

77-727^{Q&As}

Excel 2016 Core Data Analysis, Manipulation, and Presentation

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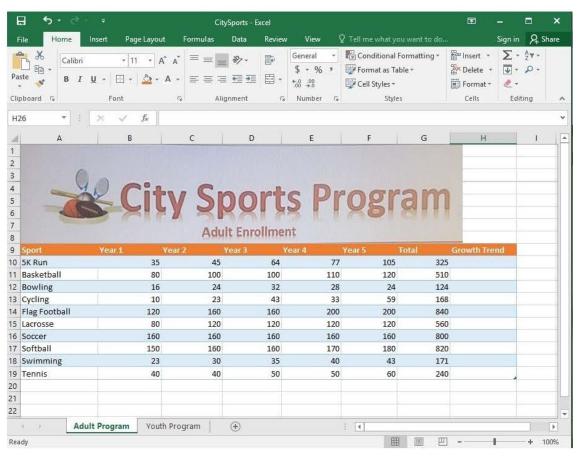
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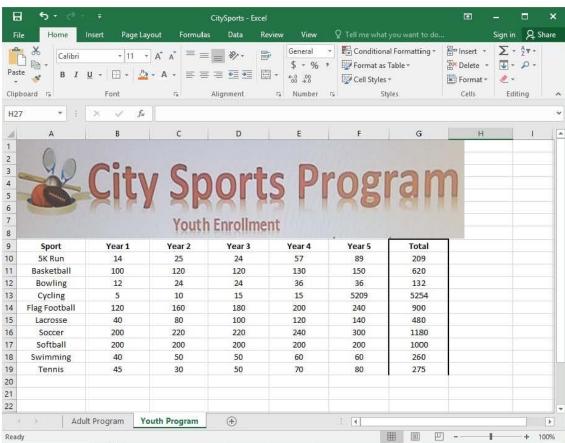
QUESTION 1

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

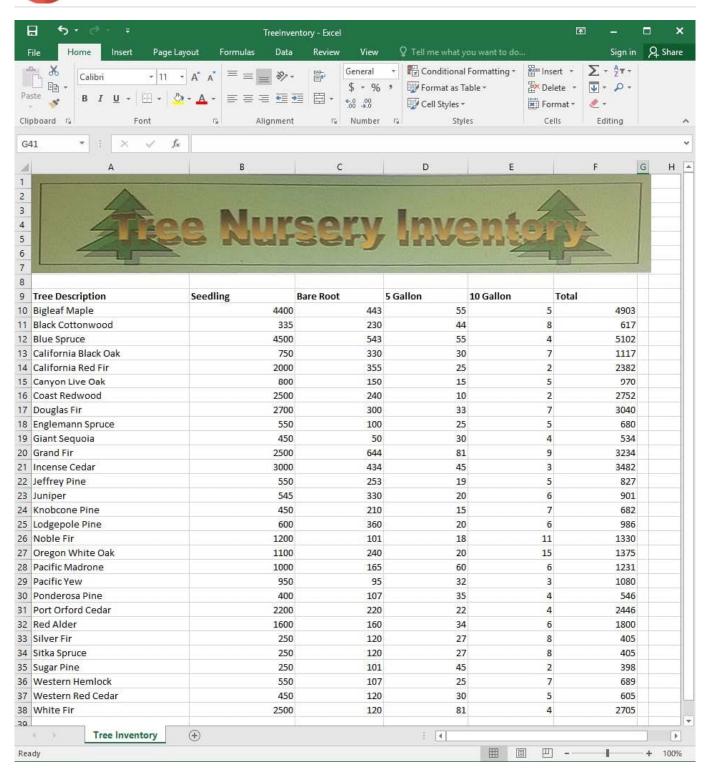
QUESTION 2

SIMULATION

Project 3 of 7: Tree Inventory Overview

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

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Check the spreadsheet for accessibility problems. Correct the error by adding "Tree Nursery Inventory" as an alternative text file. You do not need to fix the warning.

Correct Answer: See explanation below.

Explanation:

1.

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To check the accessibility select the Review tab from the ribbon.

2.
Select Check Accessibility.
3.
Review the results.
4.
Exit the Accessibility Checker.
5.
Right-click on the worksheet then click Format and then click Alt Text.
6.
Type "Tree Nursery Inventory" in the Description box.
7.
Click OK.
References:
https://support.office.com/en-us/article/Use-the-Accessibility-Checker-to-find-accessibility-issuesa16f6de0-2f39-4a2b-8bd8-5ad801426c7f

