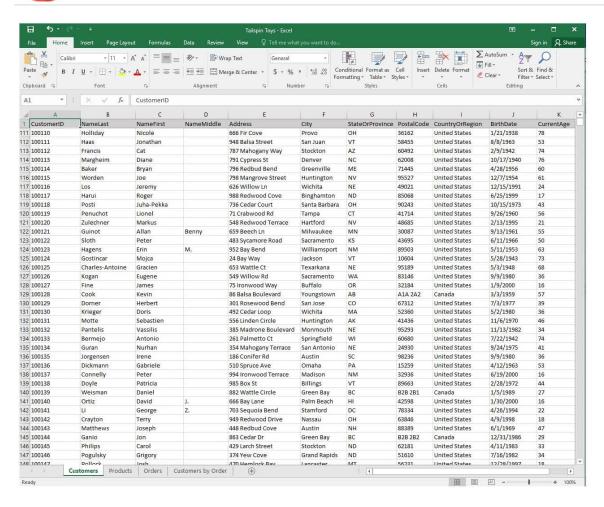




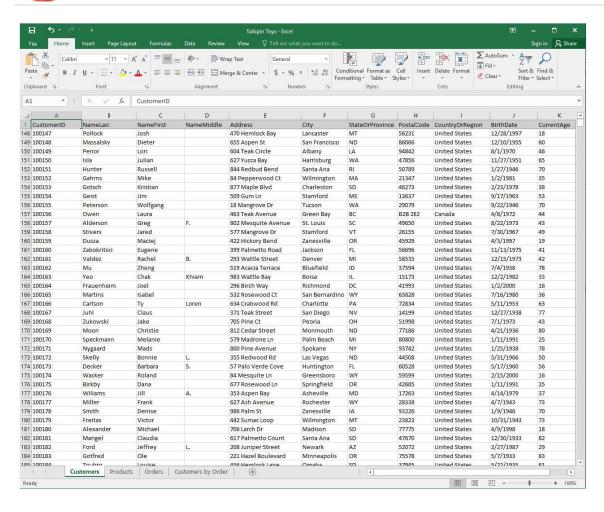




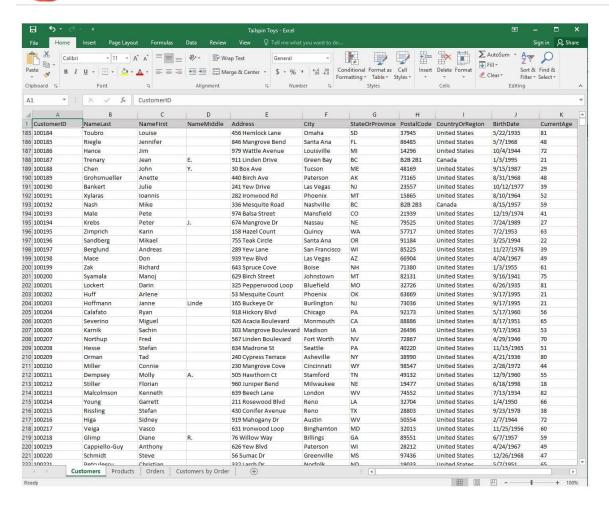




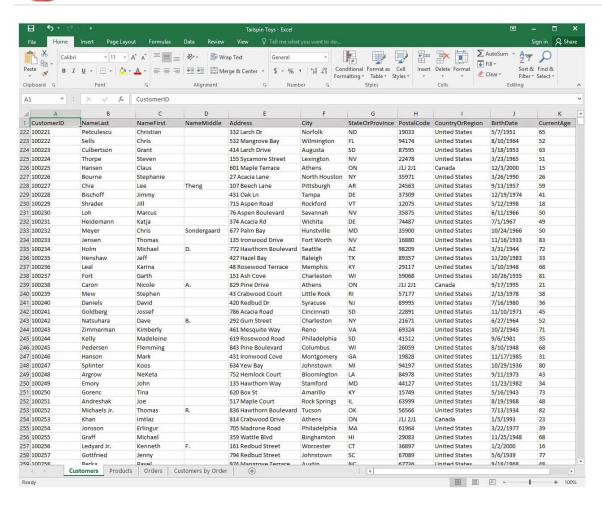




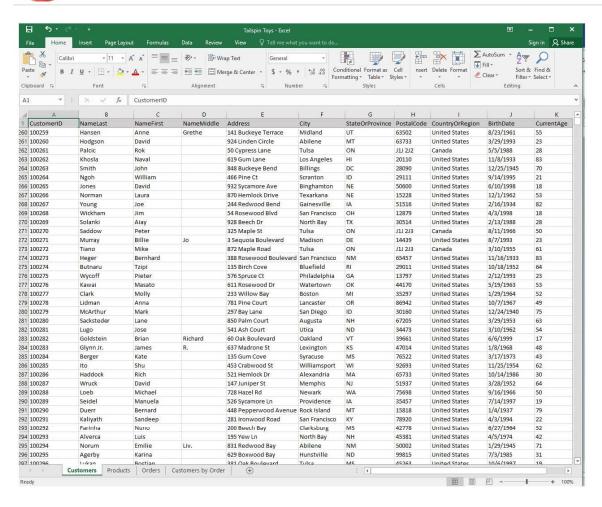




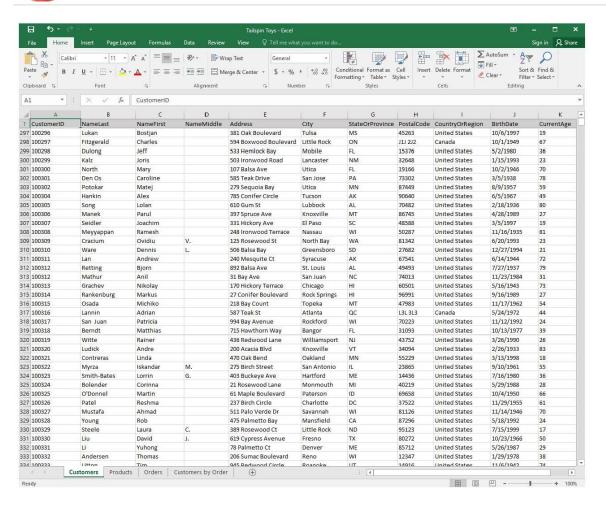




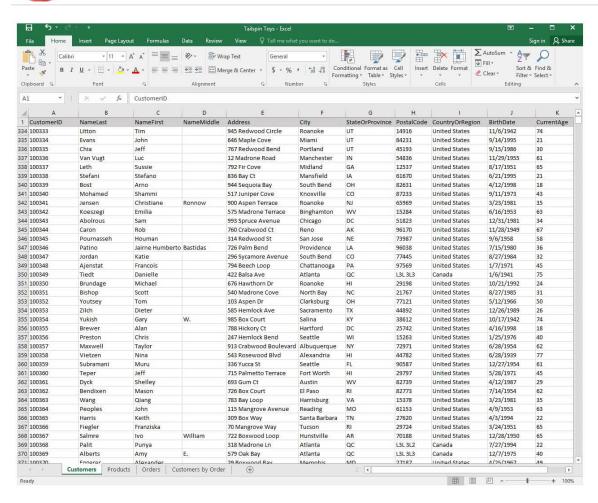




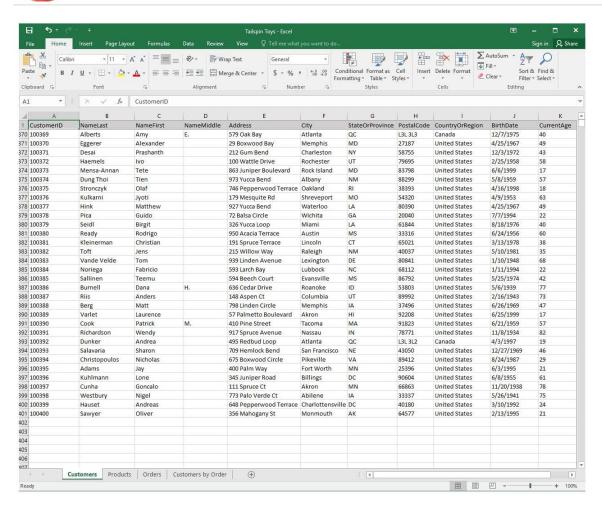




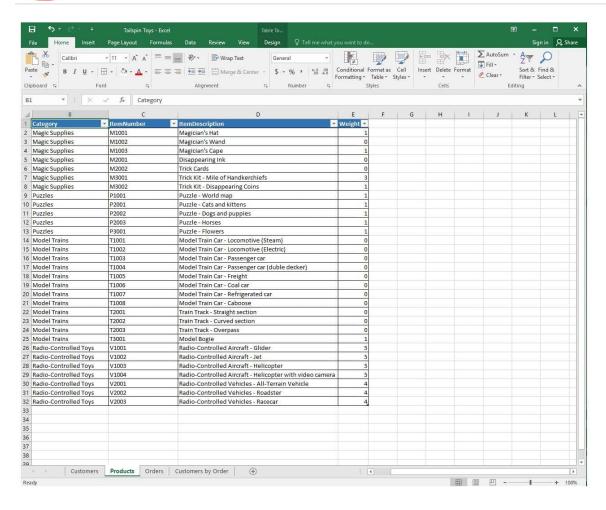




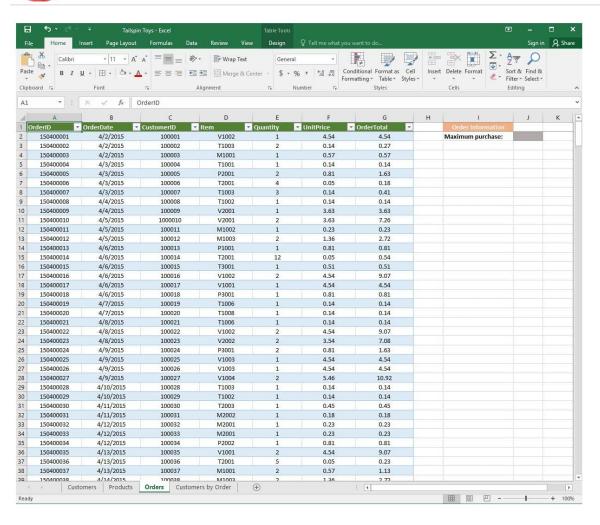




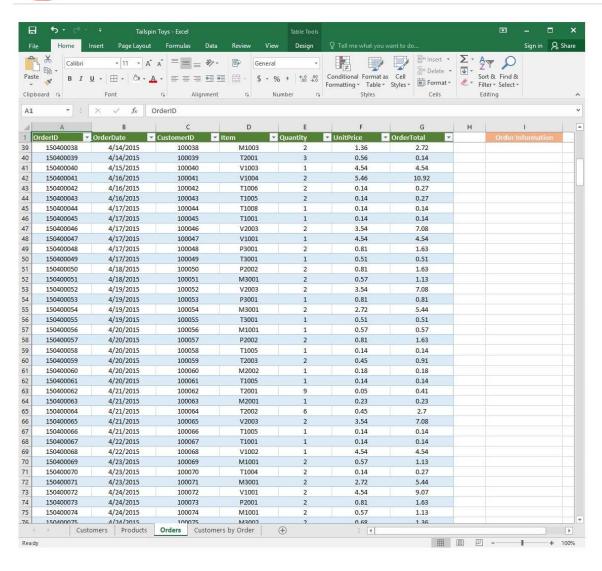




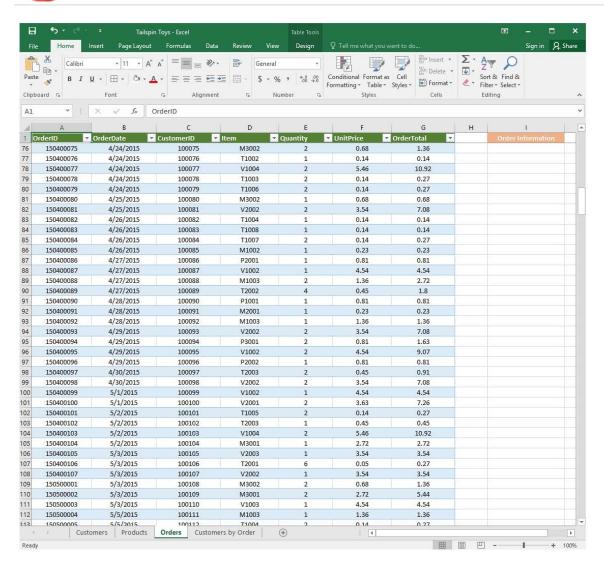




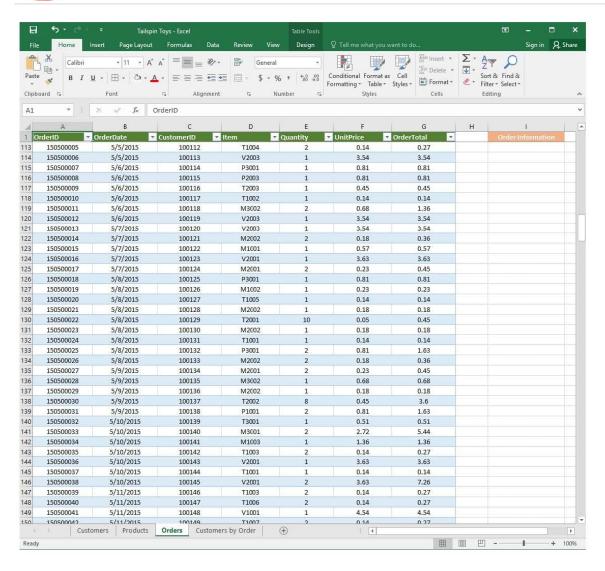


