Excel 2016: Core Data Analysis - Manipulation -Presentation

Microsoft 77-727

Version Demo

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QUESTION NO: 1 - (SIMULATION)

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.

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Casual Biker Inn Tour Gully Wash Loop	September July	Mindy	Martin Oliver	4-Day/3-N 1/2 Day	4		\$2,400.00 \$375.00
Gully Wash Loop		Katie	Jordan	1/2 Day	10		\$750.00
Gully Wash Loop	August September	Kathle	Flood	1/2 Day	16		\$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	and the second second	\$5,400.00
Kokopelli Trail	September	John	Peoples	4-Day/3-N	10		\$4,500.00
Raccoon Rim Trail	July	Iris	Rogers	1 Day	20		\$2,200.00
Raccoon Rim Trail	August	Holly	Dickson	1 Day	8		\$880.00
Raccoon Rim Trail	September	Gail	Erickson	1 Day	7	A CONTRACTOR OF A	\$770.00
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Insert page numbering in the center of the footer on the "Summer Bookings" worksheet using the format Page 1 of ?.

ANSWER: See explanation below.	

Explanation:

1. On the "Summer Bookings" worksheet, click Header & Footer from the Text group situation on the Insert tab.

2. Click Click to add footer which would display the Header & 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 & Footer Elements group, click Page Number.

5. The placeholder & [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 & Footer Elements group after clicking Number of Pages, then the placeholder & [Page] of & [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-F54E4AC4-84D7-BF957C6CE29C

QUESTION NO: 2 - (SIMULATION)

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.

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 NO: 3 - (SIMULATION)

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.

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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		\$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	Contraction of the second	\$750.00
Gully Wash Loop	September	Kathle	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
SHCKIOCK Hall	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
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On the "Summer Bookings" worksheet, remove the table functionality from the table. Retain the cell formatting and location of the data.



ANSWER: See explanation below.

Explanation:

- 1. Click Design from the Ribbon on Table Tools.
- 2. In the Tools group, click on Convert to Range.

OR

1. Right-click the table then click on Table then press Convert to Range.

References:

https://support.office.com/en-us/article/convert-an-excel-table-to-a-range-of-data-0b326ff1-17644ebe-84ea-786265d41c77?redirectSourcePath=%252fen-us%252farticle%252fRemove-a-tablewithout-losing-the-data-or-table-format-ADF88635-90F5-4FAA-9417-19862F38CCE8&ui=enUS&rs=en-US&ad=US

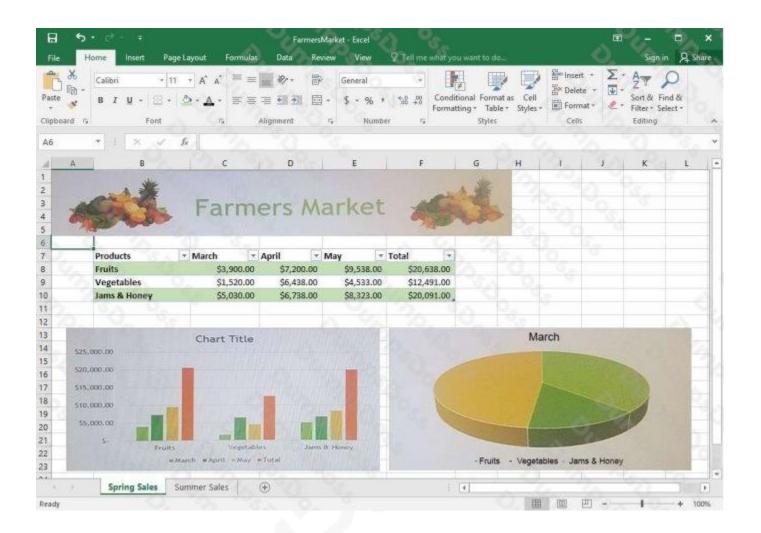
QUESTION NO: 4 - (SIMULATION)

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.



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	Meat & Eggs	\$6,670.00	\$7,580.00	\$8,864.00	\$23,114.00						
	Fruits	\$4,577.00	\$8,908.00	\$10,858.00	\$24,343.00						
	Vegetables	\$3,300.00	\$8,321.00	\$11,876.00	\$23,497.00						
	Jams & Honey	\$8,254.00	\$7,396.00	\$9,508.00	\$25,158.00	1 10					
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On the "Summer Sales" worksheet, switch the rows with the columns on the first column chart.

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 alreadyexisting 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-inExcel-for-Mac-9c16dd55-ed1a-4aa2-8b74-b1b9211e2ede

QUESTION NO: 5 - (SIMULATION)

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

Add the Alternative Text Title "Adult Enrollment" to the "Adult_Program" table.

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-smartartgraphic-or-other-object-44989b2a-903c-4d9a-b742-6a75b451c669#bkmk_o2016_2013