77-727 Q&As

Excel 2016 Core Data Analysis, Manipulation, and Presentation

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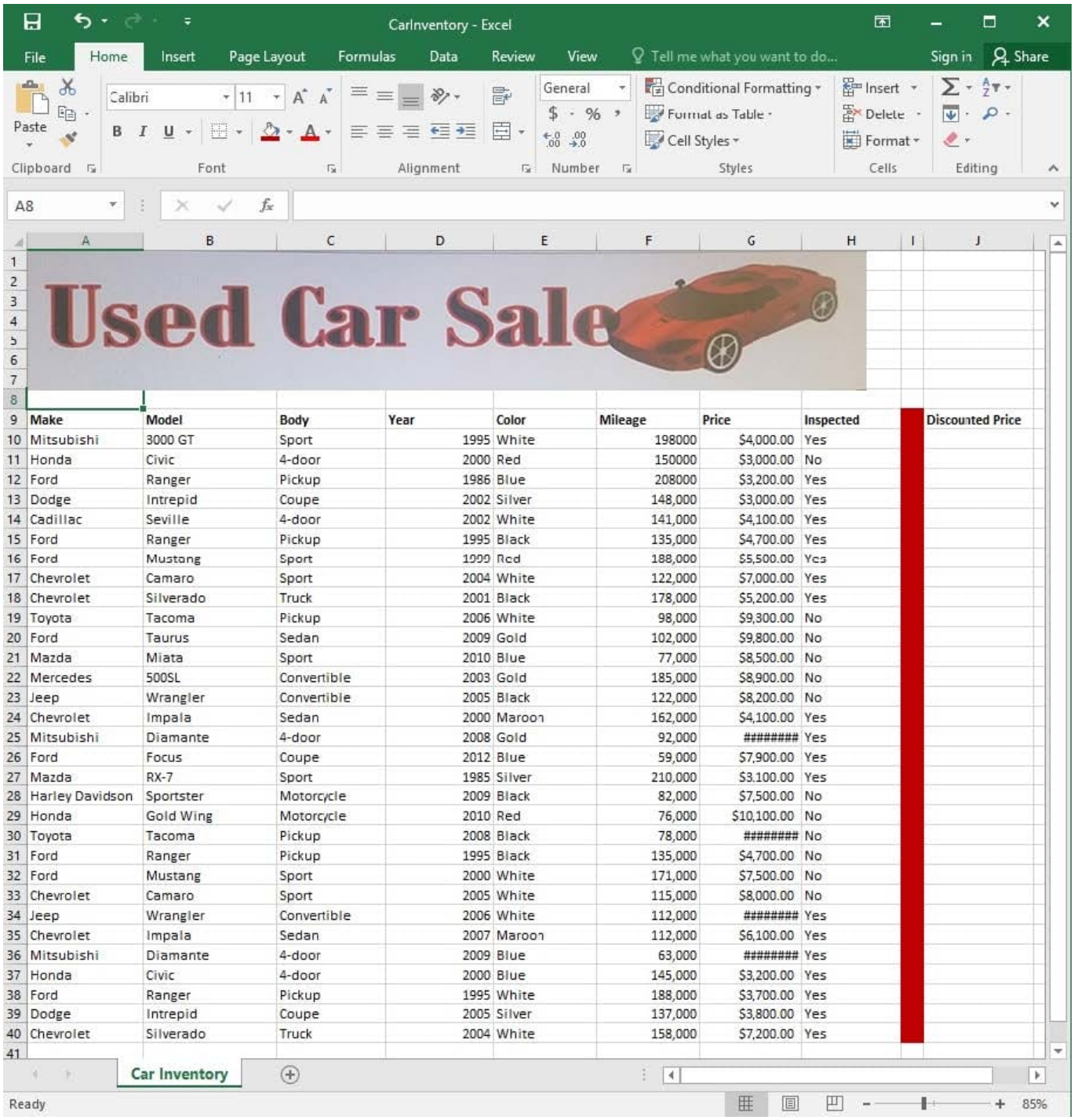
QUESTION 1

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	

Configure the “Car Inventory” worksheet so the column headings in row 9 appear on all printed pages.

Correct Answer: See explanation below.

Explanation:

1.

On the “Car Inventory” worksheet, click Print Titles from the Page Setup group, situated on the PageLayout tab.