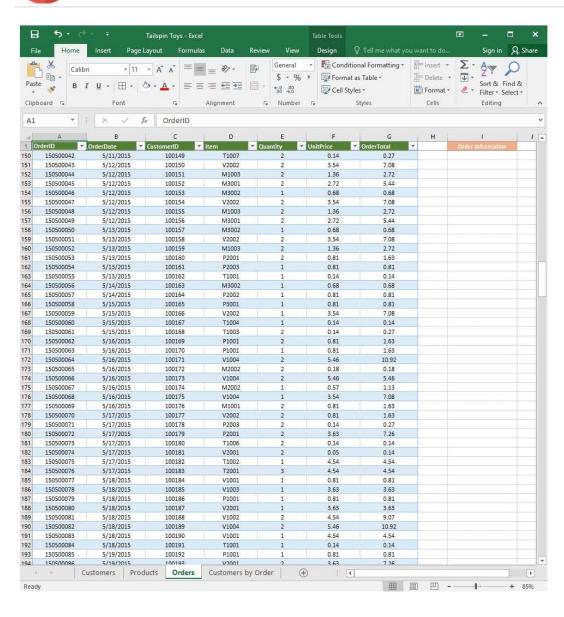


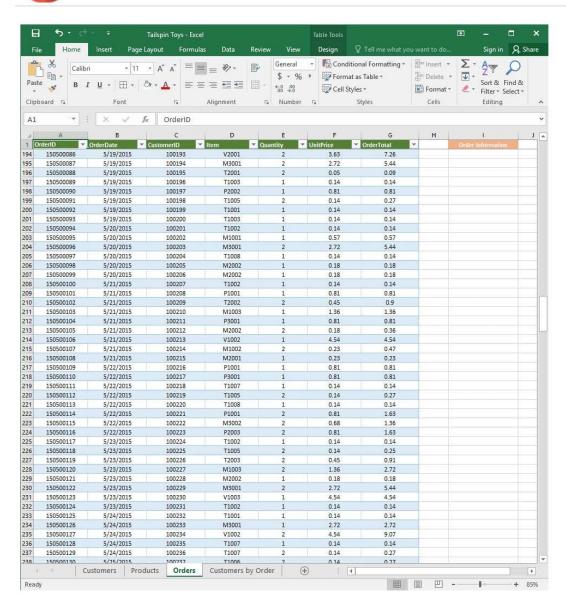




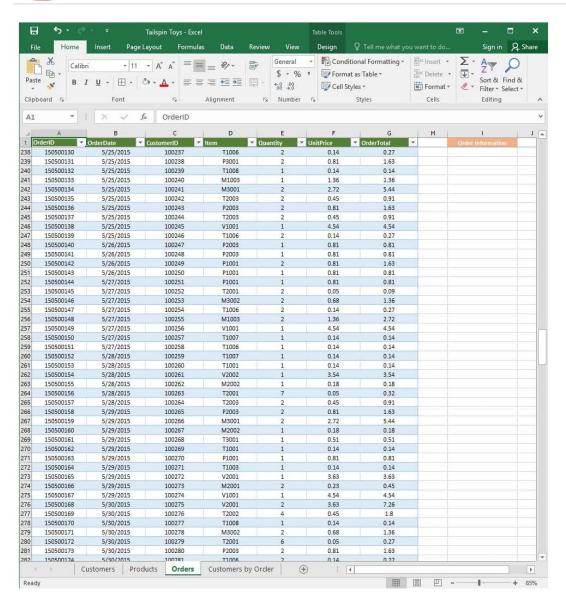


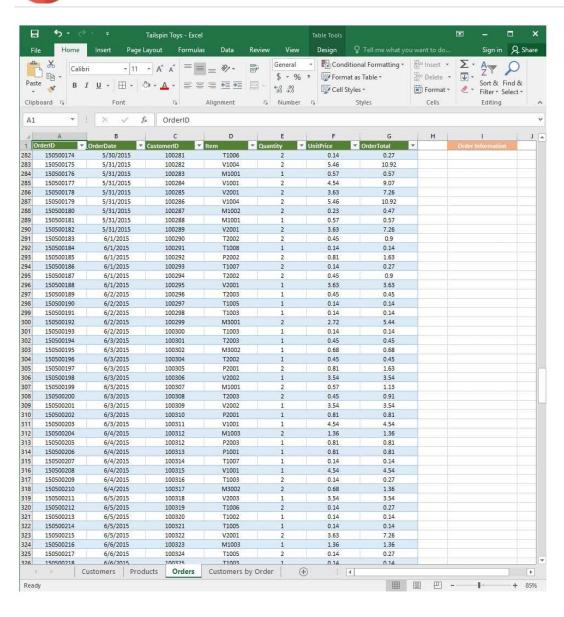




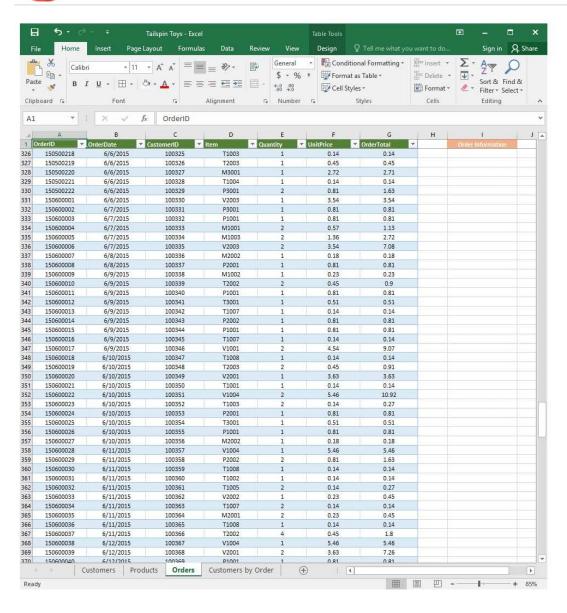


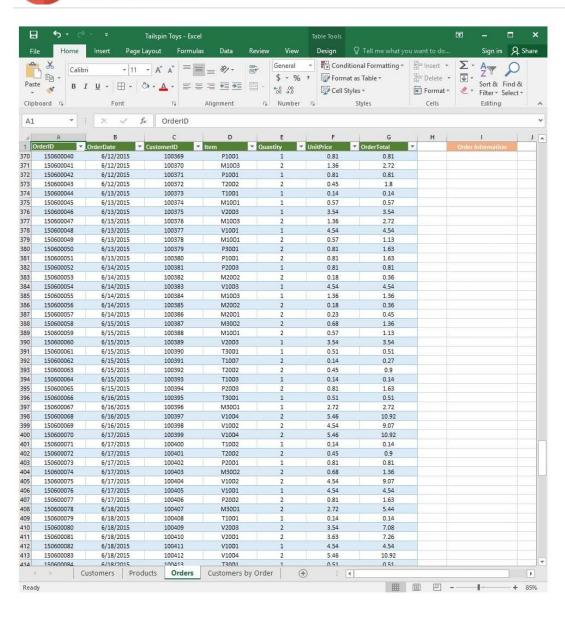


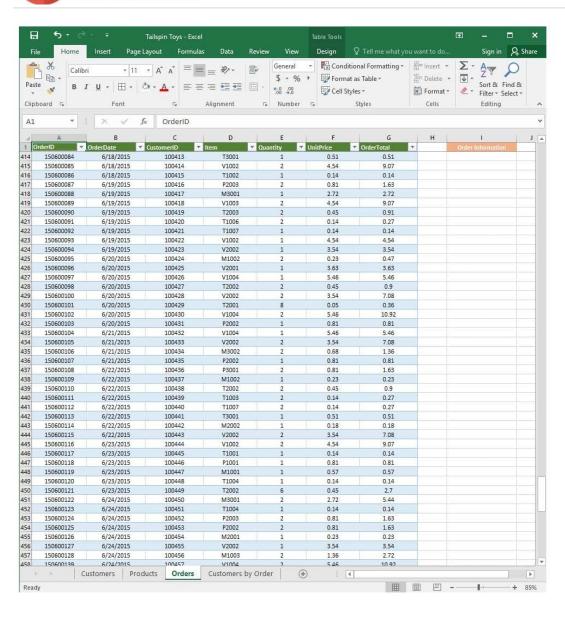


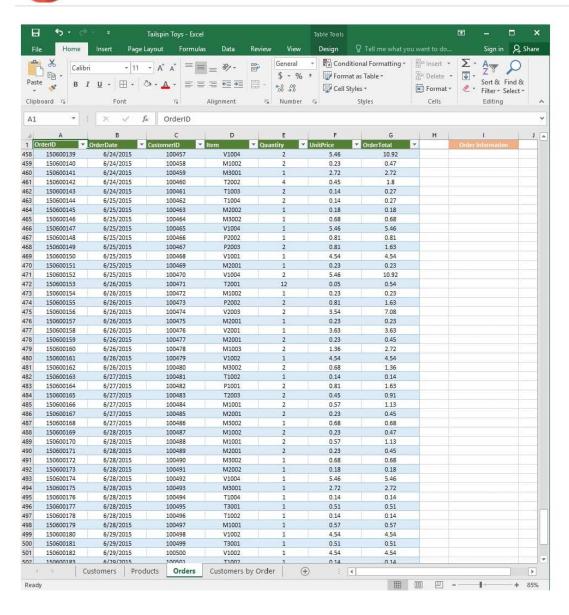




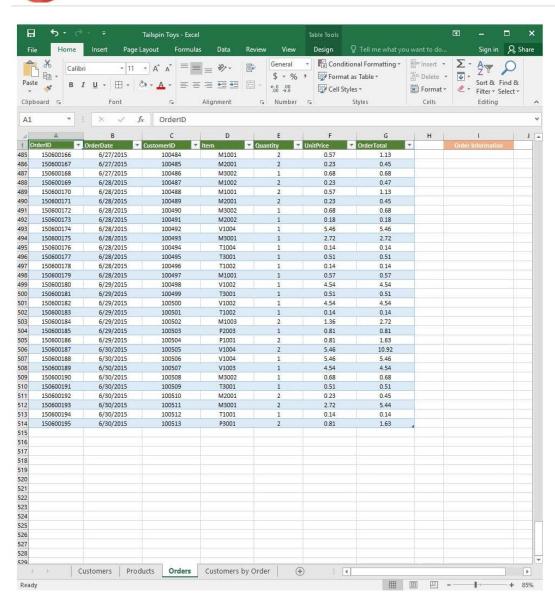




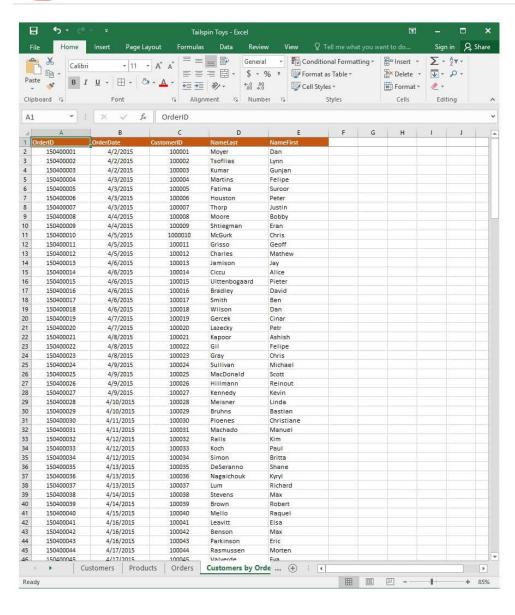




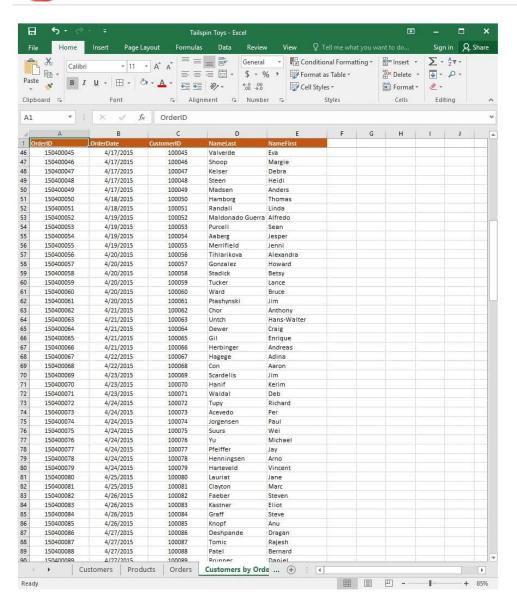
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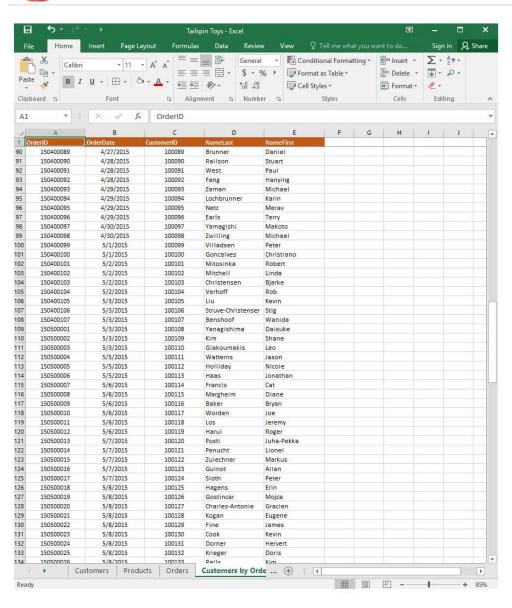




