Excel 2016: Core Data Analysis - Manipulation - Presentation

Microsoft 77-727

Version Demo

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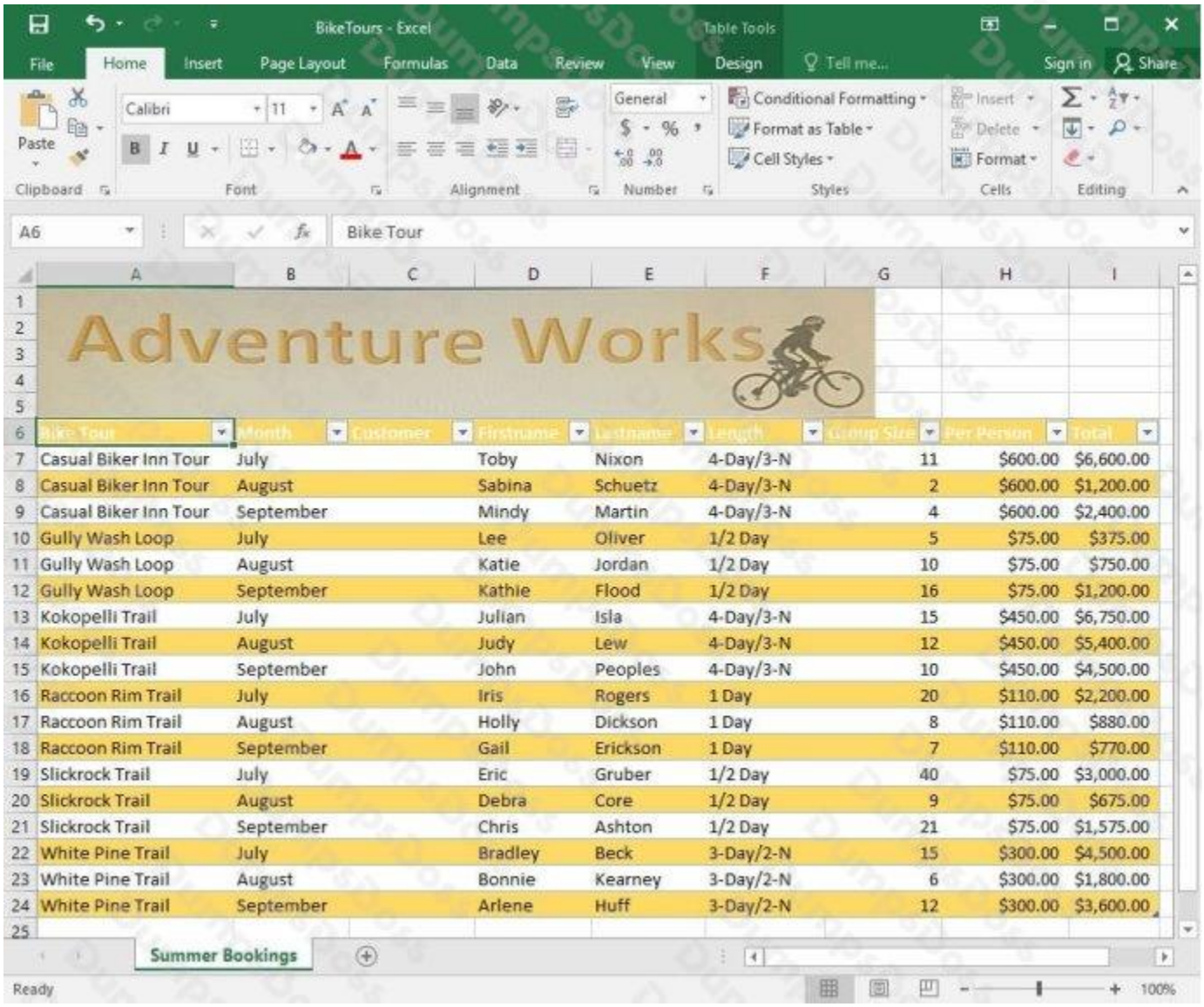
QUESTION NO: 1 - (SIMULATION)

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.