2.

Under Print Titles, on the Sheet tab, type the reference of the row you want to reappear (row 9) in the Rows to repeat at top box.

References:

https://support.office.com/en-us/article/Print-rows-with-column-headers-on-top-of-every-page-D3550133F6A1-4C72-AD70-5309A2E8FE8C

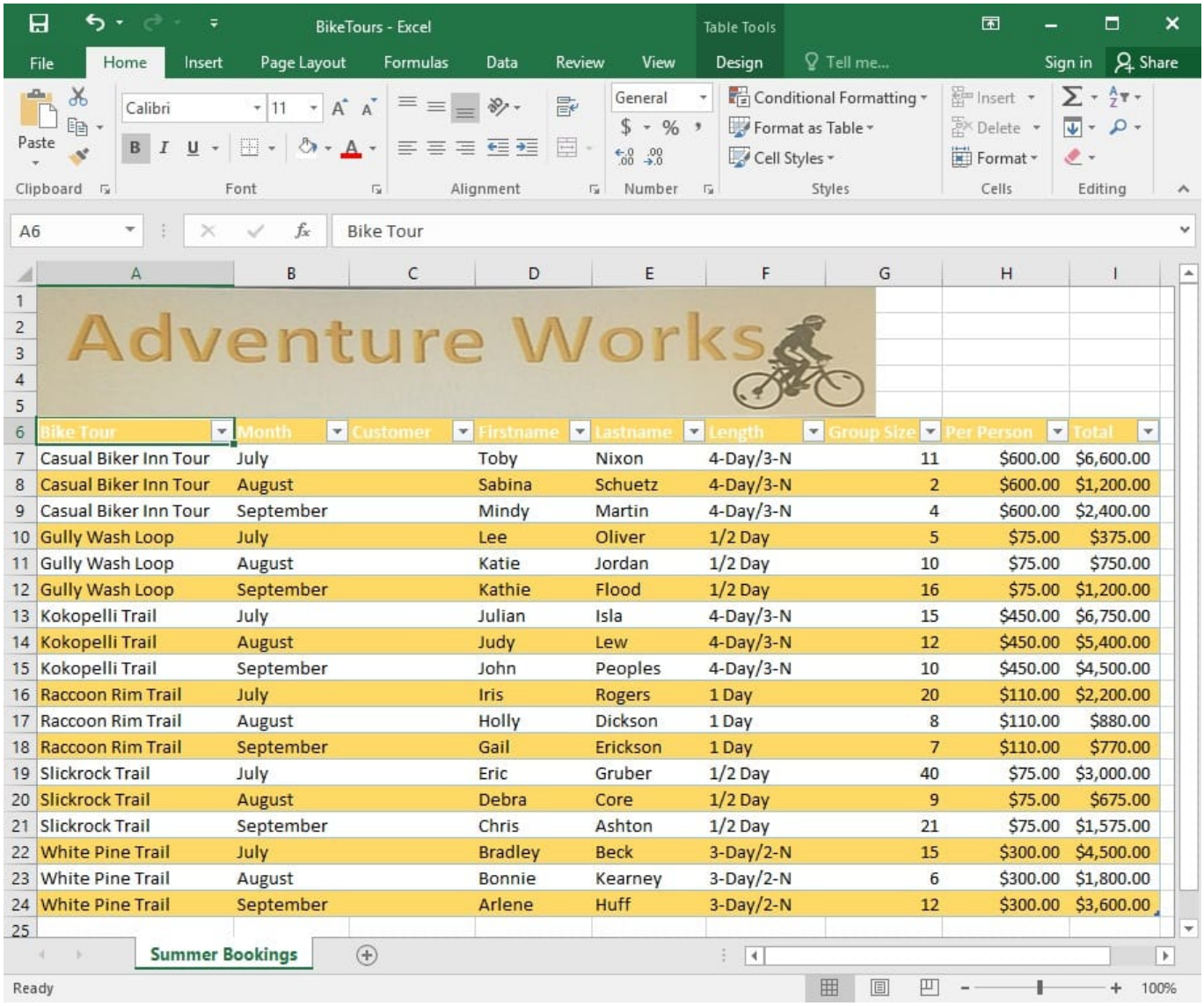
QUESTION 2

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.