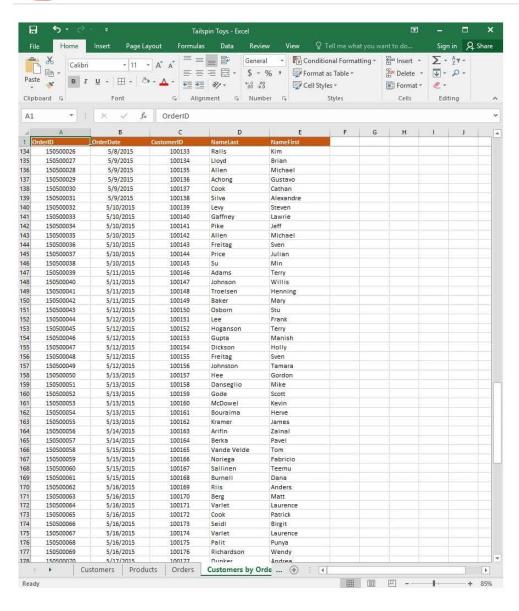






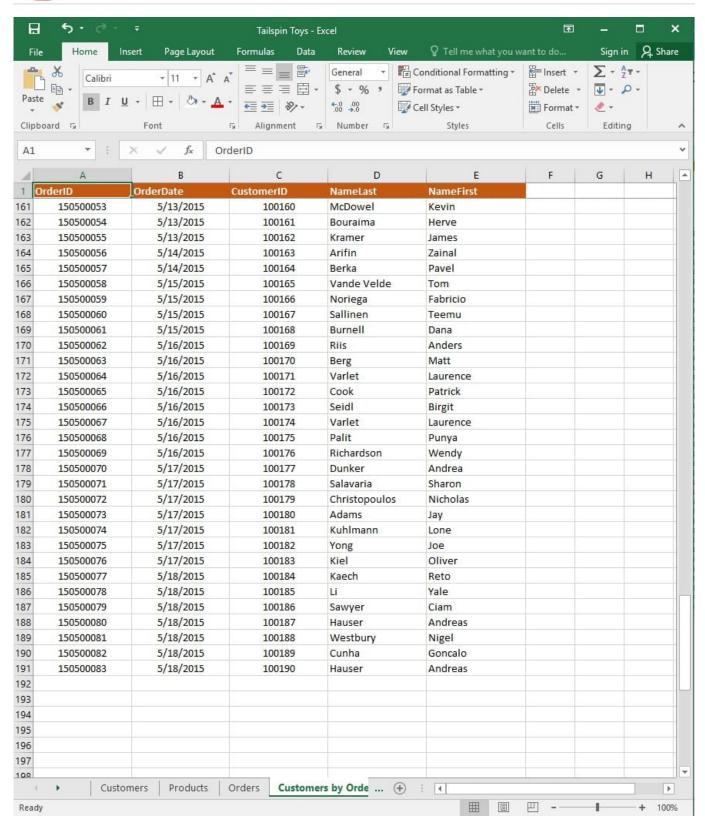








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On the "Orders" worksheet, enter a formula in cell J2 that uses an Excel function to return the "OrderTotal" value of the individual order that has the highest "OrderTotal" value.

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

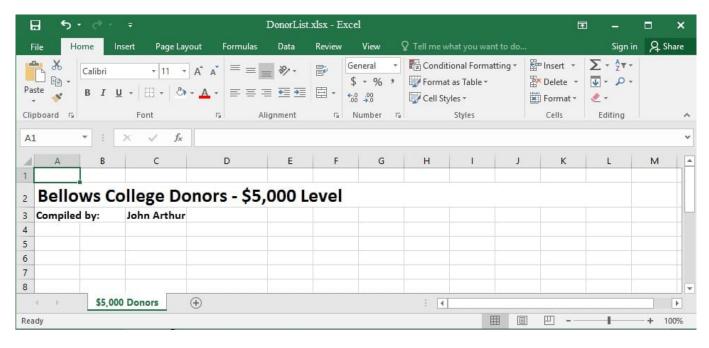
QUESTION 2

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.



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.



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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 3

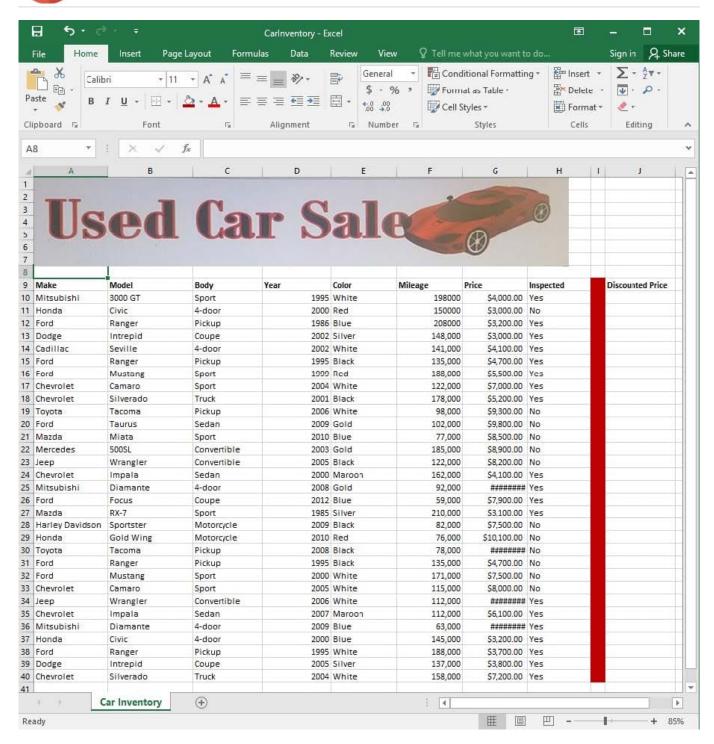
SIMULATION

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.

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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.



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Click on Format as Table from the Home tab.

3.

Select the Rose, Table Style Light 17 as desired.

References:

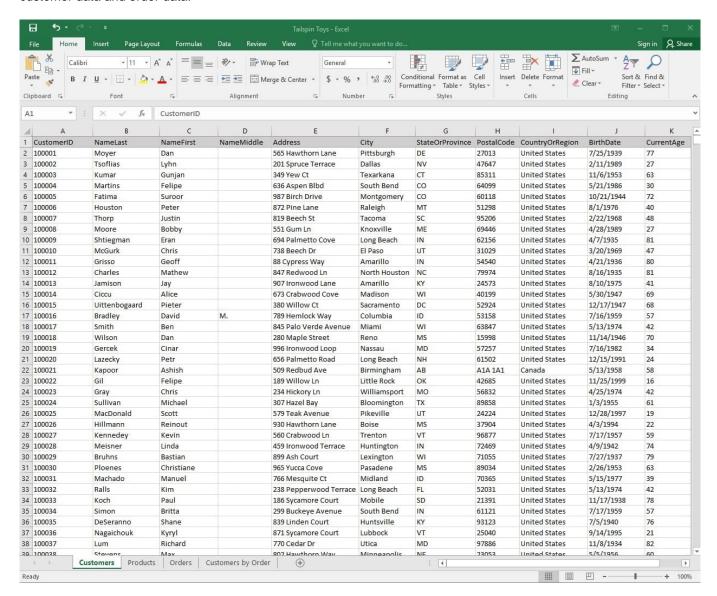
https://support.office.com/en-us/article/Format-an-Excel-table-6789619F-C889-495C-99C22F971C0E2370

QUESTION 4

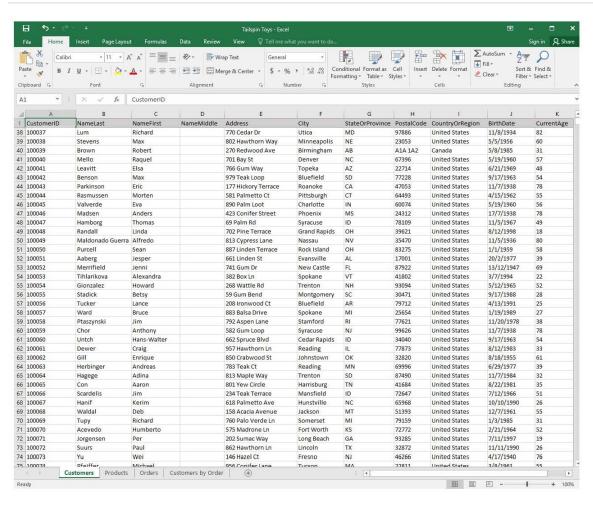
SIMULATION

Project 1 of 7: Tailspin Toys Overview

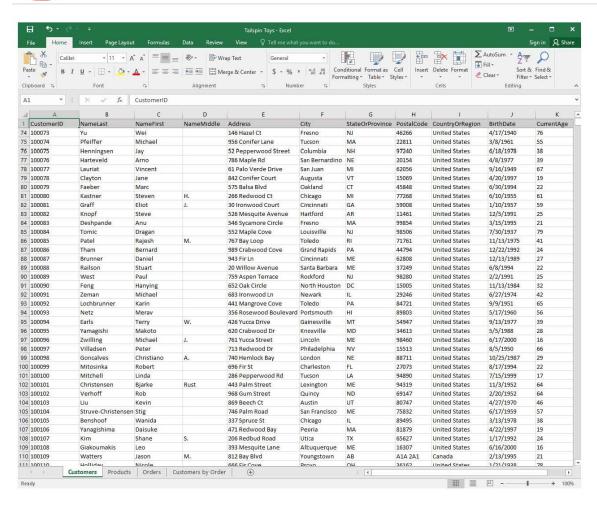
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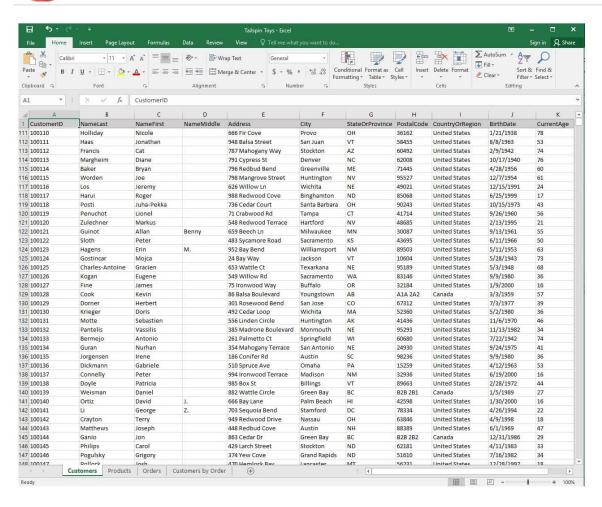