QUESTION 3

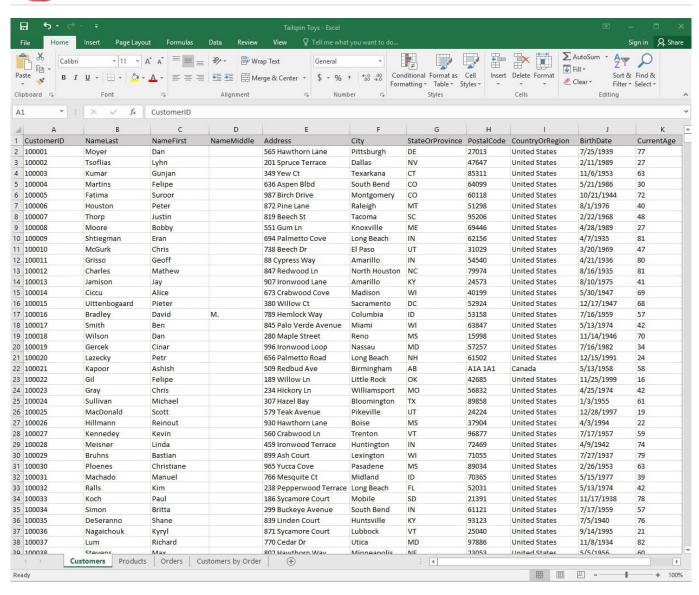
SIMULATION

Project 1 of 7: Tailspin Toys

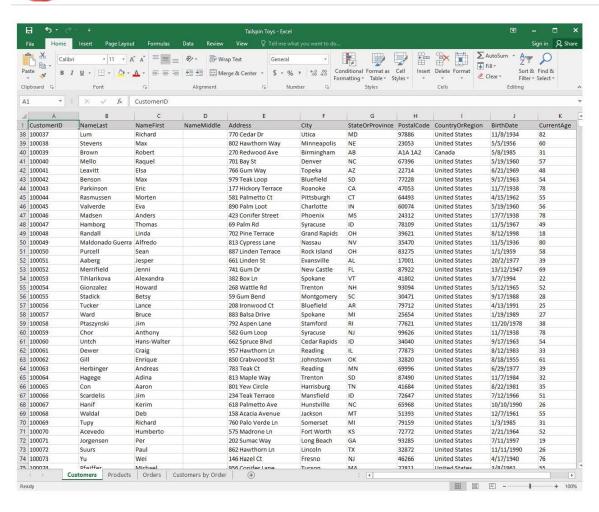
Overview

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

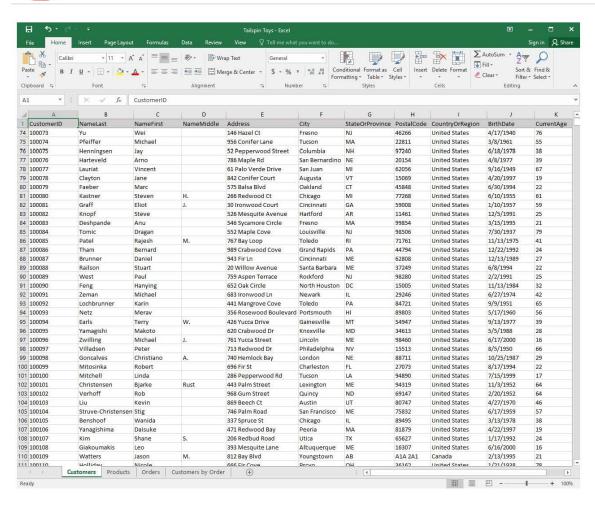




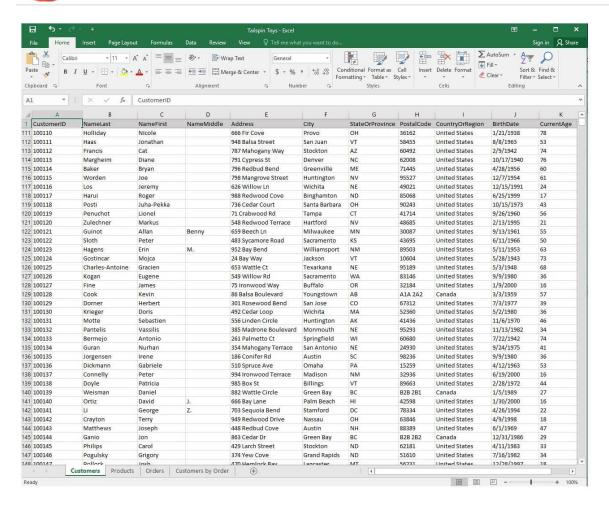