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

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:

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

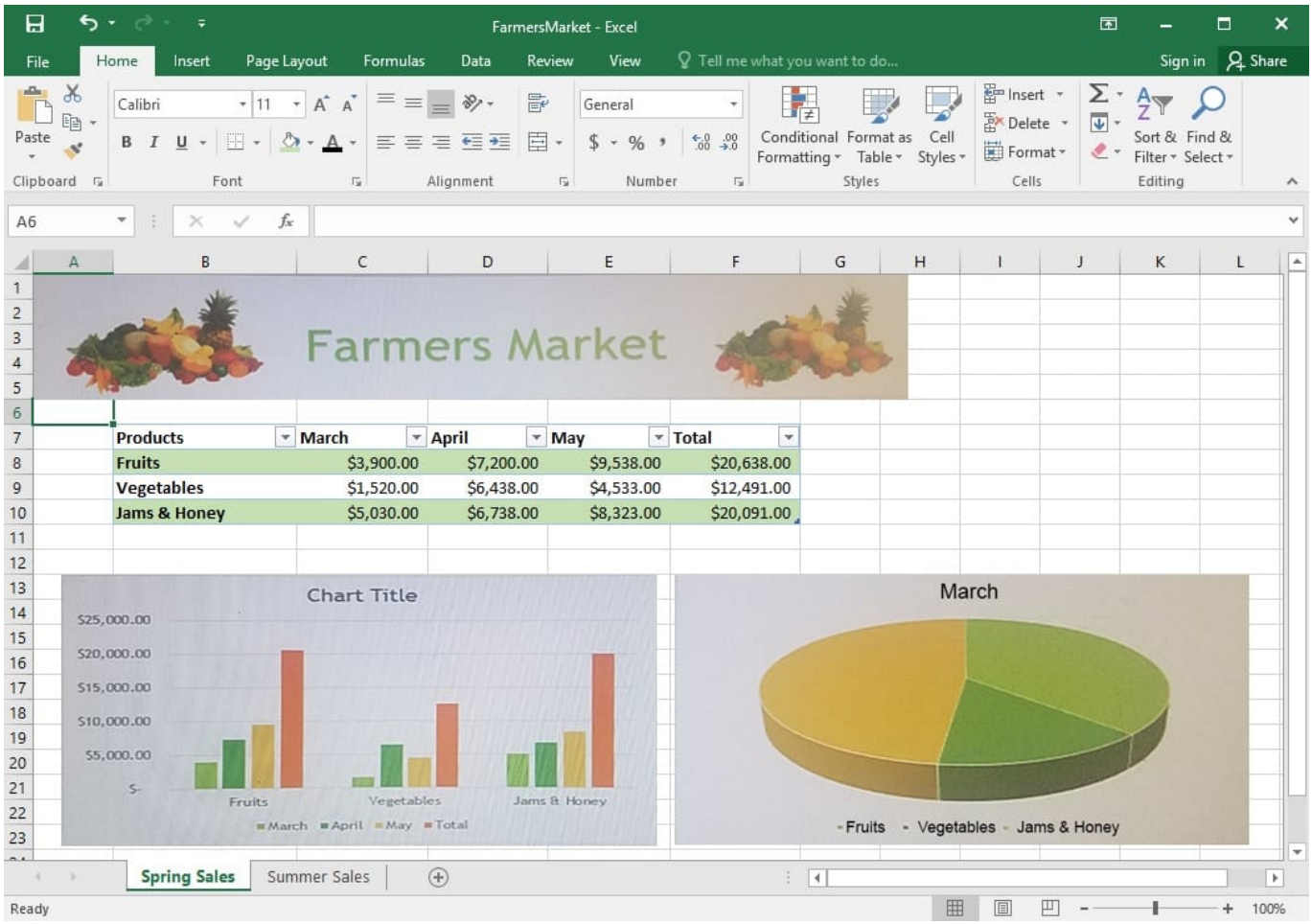
QUESTION 3

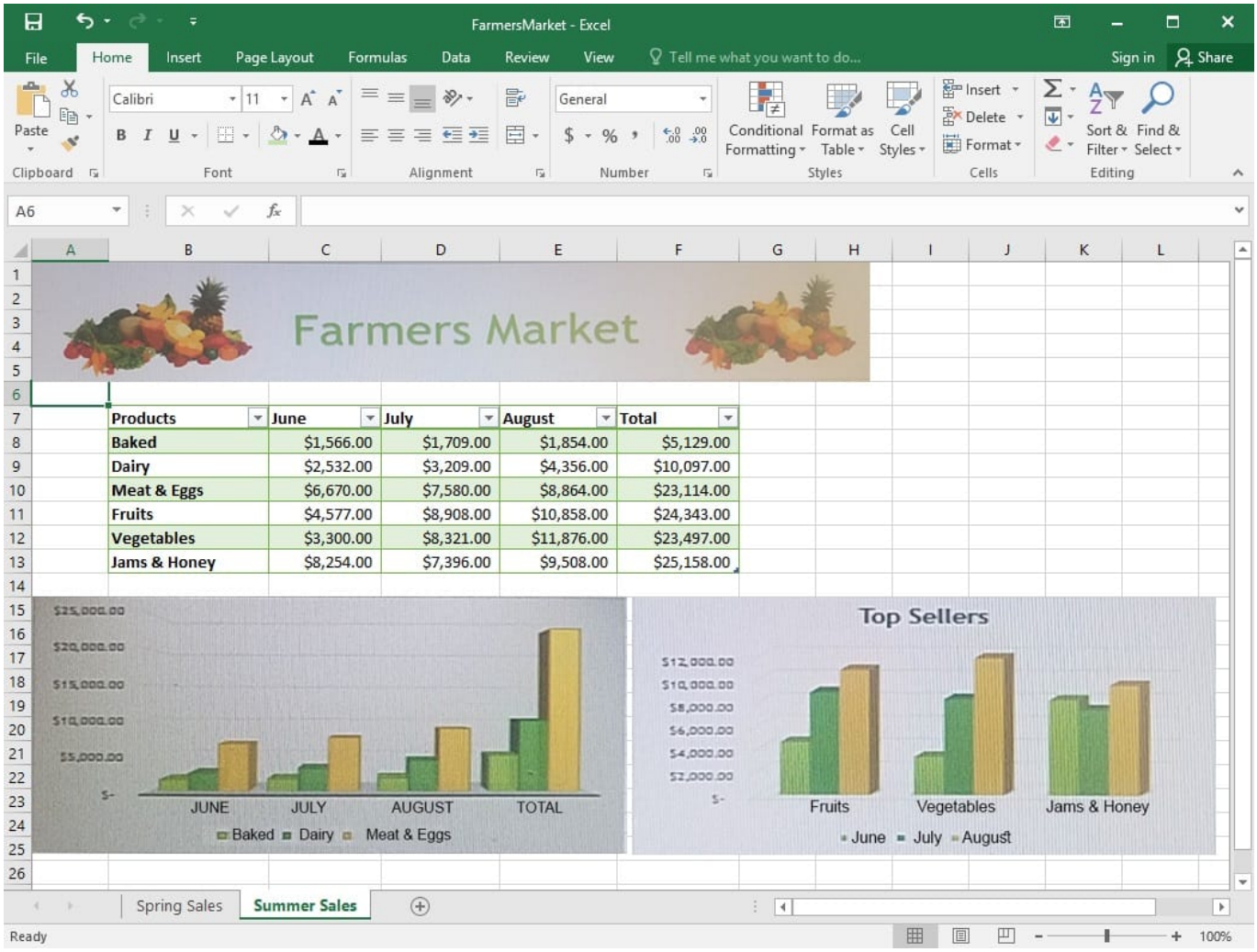
SIMULATION

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 “Summer Sales” worksheet, switch the rows with the columns on the first column chart.

Correct Answer: See explanation below.

Explanation:

1.

Select the first row OR column on the “Summer Sales” worksheet and Copy either from the Home tab OR by pressing Ctrl+C on the keyboard.

2.

Select the first cell where you want to paste the data, then click on the arrow next to Paste situated on the Home tab, then select Transpose.

3.

Pick a spot with enough space to paste your data, the copied data will overwrite the already existing data that is already there.

4.

Once completed, you can delete the original data if desired.