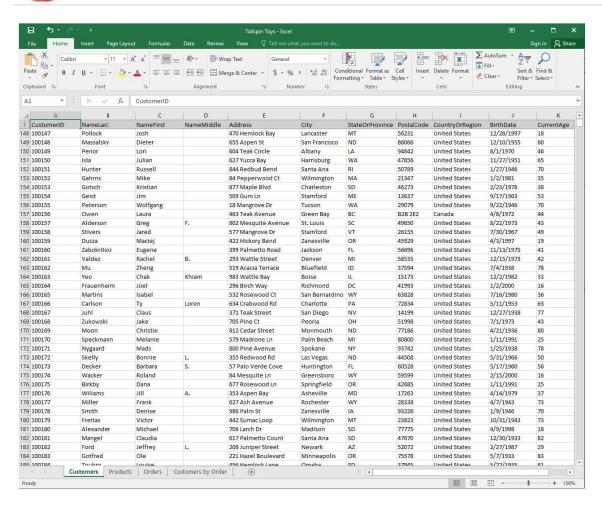




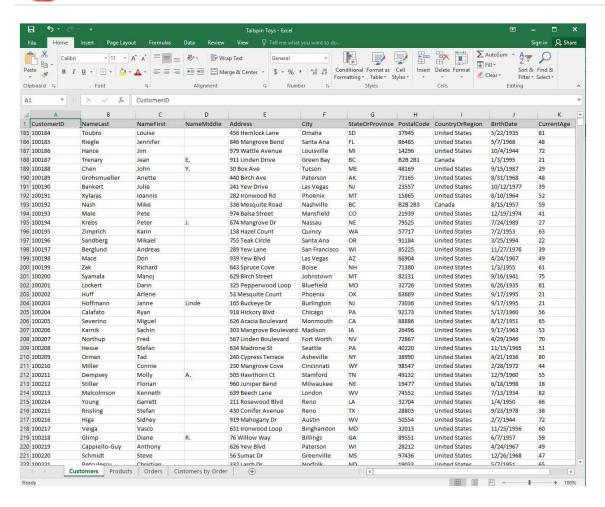




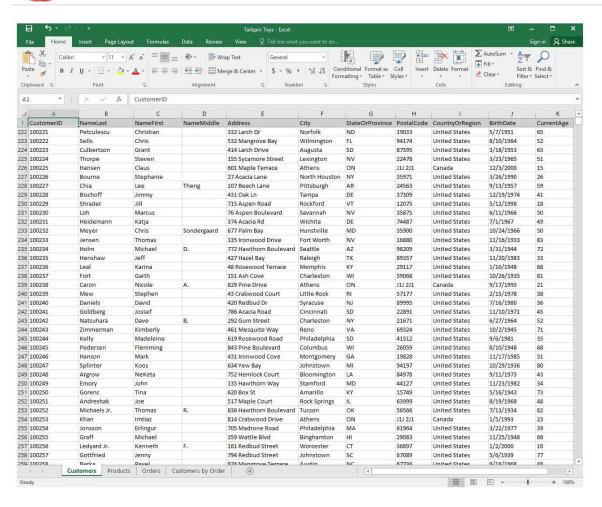




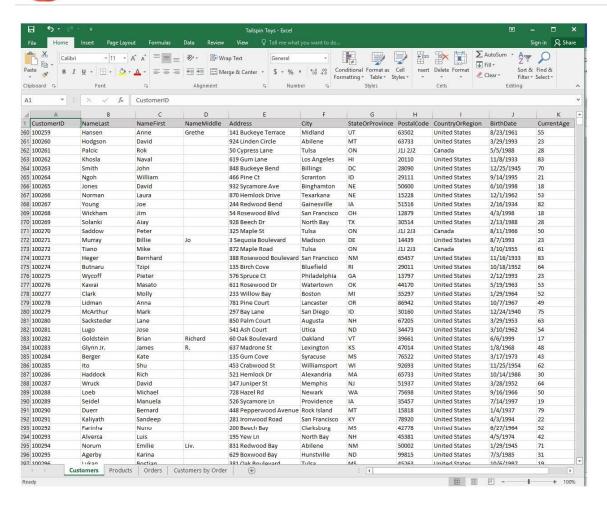




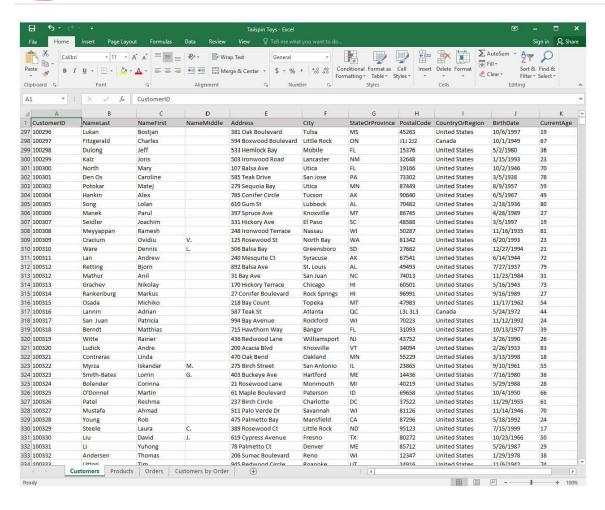




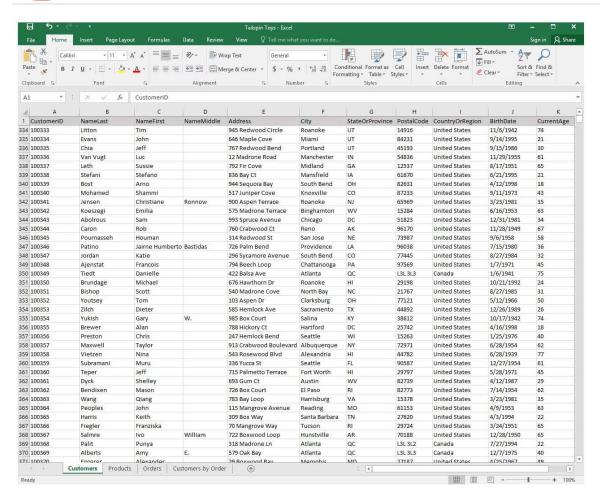




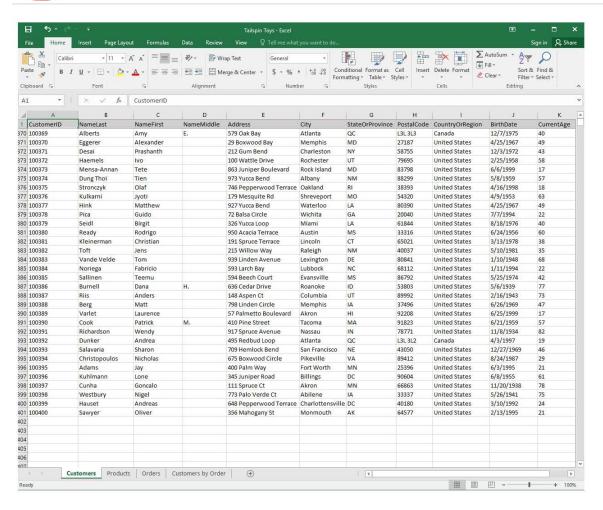




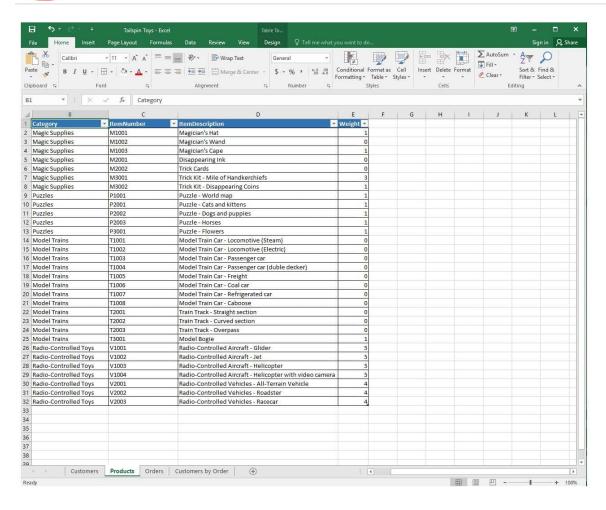




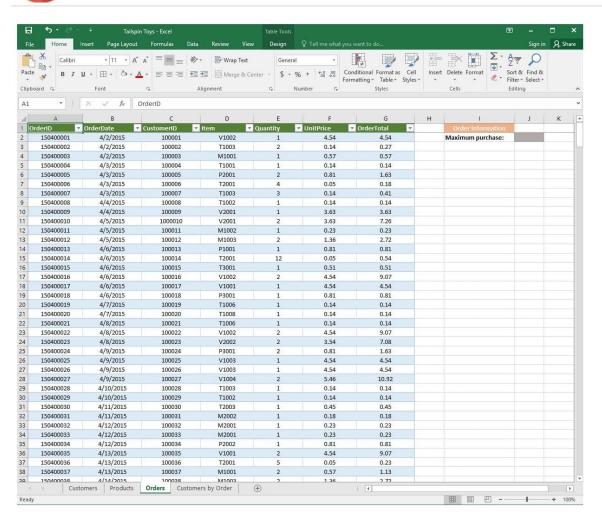




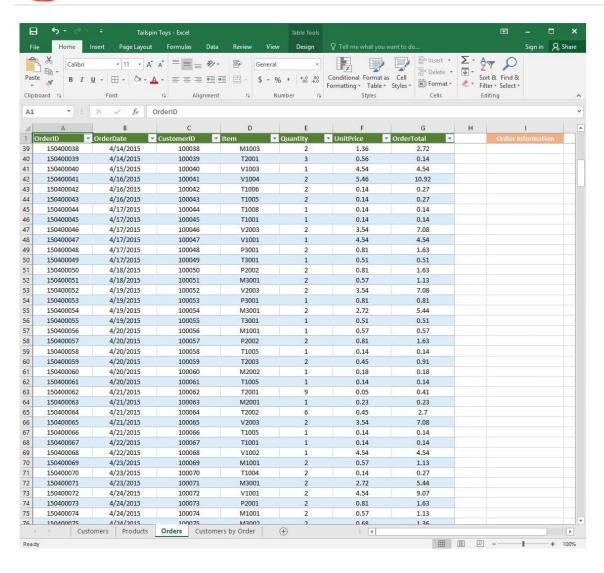




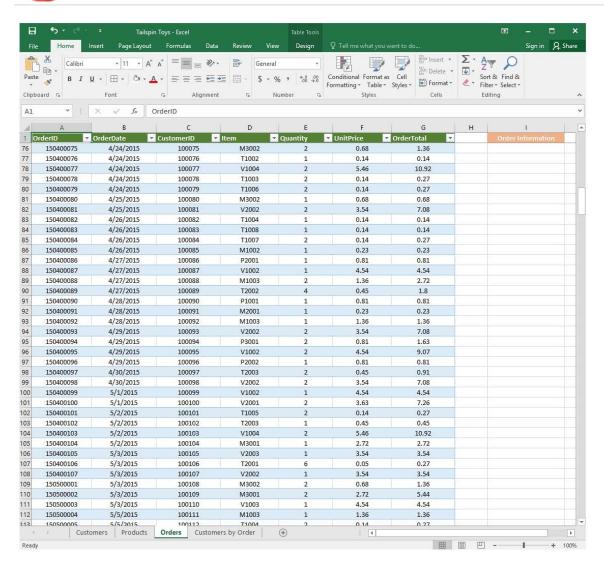




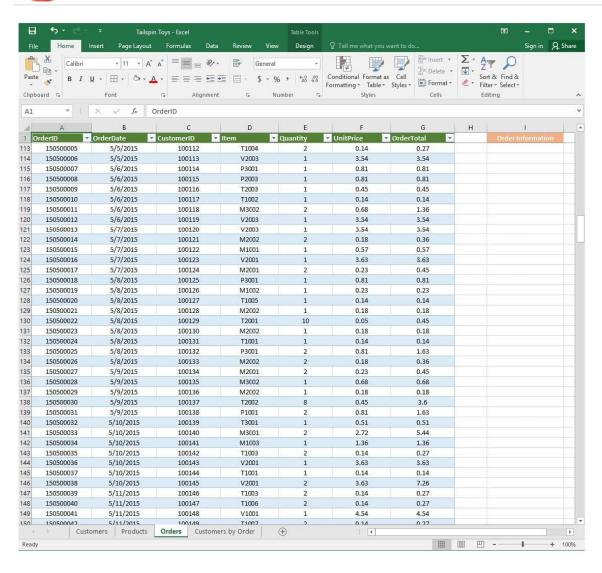


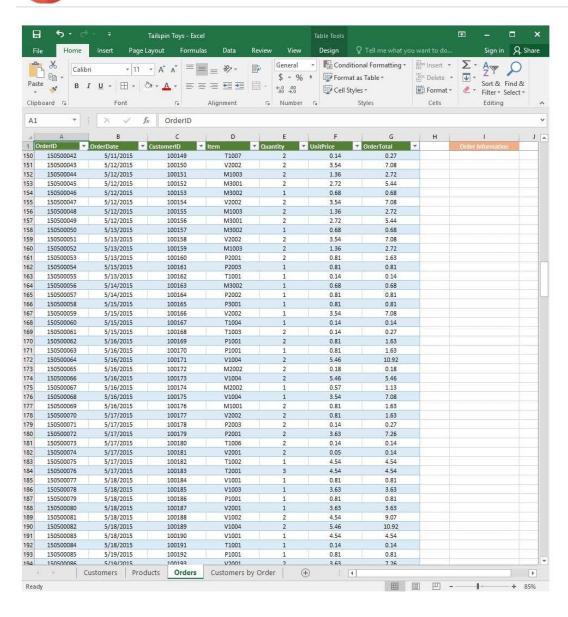


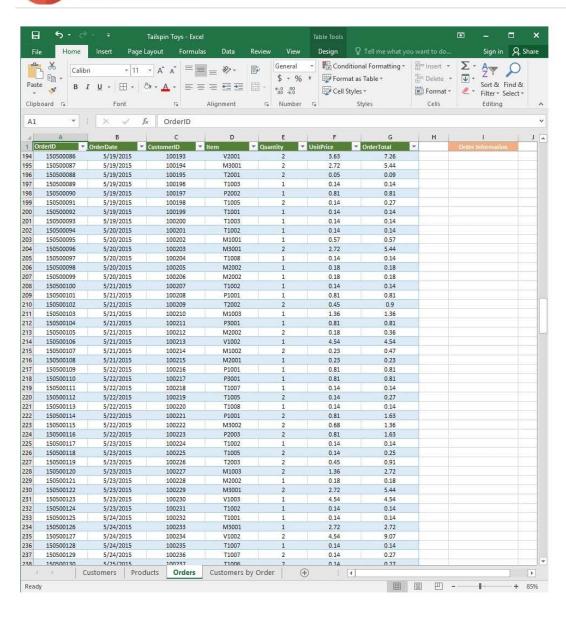


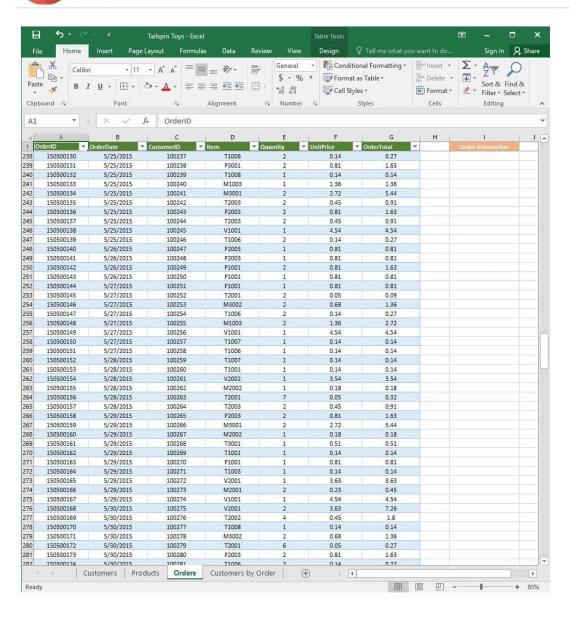


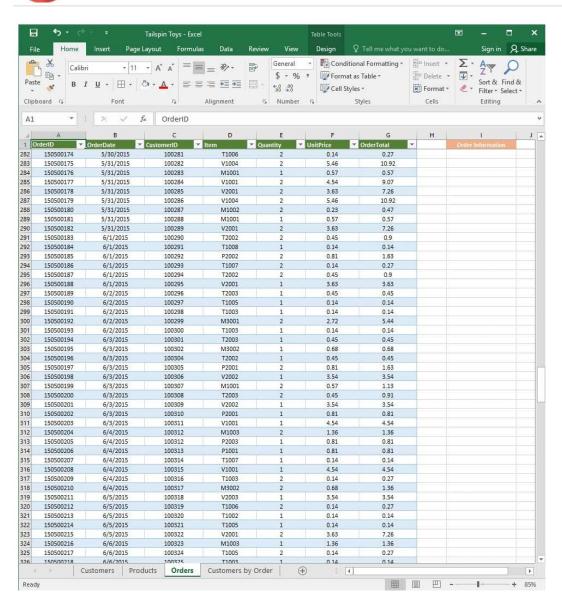


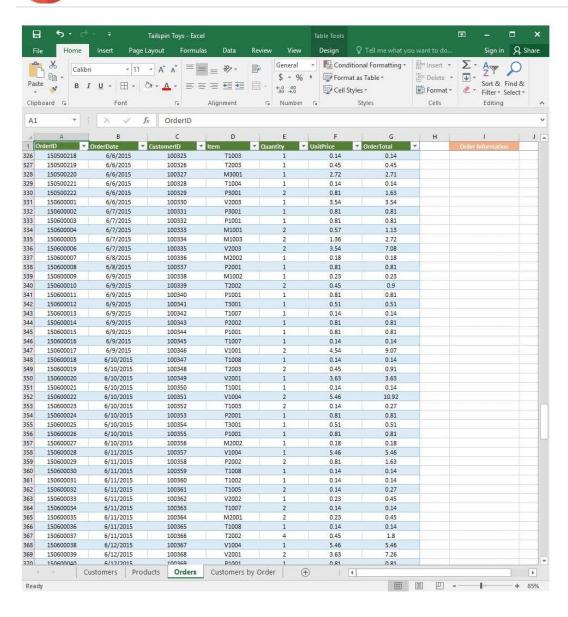


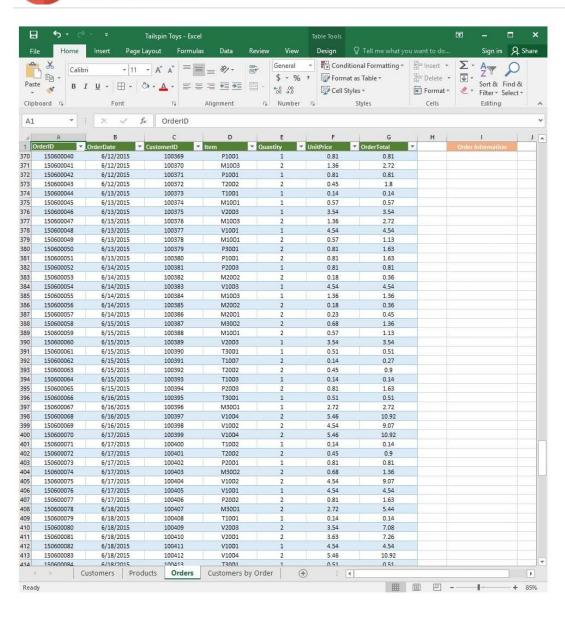




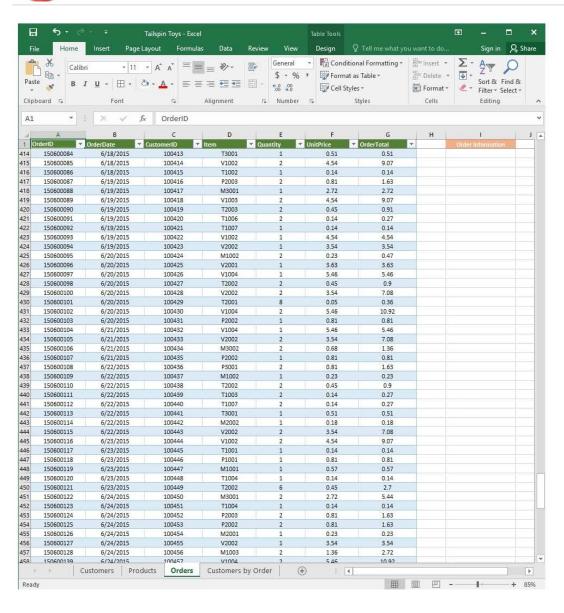