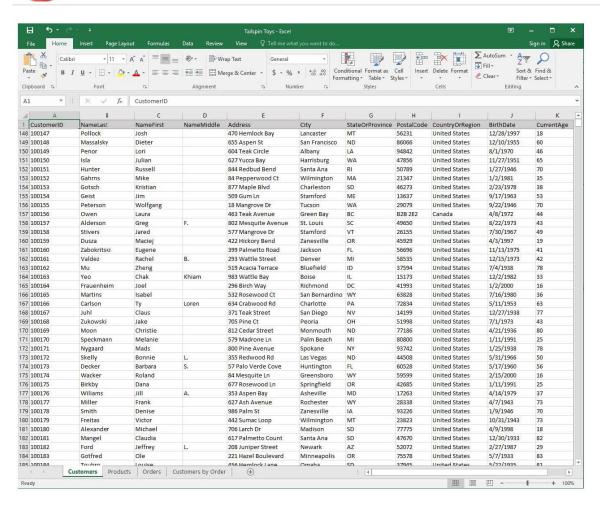




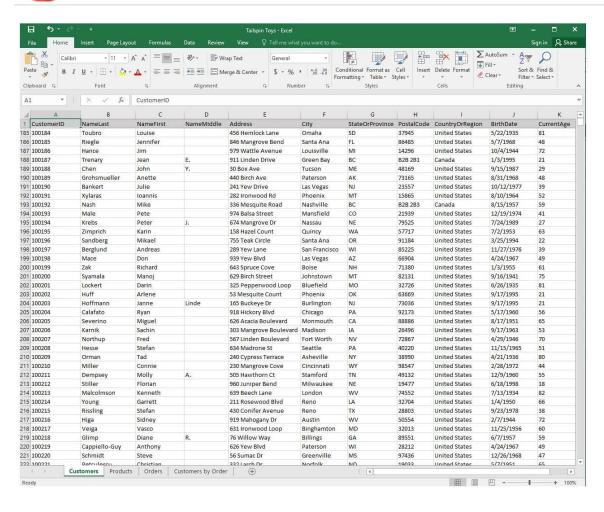




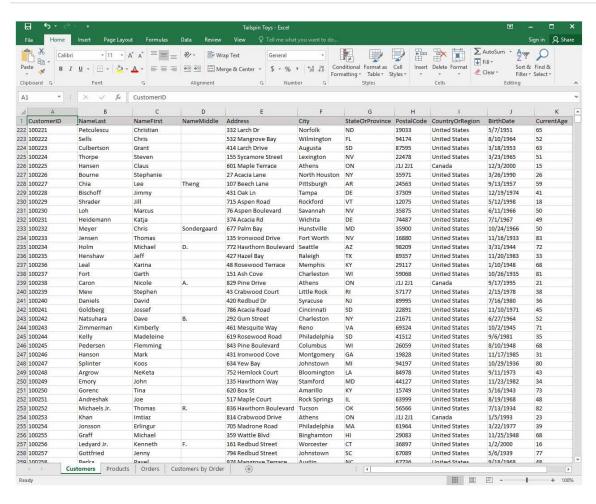




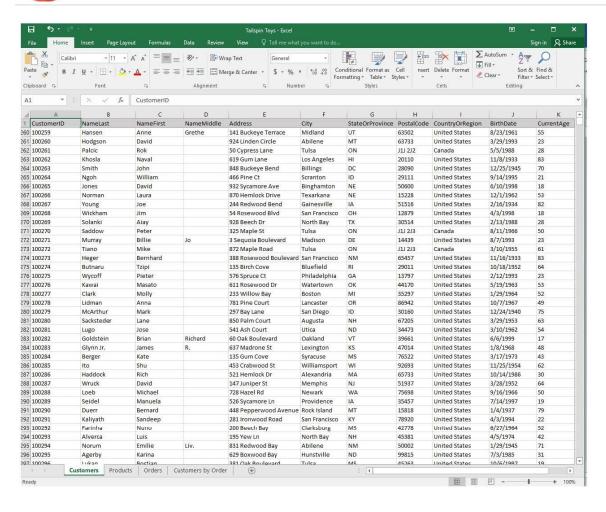




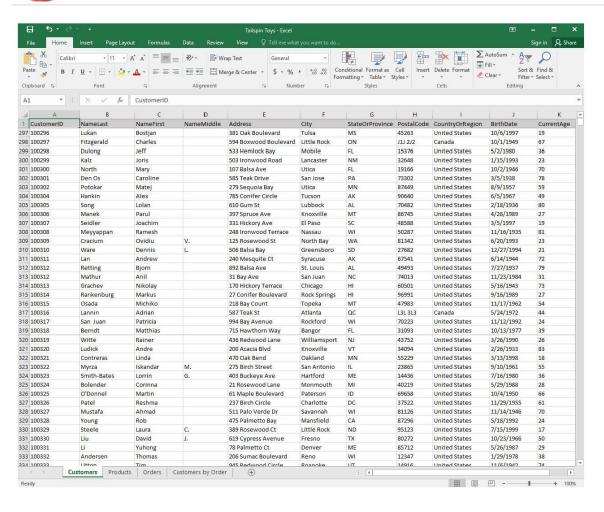




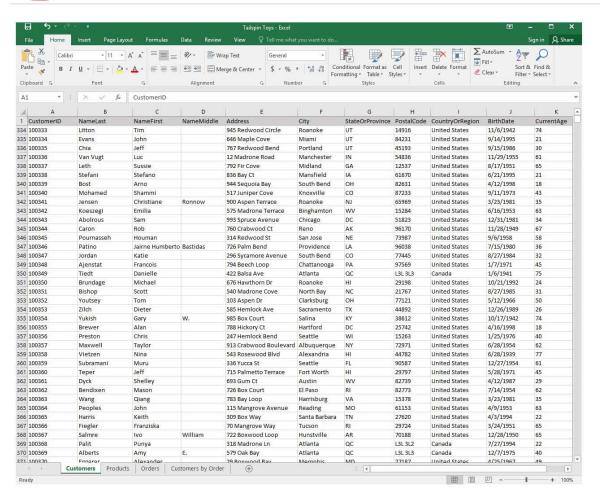