References:

https://support.office.com/en-us/article/Transpose-data-from-rows-to-columns-or-vice-versa-in-Excel-forMac-9c16dd55-ed1a-4aa2-8b74-b1b9211e2ede

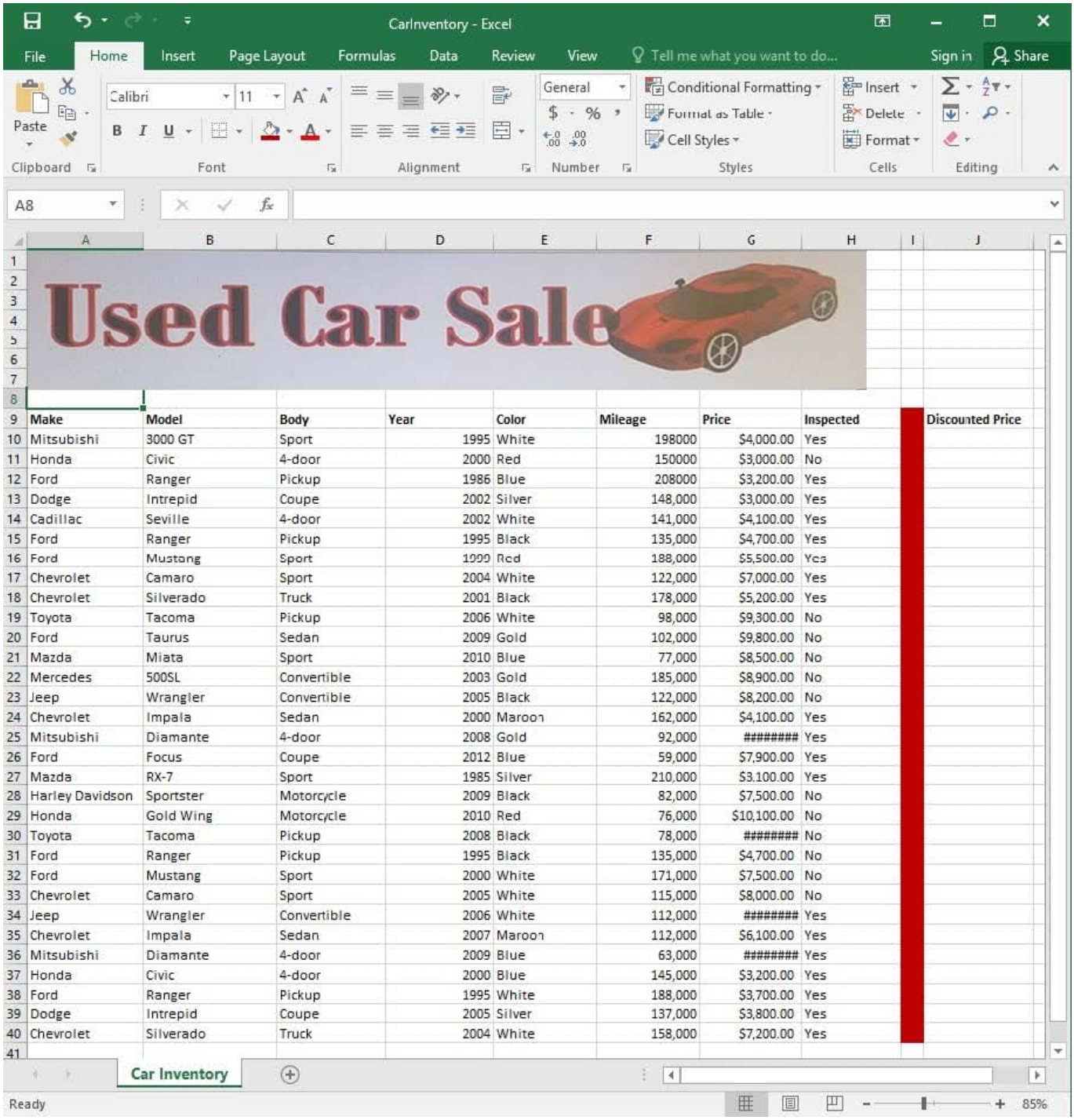
QUESTION 4

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.



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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	
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Mitsubishi	Diamante	4-door	2008	Gold	92,000	########	Yes	
Ford	Focus	Coupe	2012	Blue	59,000	$7,900.00	Yes	
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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	

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.