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 ?.

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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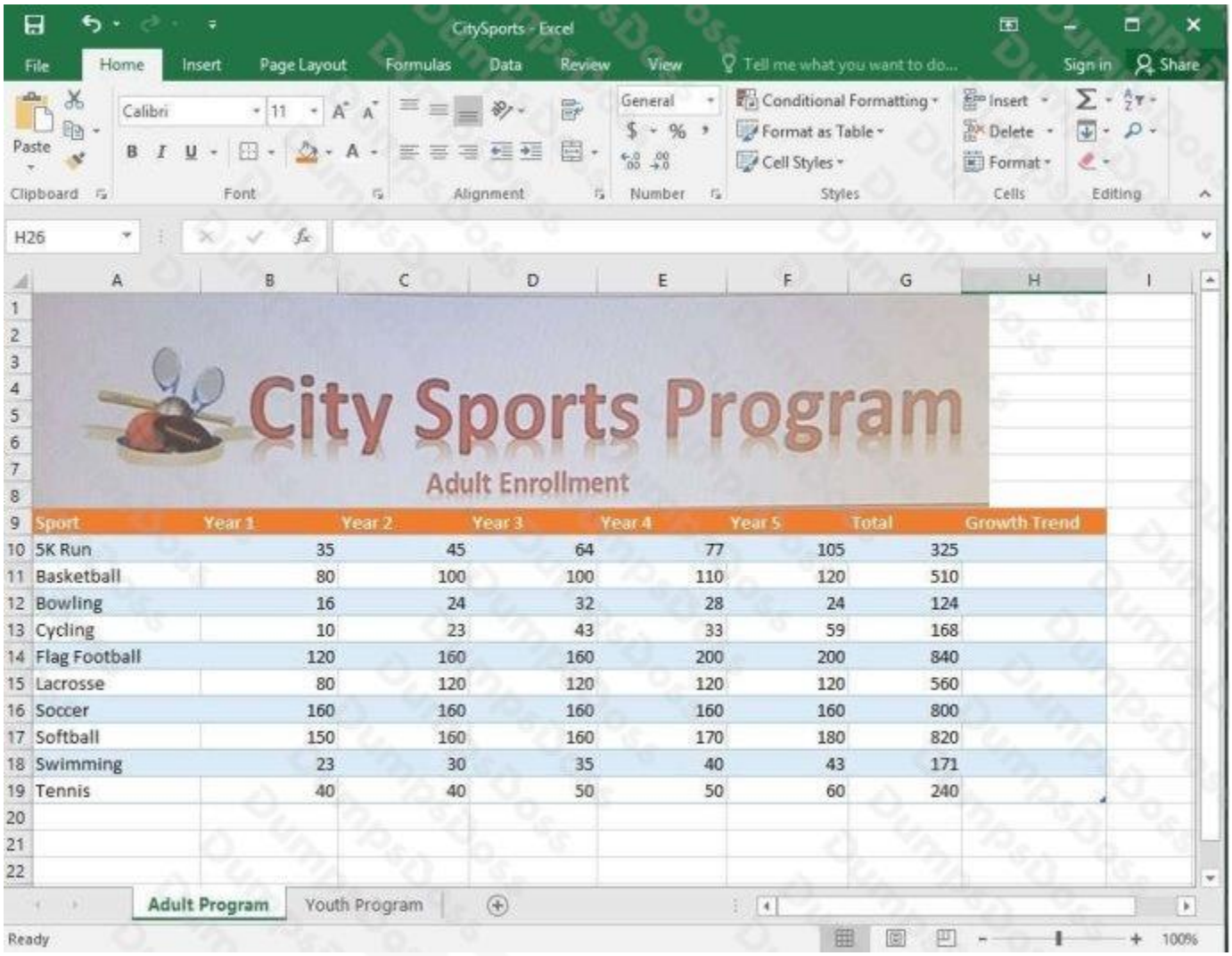
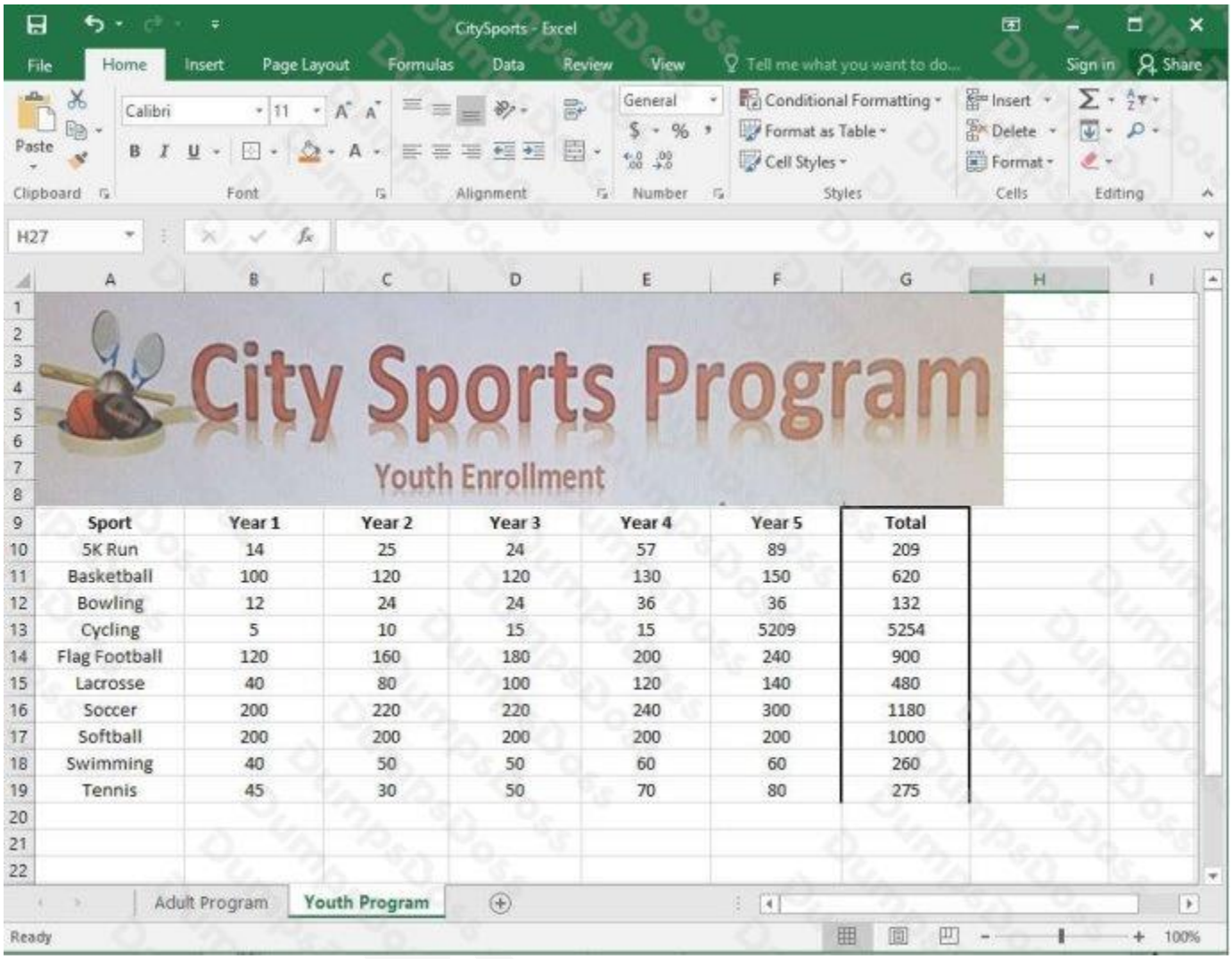