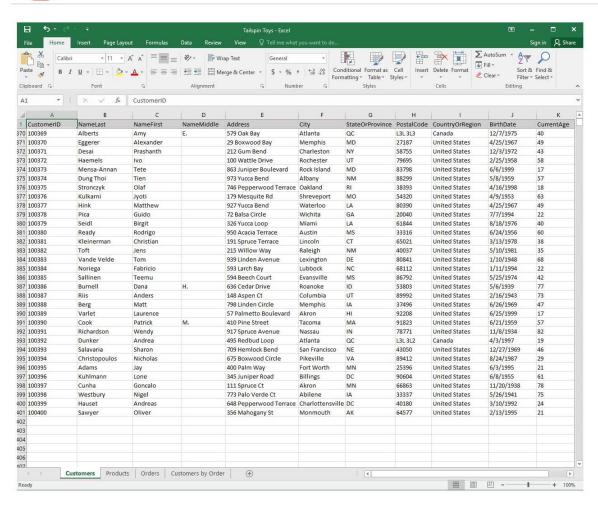




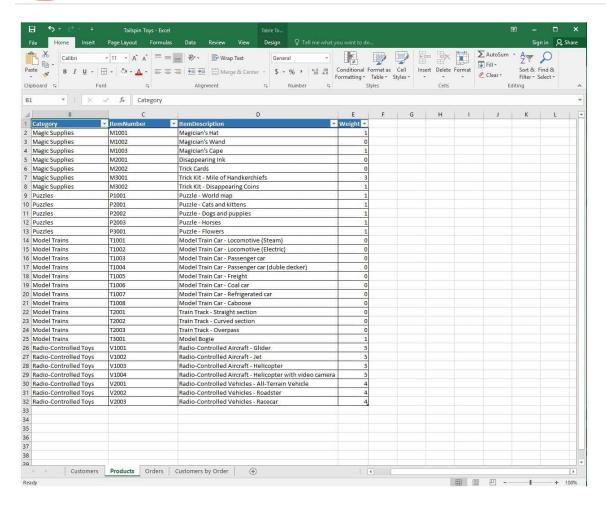




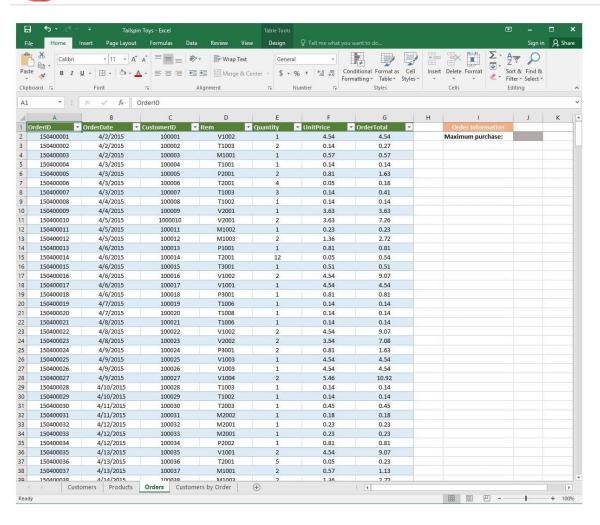




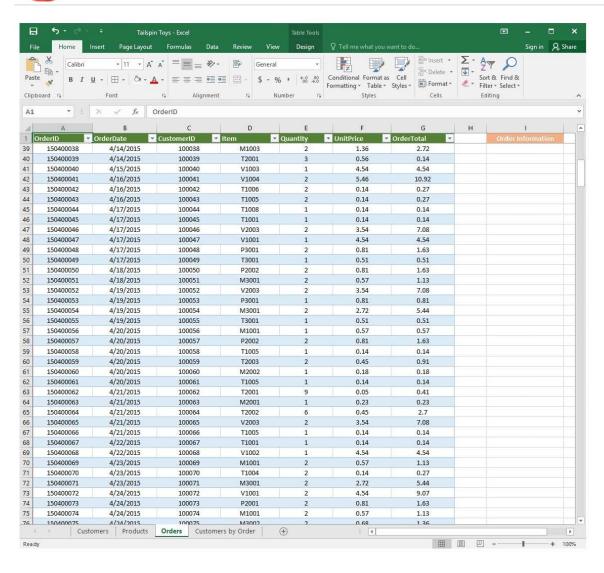




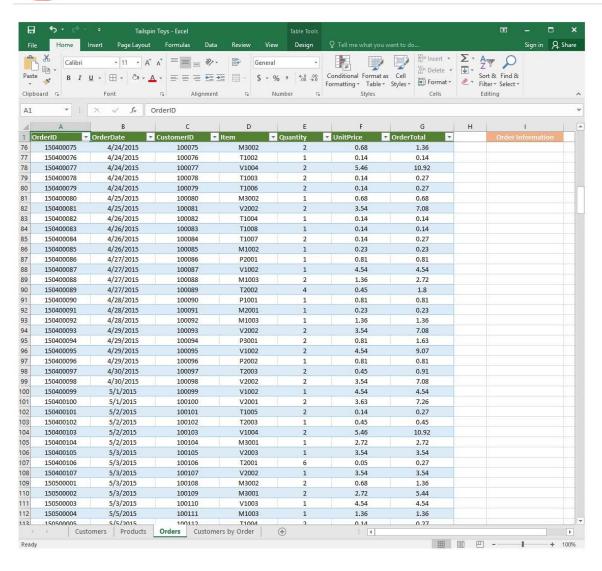




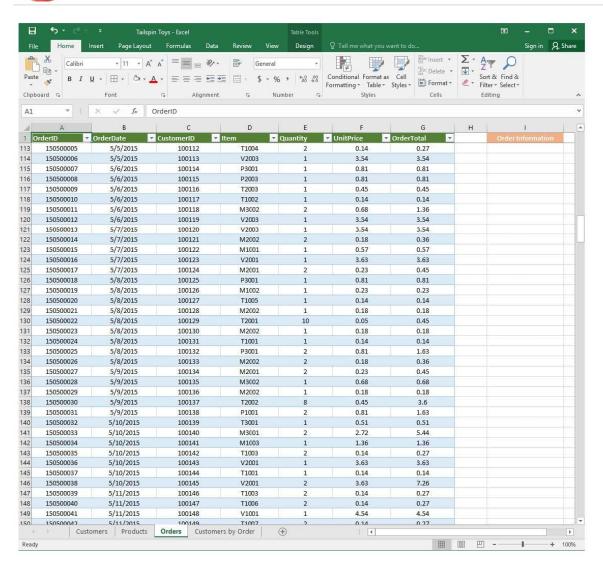