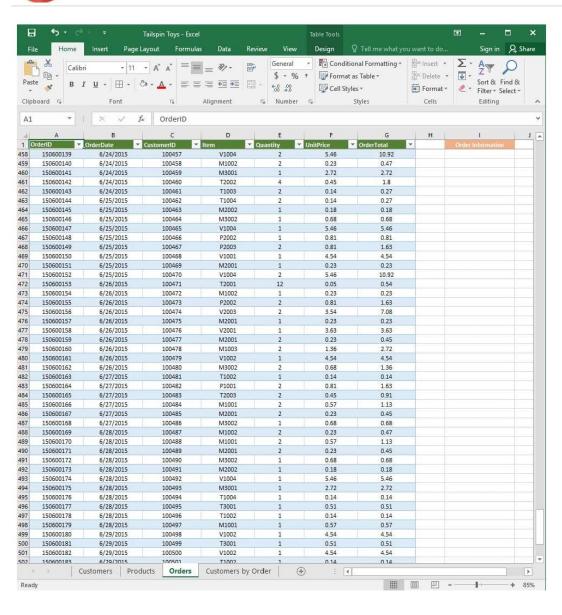


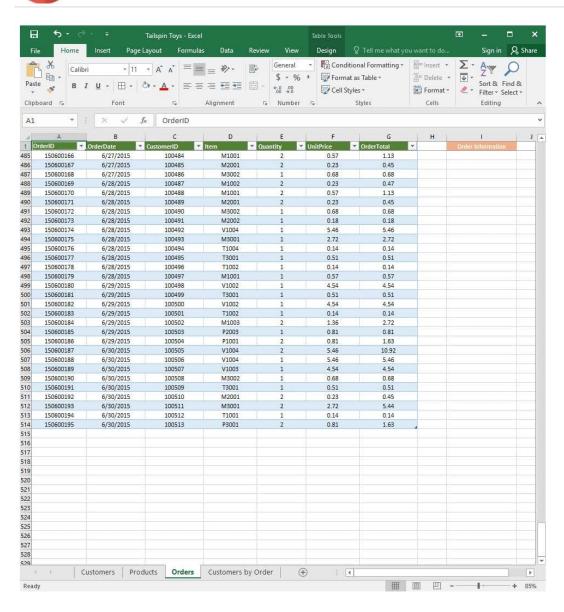




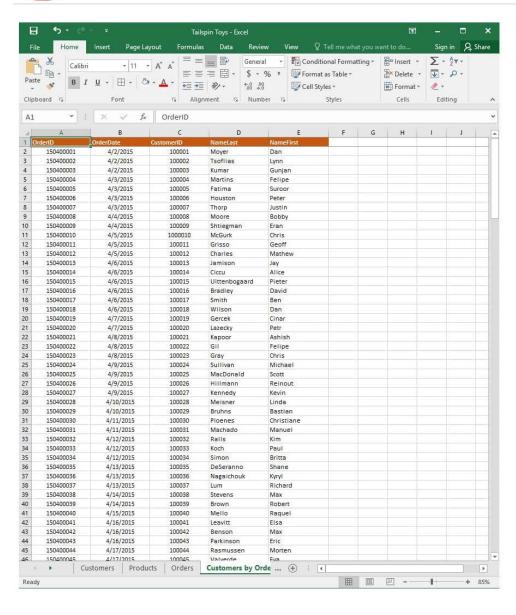




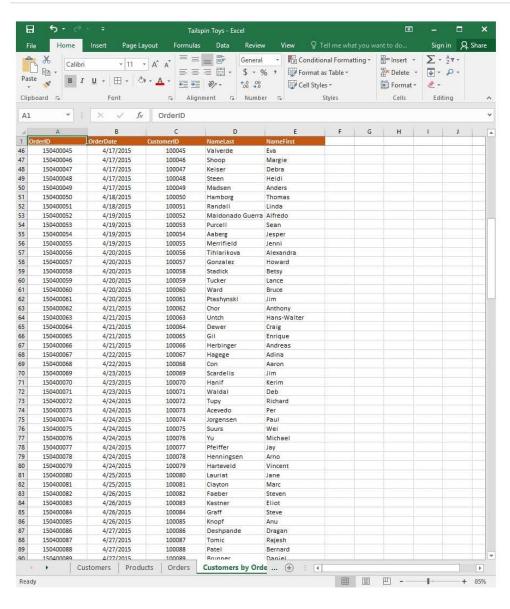




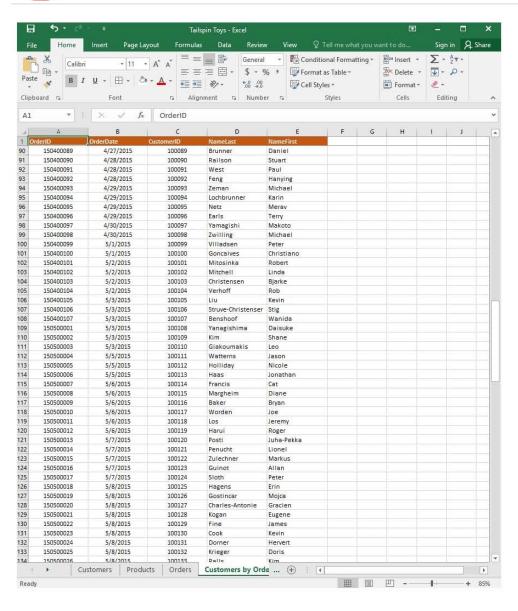




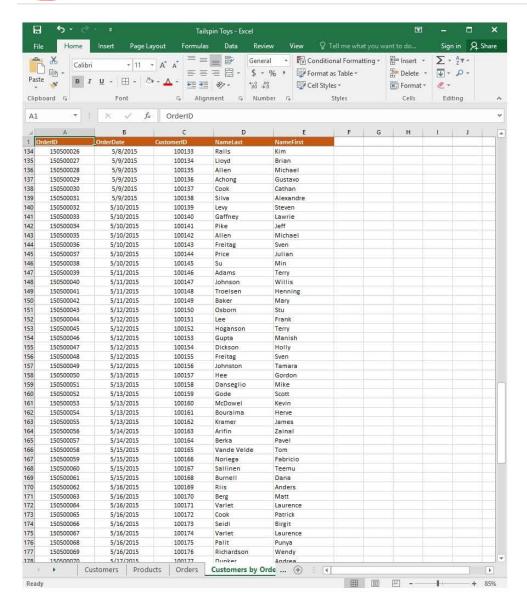




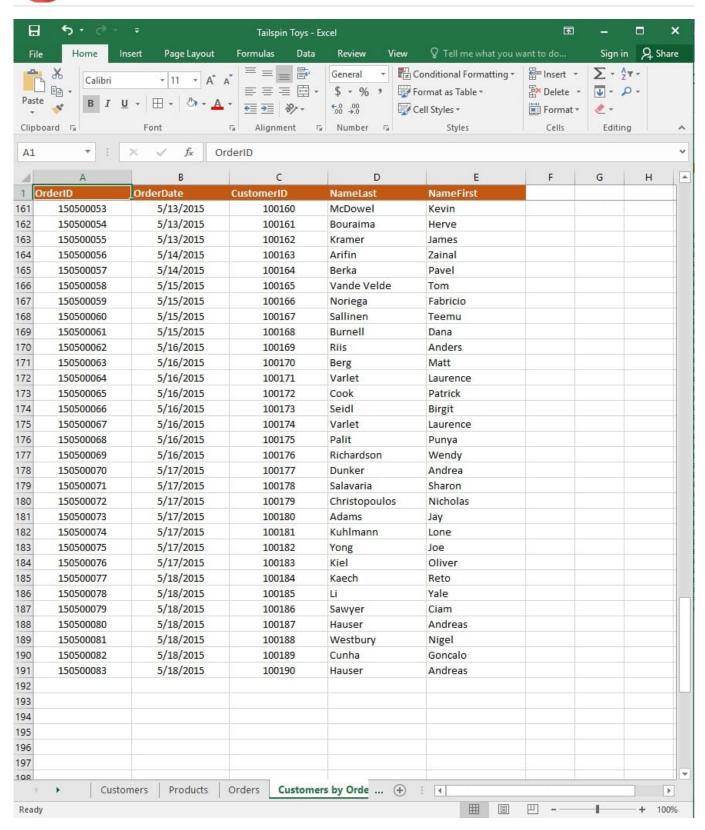








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On the "Customers" worksheet, format the table so that every other row is shaded. Use a technique that automatically updates the formatting if you insert a new row.

Correct Answer: See explanation below.

Explanation:



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1.

On the "Customers" worksheet, click the Select All button OR press Ctrl+A.

2.

Click the arrow next to Conditional Formatting from the Home tab in the Styles group, then select New Rule.

3.