Sport	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Growth Trend
5K Run	35	45	64	77	105	325	
Basketball	80	100	100	110	120	510	
Bowling	16	24	32	28	24	124	
Cycling	10	23	43	33	59	168	
Flag Football	120	160	160	200	200	840	
Lacrosse	80	120	120	120	120	560	
Soccer	160	160	160	160	160	800	
Softball	150	160	160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



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 onthe 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/

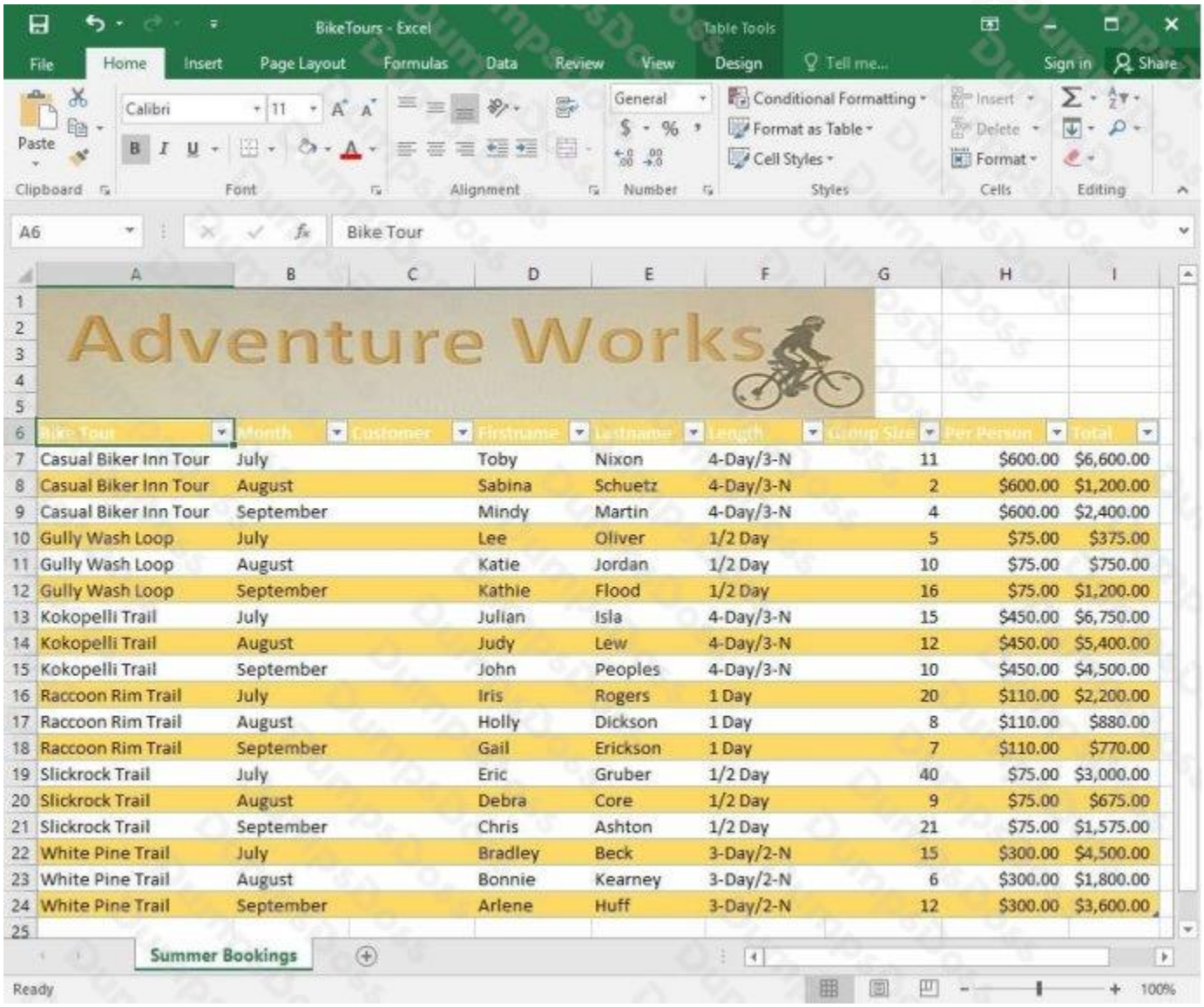
QUESTION NO: 3 - (SIMULATION)

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.