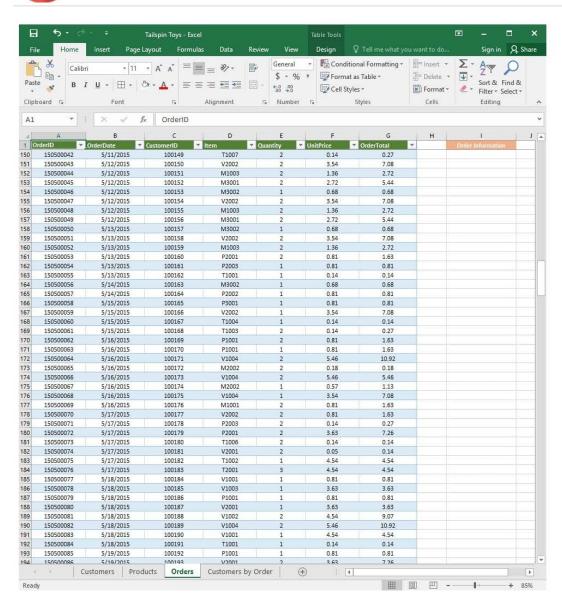


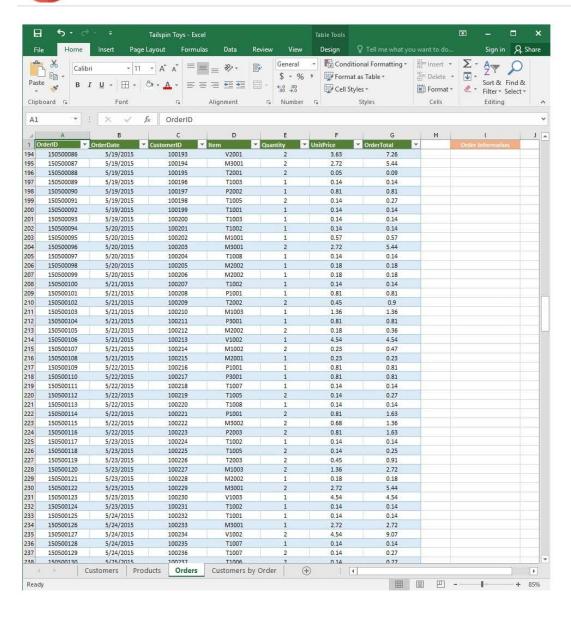


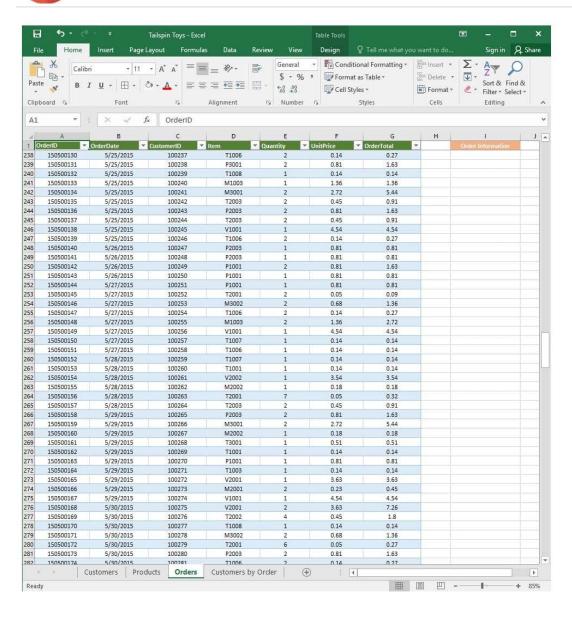


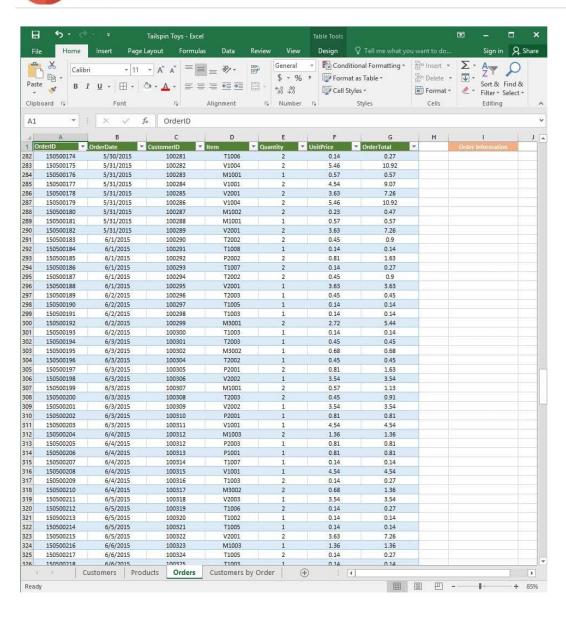




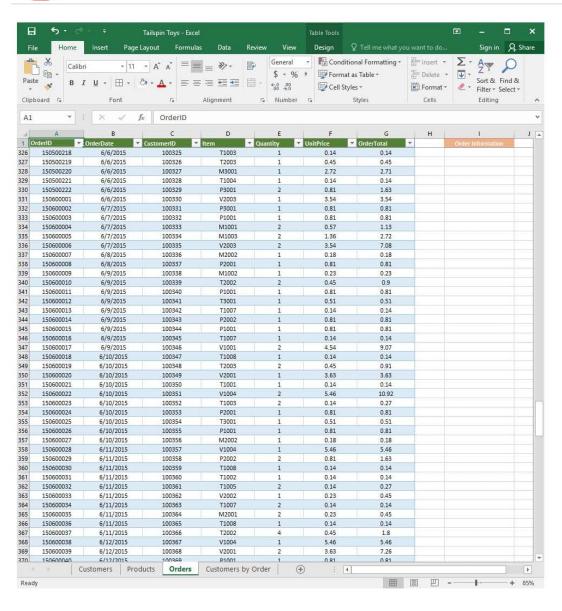


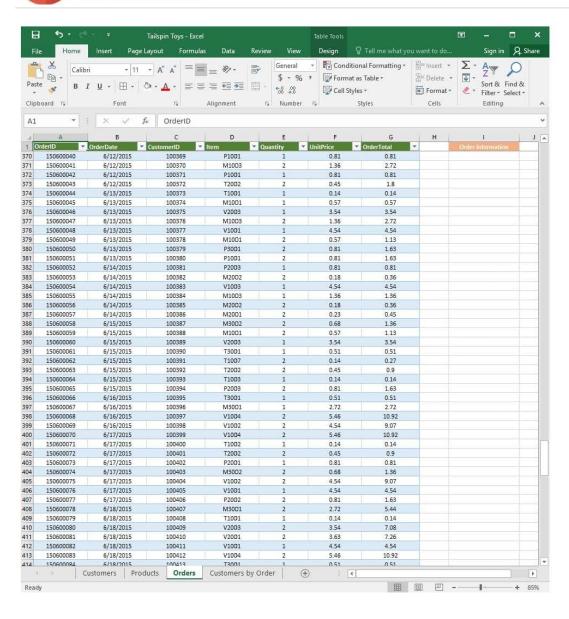


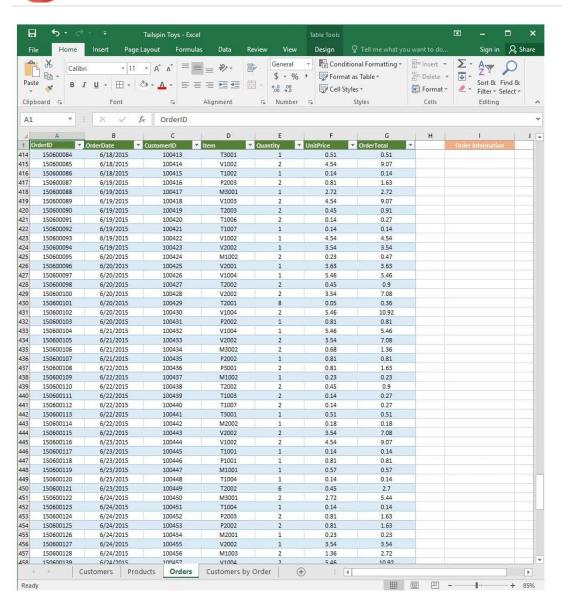