Click Select a Rule Type in the New Formatting Rule dialog box, then select Use a formula to determine which cells to format.

4.

In the Format values where this formula is true box, enter =MOD(ROW(),2)=0.

5.

Click on Format.

6.

Click the Fill tab from the Format Cells dialog box.

7.

Select the desired shade background and then click OK, you are able to view how the background would look in the Preview window in the New Formatting Rule dialog box.

8.

Once satisfied, apply the formatting to the cells by clicking OK.

References: https://support.office.com/en-us/article/Apply-shading-to-alternate-rows-in-a-worksheet-A443B0F5-202542F6-9099-5DE09C05E880

QUESTION 5

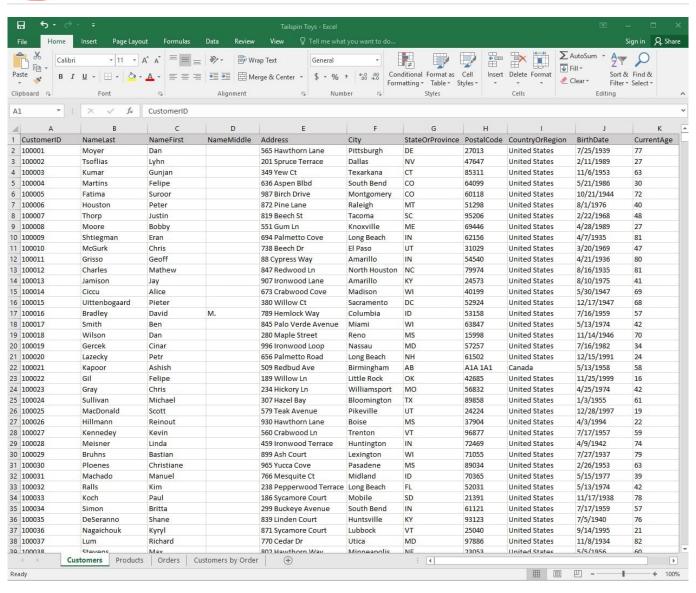
SIMULATION

Project 1 of 7: Tailspin Toys

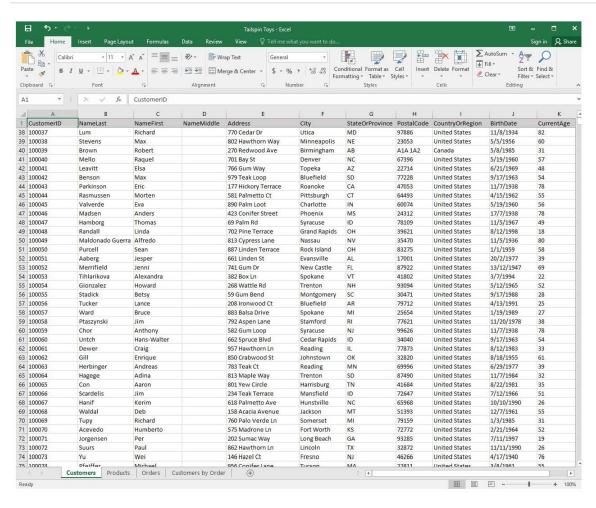
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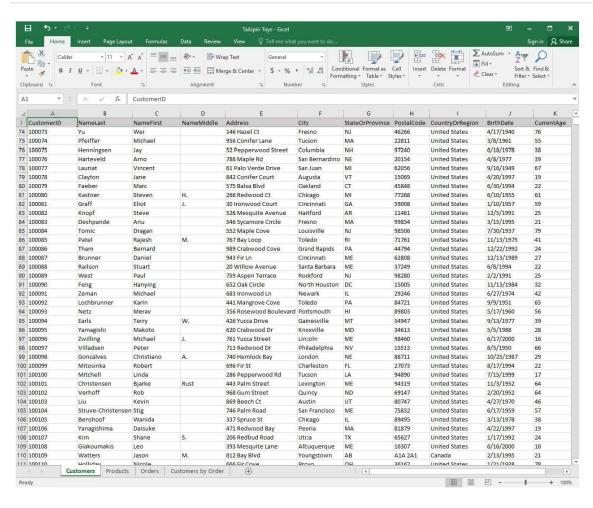