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

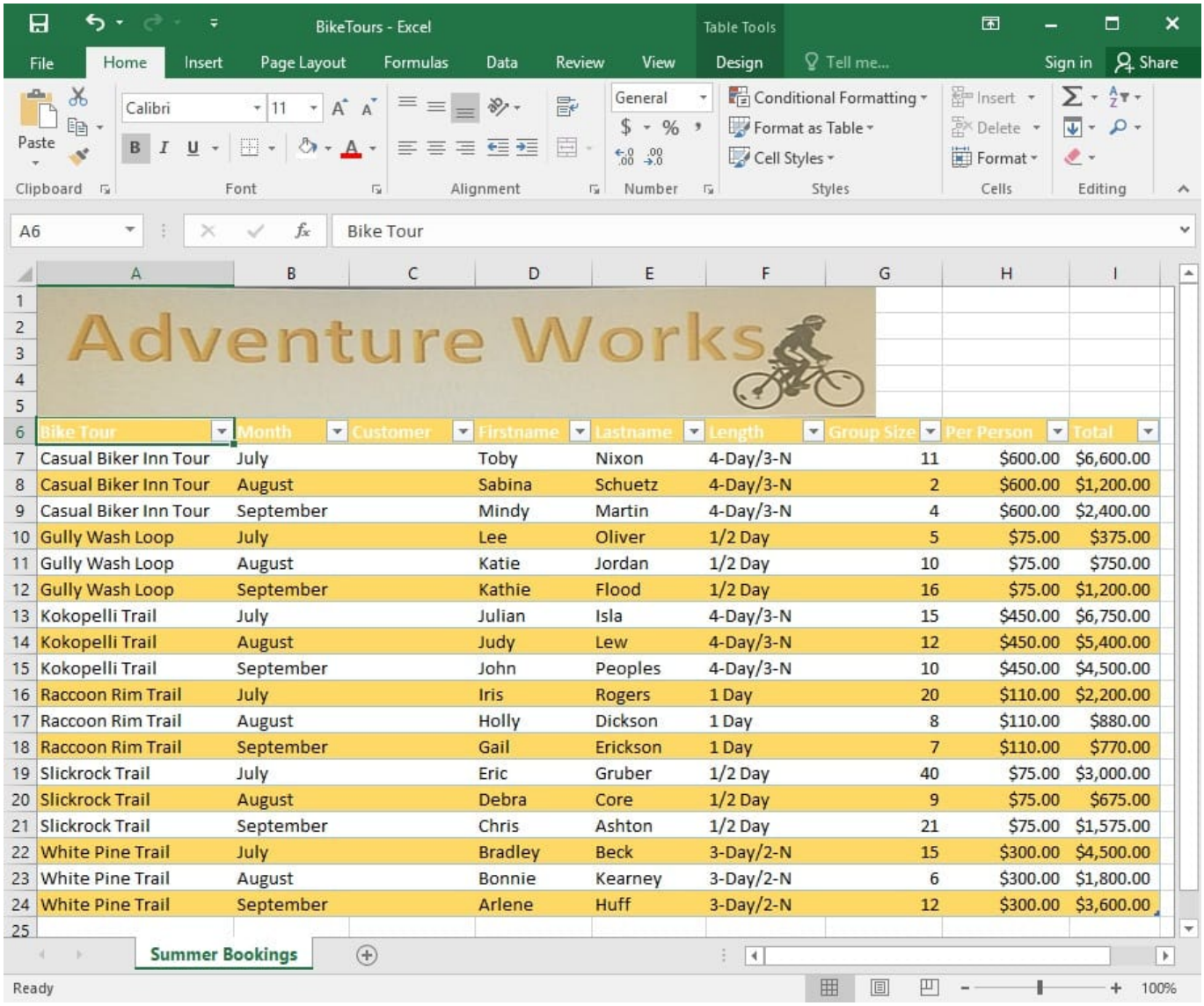
QUESTION 5

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
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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
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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

In cell M10 on the “Summer Bookings” worksheet, insert a function that calculates the total amount of sales from the “Total” column for groups containing 12 or more people even if the order of the rows is changed.

Correct Answer: See explanation below.

Explanation:

1. In cell M10 on the “Summer Bookings”, insert the following SUMIF formula: “=SUMIF(G6:G24, “andgt;= 12”, I6:I24).”’

References:

https://support.office.com/en-us/article/SUMIF-function-169B8C99-C05C-4483-A712-1697A653039B

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