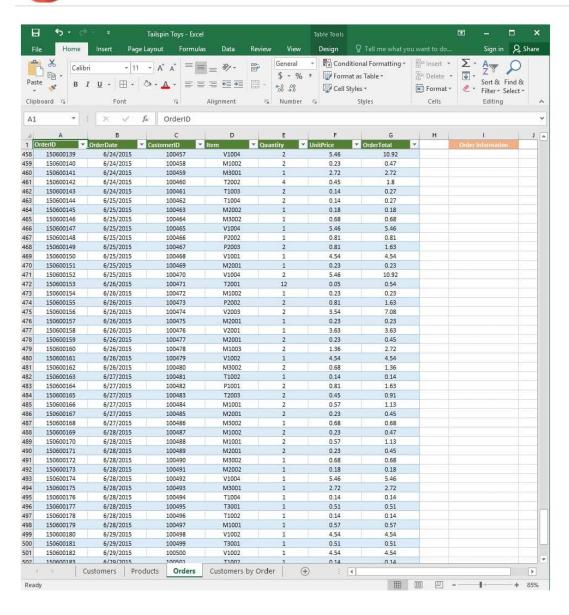


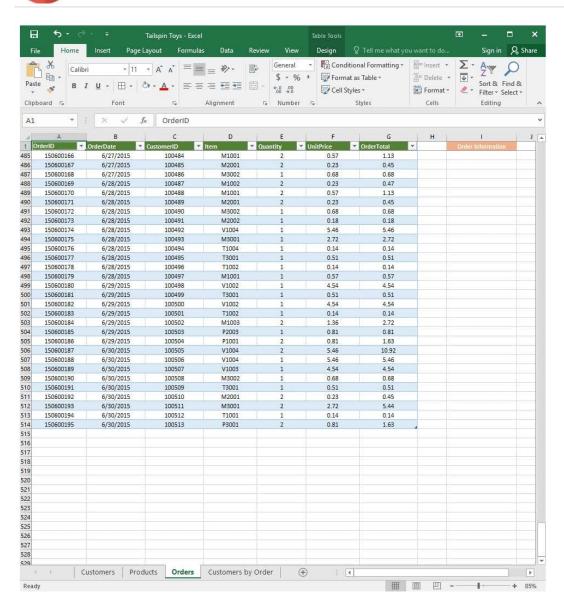




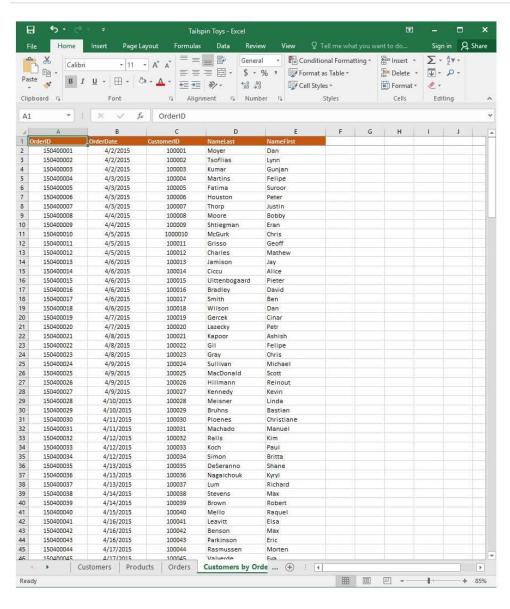




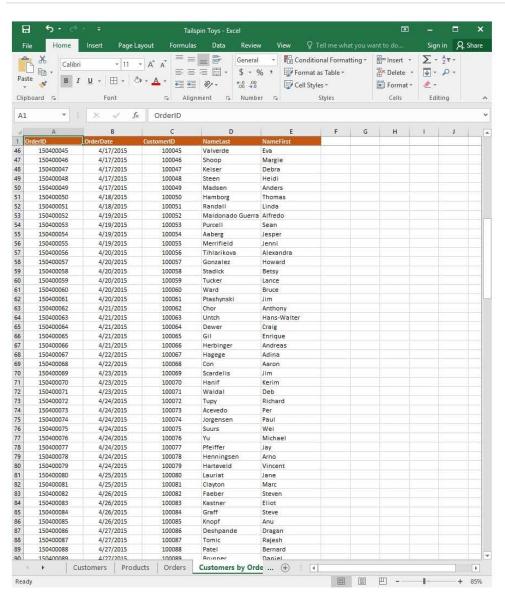




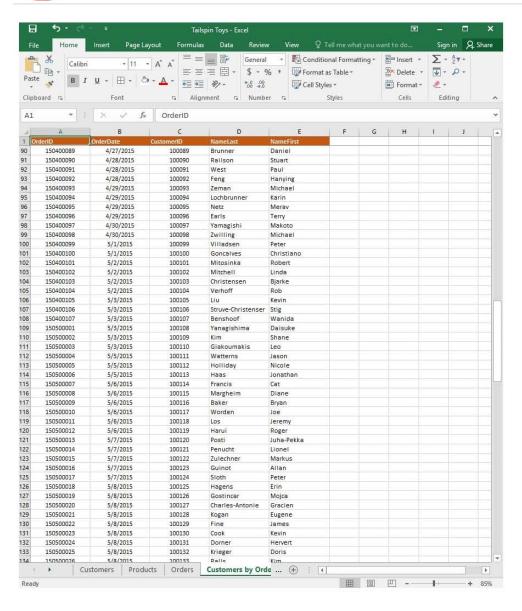




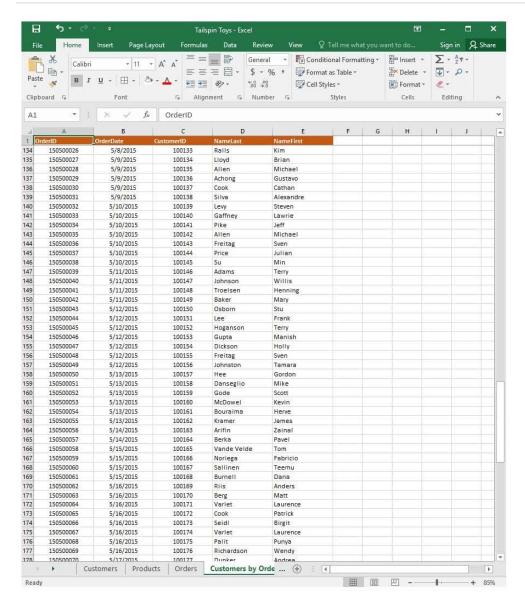