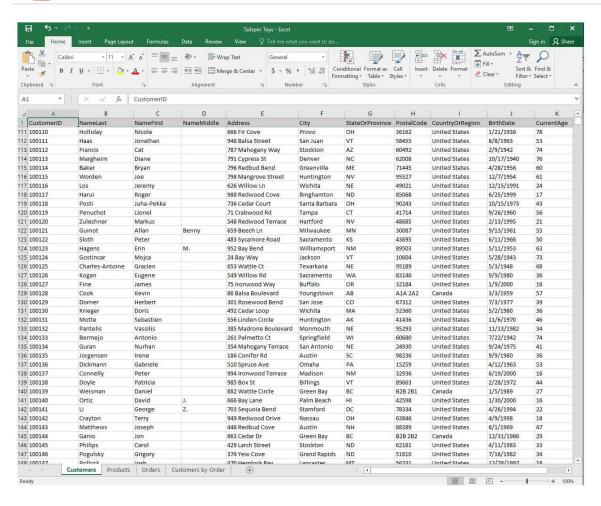




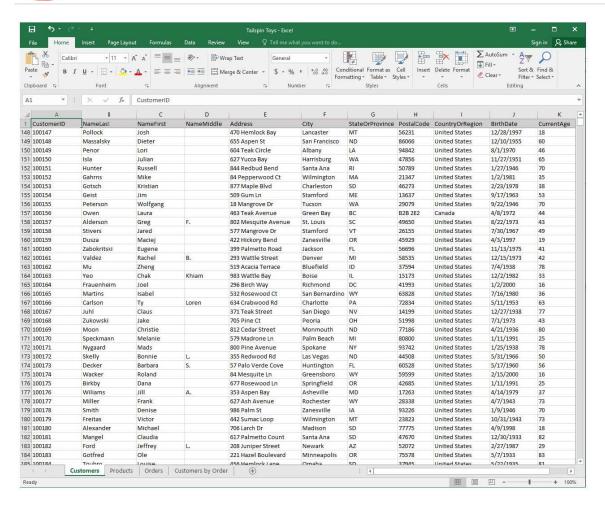




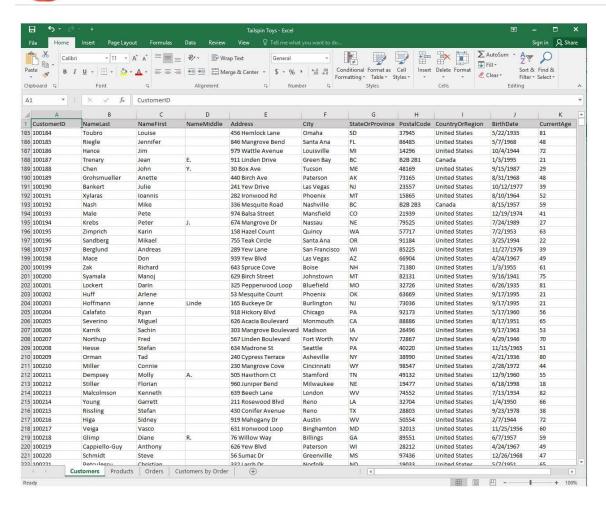




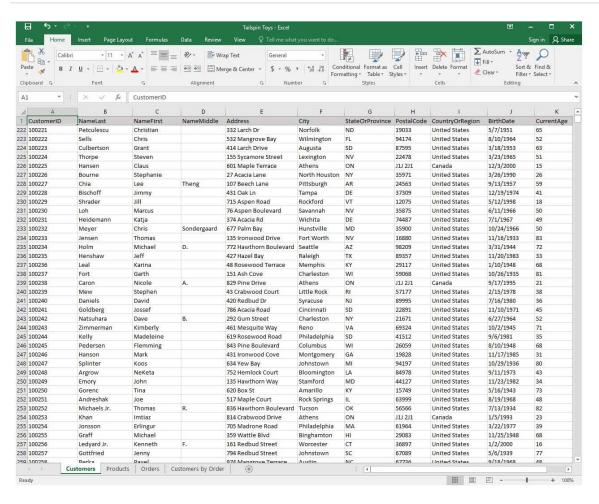




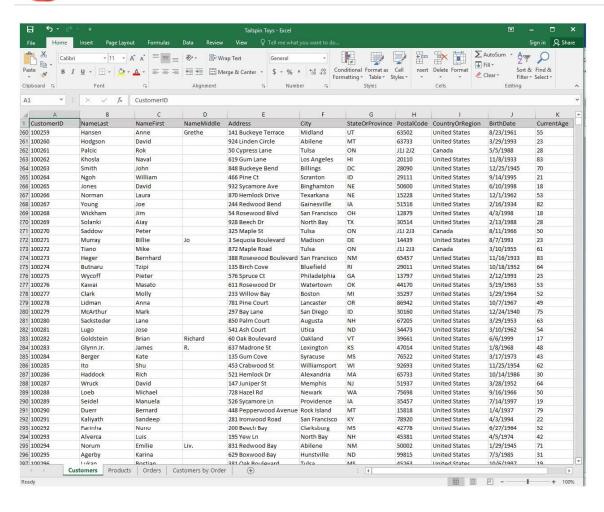




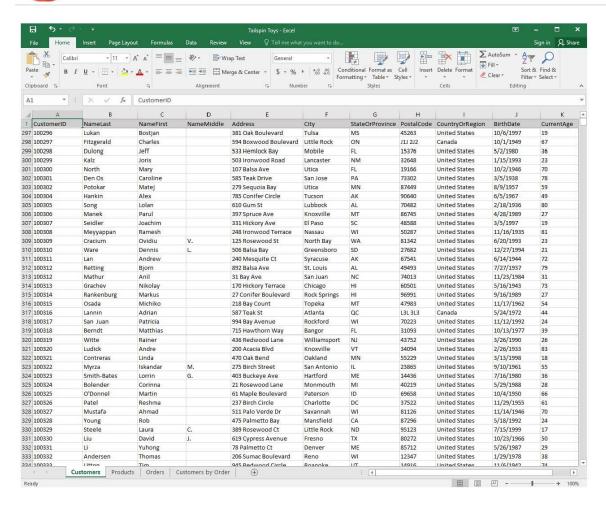




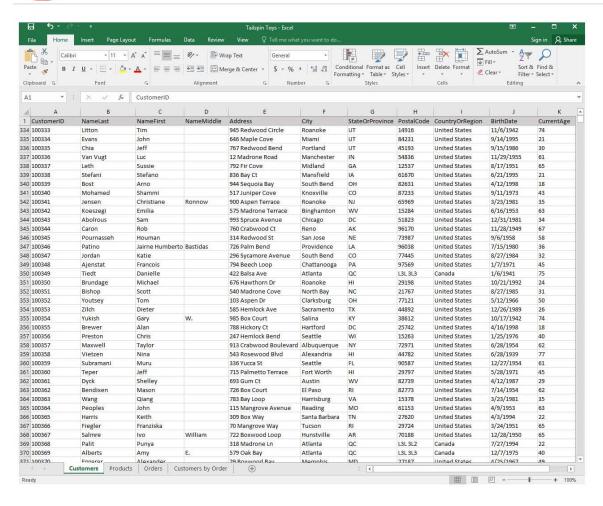




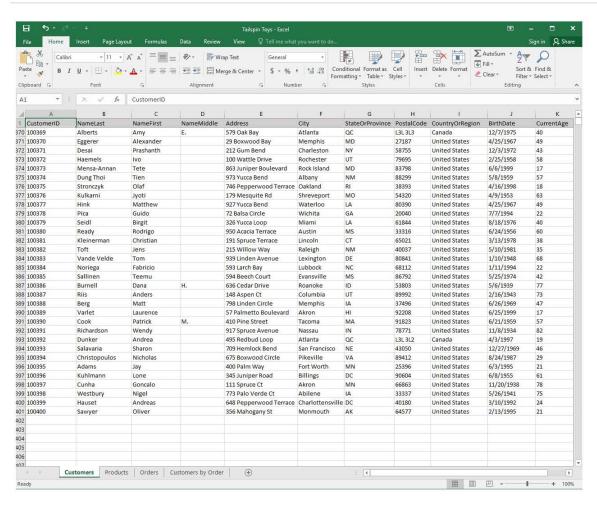




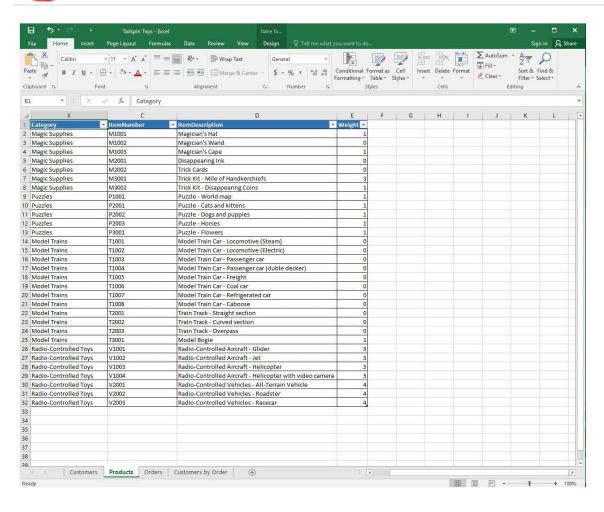




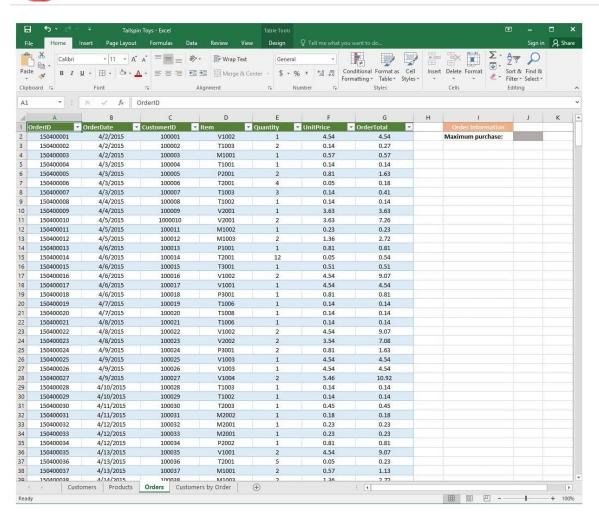




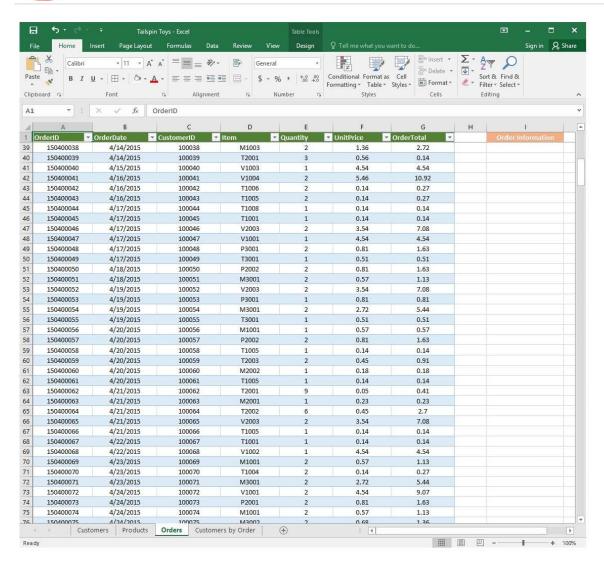




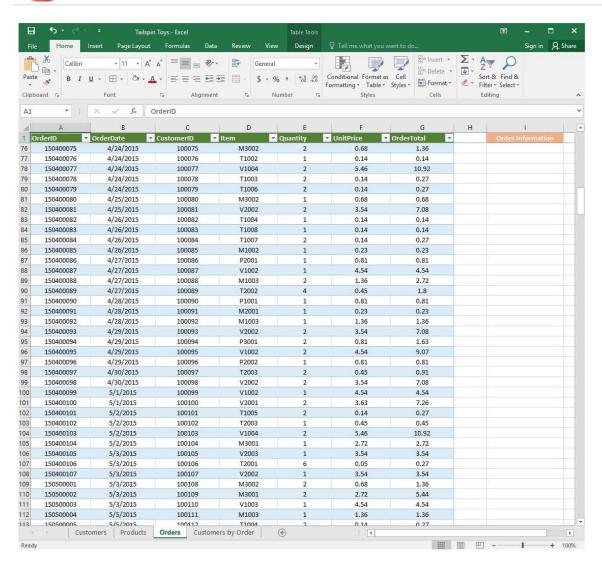




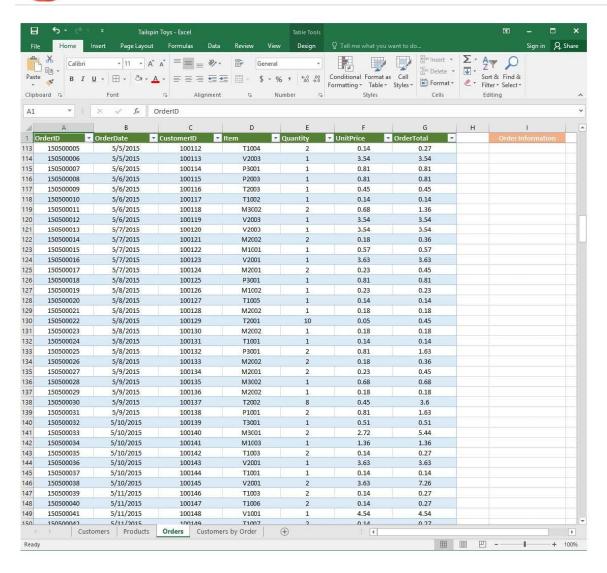


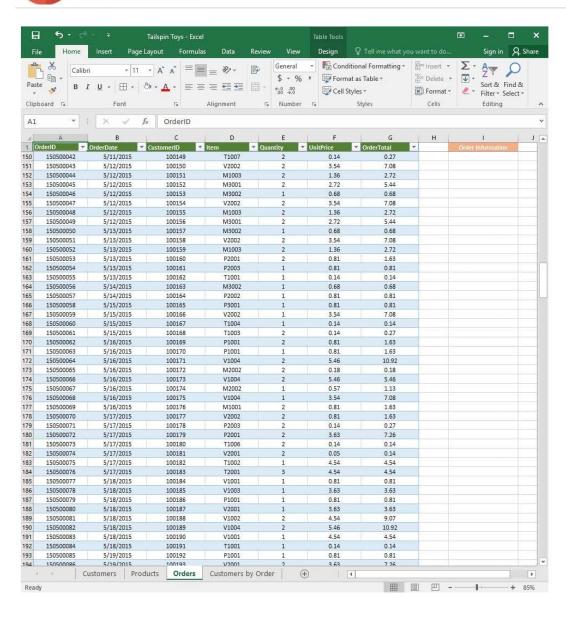


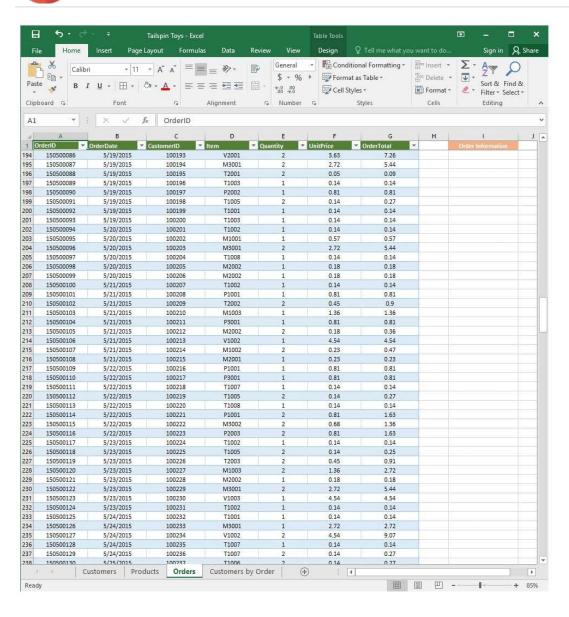


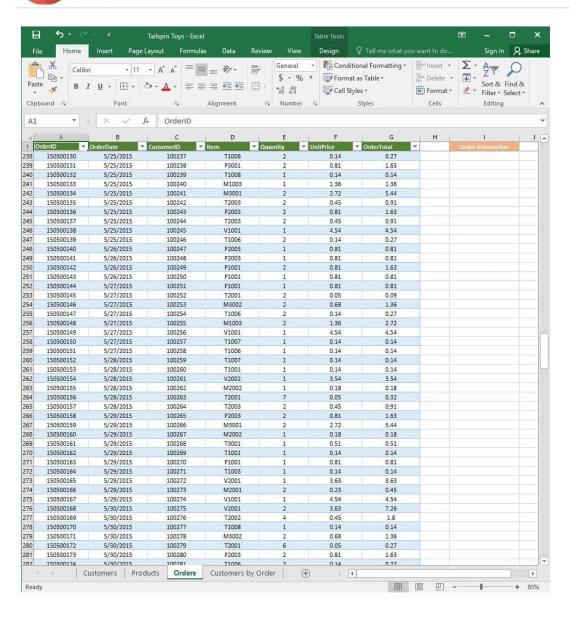


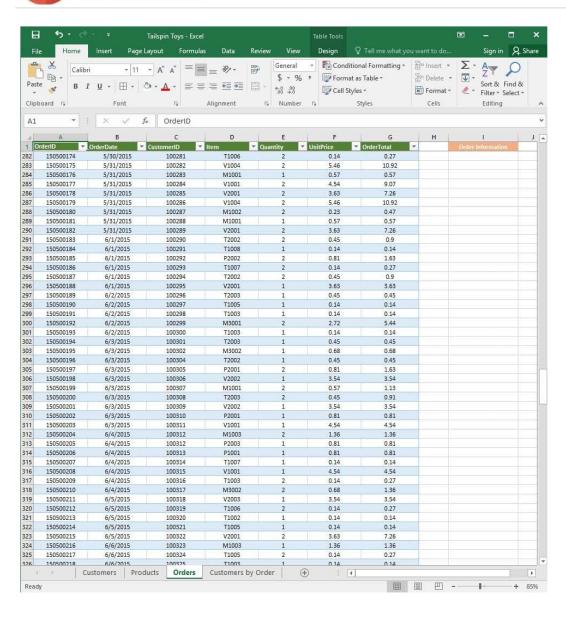


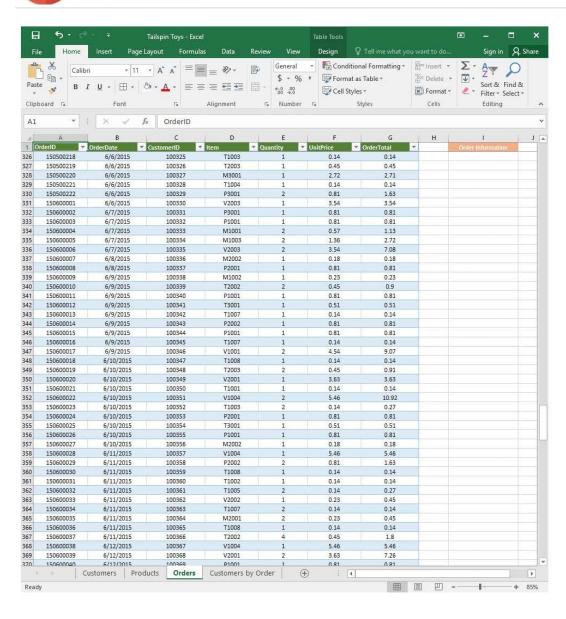




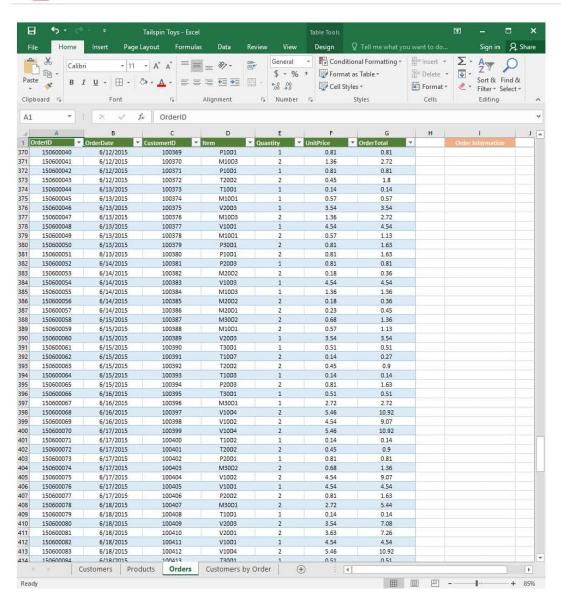


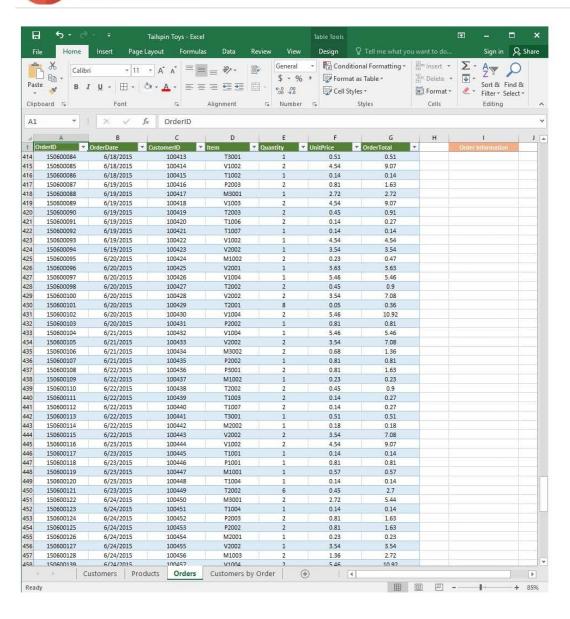


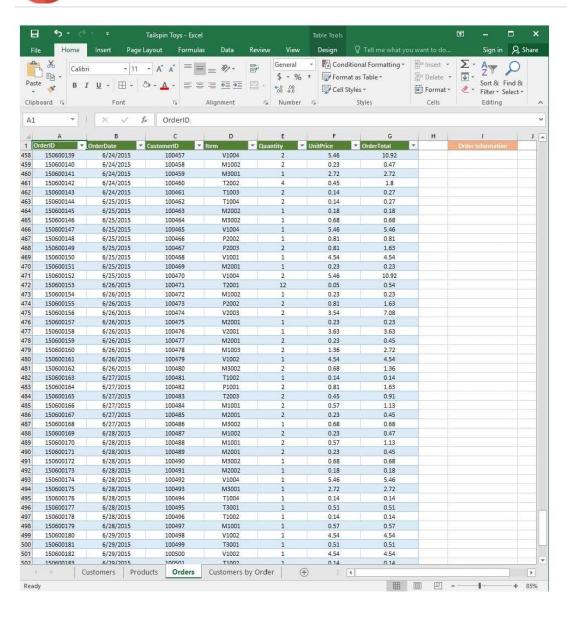


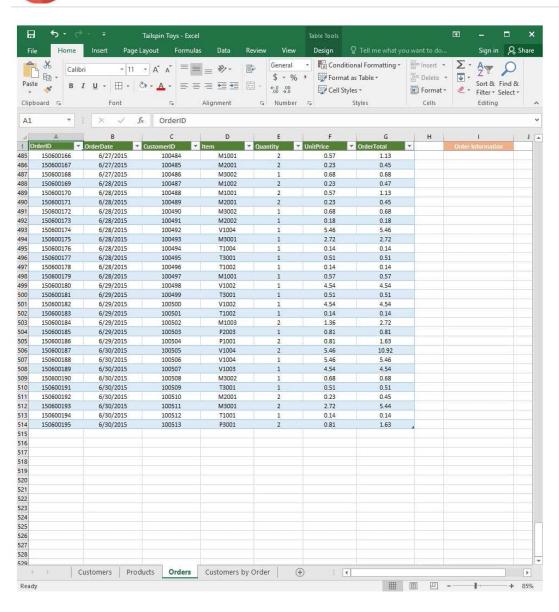




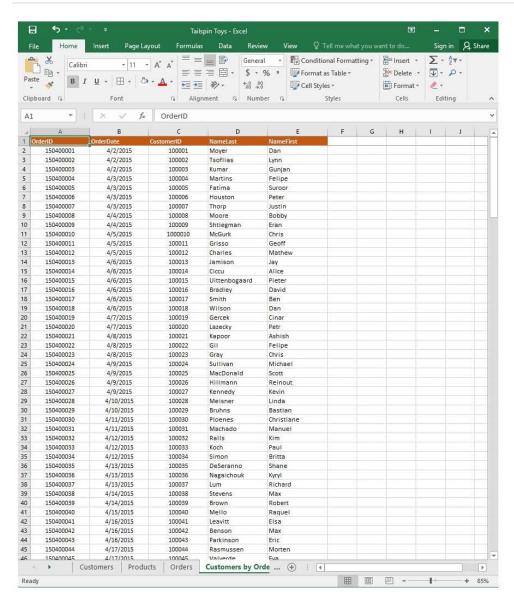




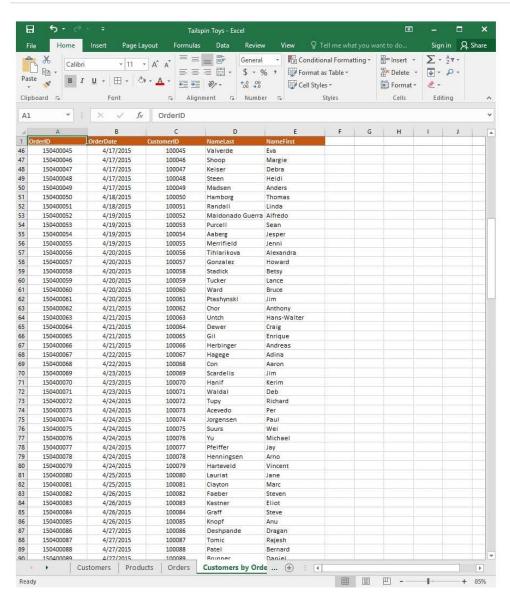




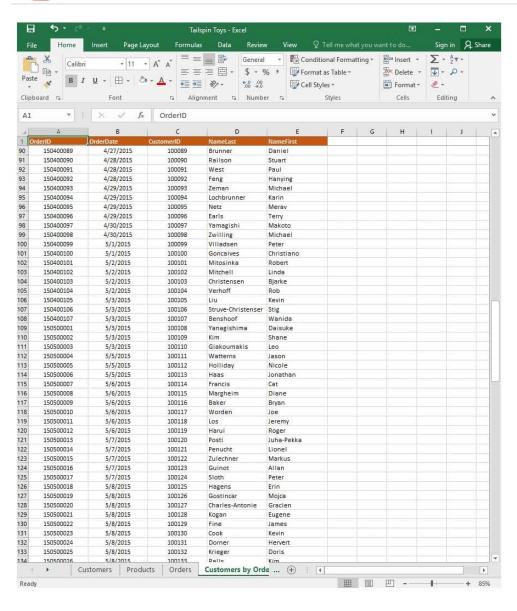




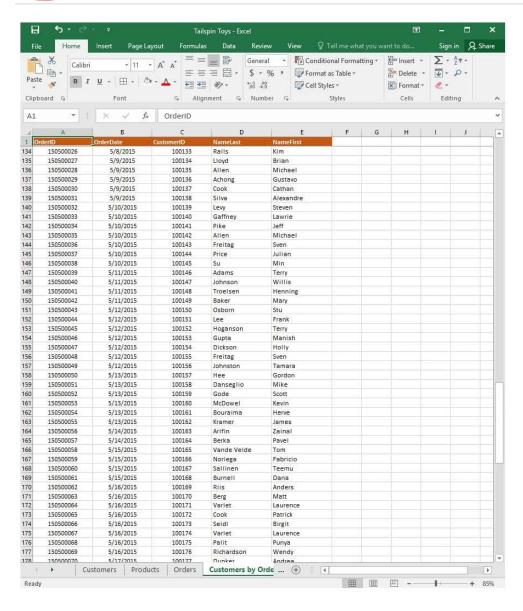