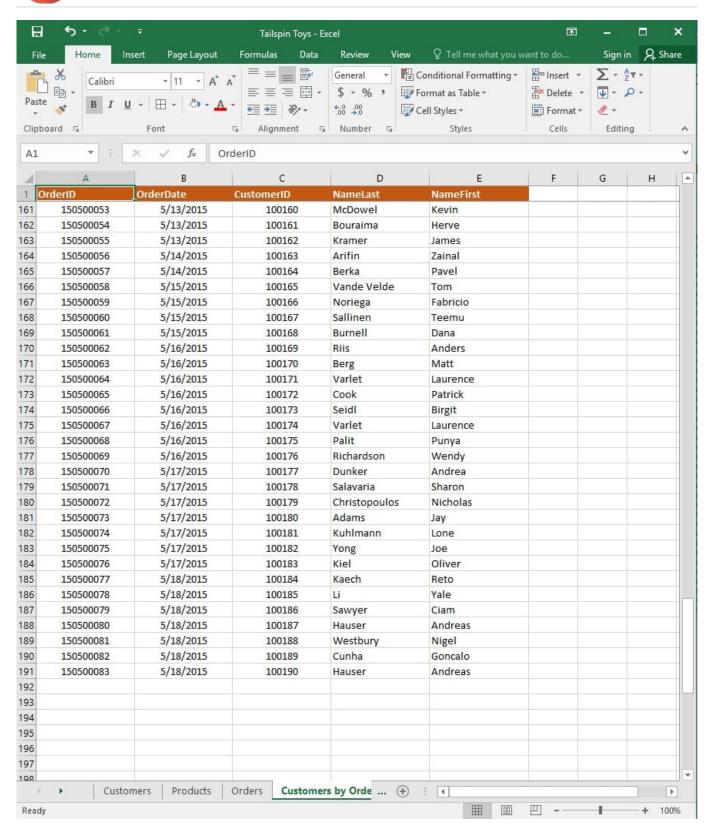








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On the "Customers by Order" worksheet, use an Excel data tool to remove all records with duplicate "CustomerID" values from the table. Do not remove any other records.