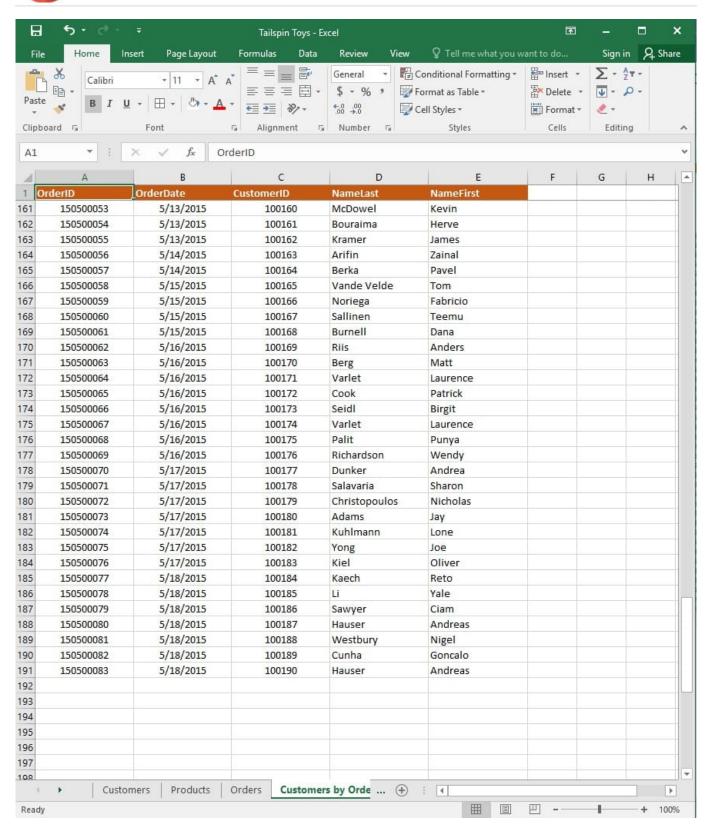








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On the "Products" worksheet, apply a number format to display the numbers in the "Weight" column to three decimal places.

Correct Answer: See explanation below.

Explanation:



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1.

Select the cells in the "Weight" column which you want to apply the number formatting to.

2.

Click Increase Decimal till the desired decimal places of three is selected, this is found on the Home tab.

OR

1.

Select the cells in the "Weight" column which you want to apply the number formatting to.

2.

On the Home tab, in the Number group, click the arrow next to the list of number formats, then select More Number Formats.

3.

Select the type of data you have in the Category list, in this case it would be Scientific.

4.

Enter the desired amount of decimal places you want to display in the Decimal places box, in this case it would be three.

References:

https://support.office.com/en-us/article/Round-a-number-to-the-decimal-places-I-want-49B936F9-6904425D-AA98-02FFB7F9A17B

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