Correct Answer: See explanation below.

Explanation:



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1.

Select the cells in the "CustomerID" column which you want to have checked for duplicates.

2.

Select Remove Duplicates from the Data tab.

3.

Select the "CustomerID" column which you want to have checked under the Columns options.

4.

Click OK.

References:

https://support.office.com/en-us/article/Find-and-remove-duplicates-00E35BEA-B46A-4D5D-B28E66A552DC138D

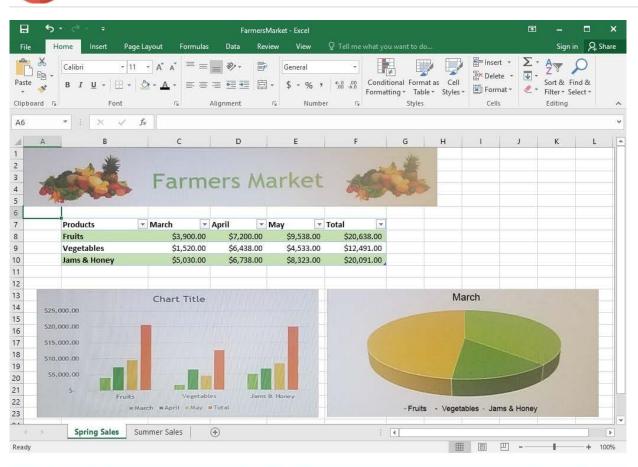
QUESTION 4

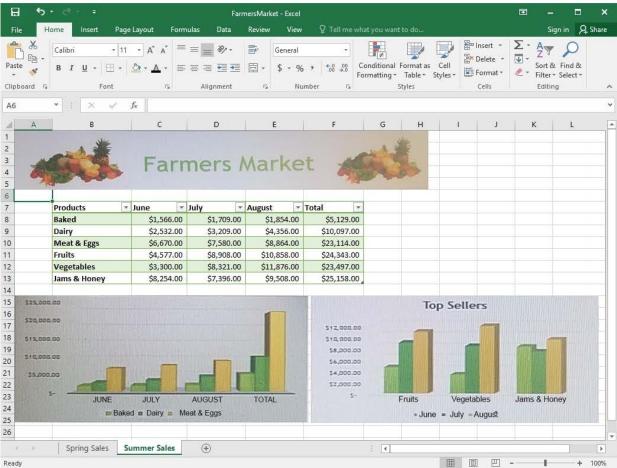
SIMULATION

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.







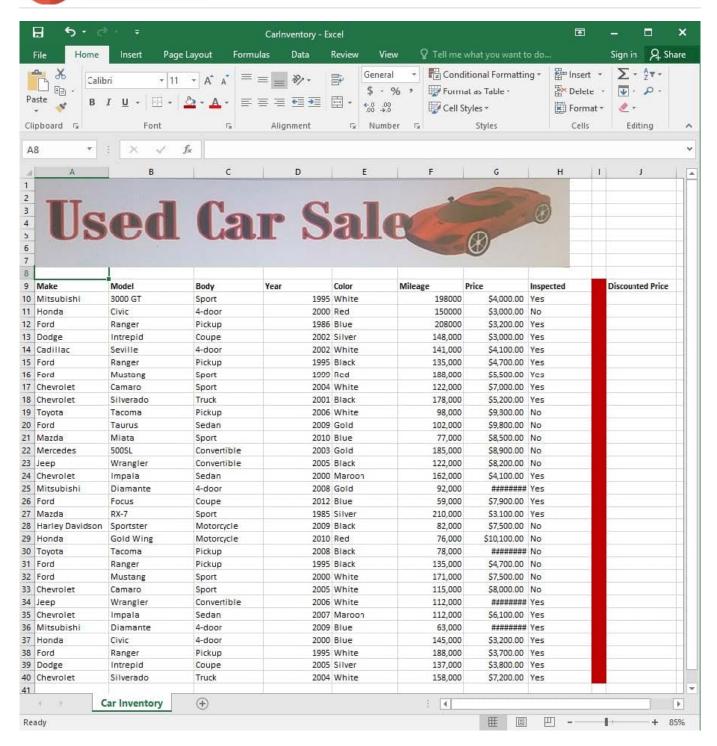
Correct Answer: See explanation below.

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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".

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Modify the cell formatting of cell J9 to display the text on two lines.

Correct Answer: See explanation below.

Explanation:

1.

Select the cell J9 where you want to modify the formatting.

2.



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On the Home tab in the Cells group click on Format.

3.

Specify a row height by clicking Row Height and then typing in the desired height of 2 lines in the Row Height box.

References:

https://support.office.com/en-us/article/Wrap-text-in-a-cell-2A18CFF5-CCC1-4BCE-95E4-F0D4F3FF4E84

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