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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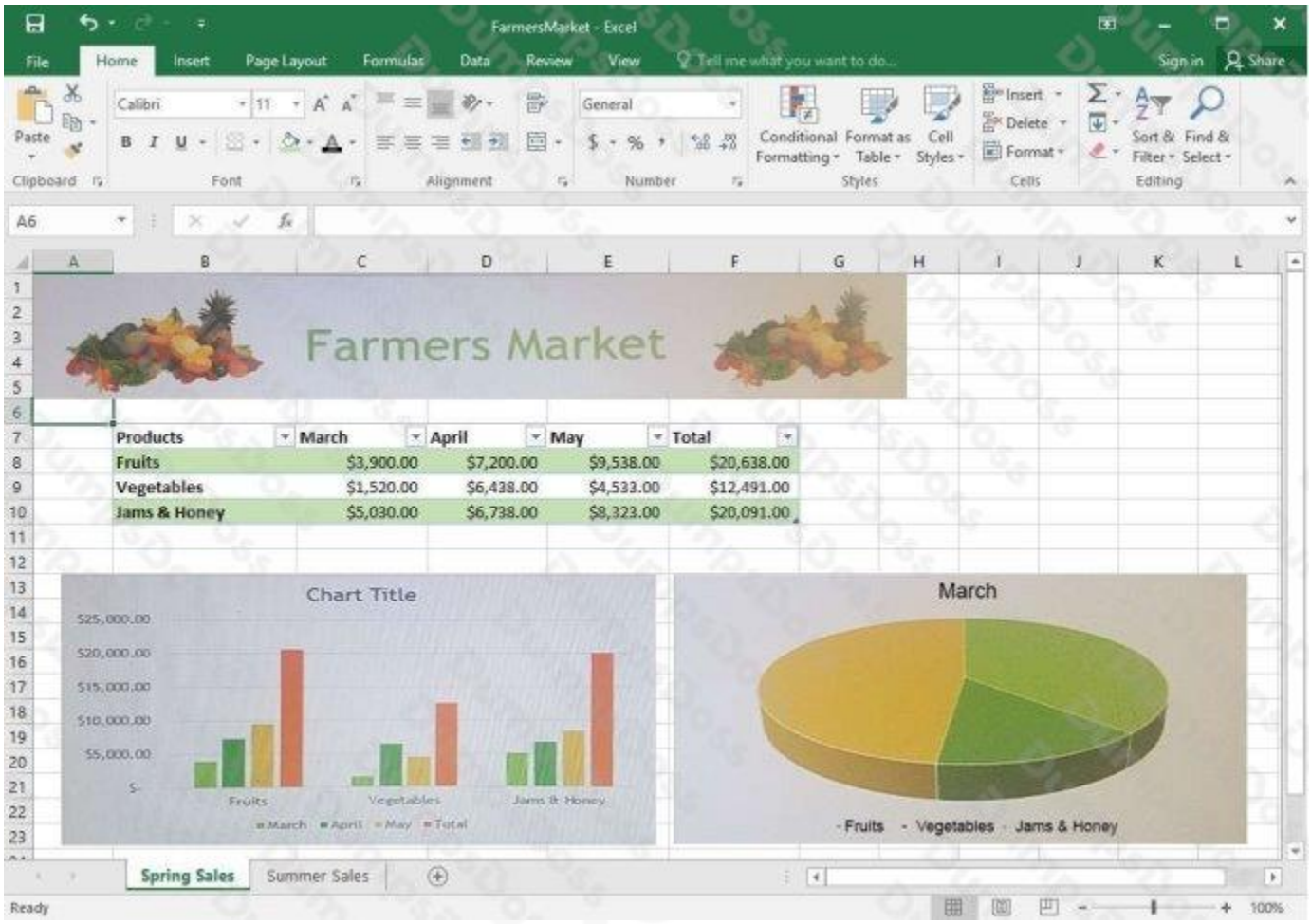
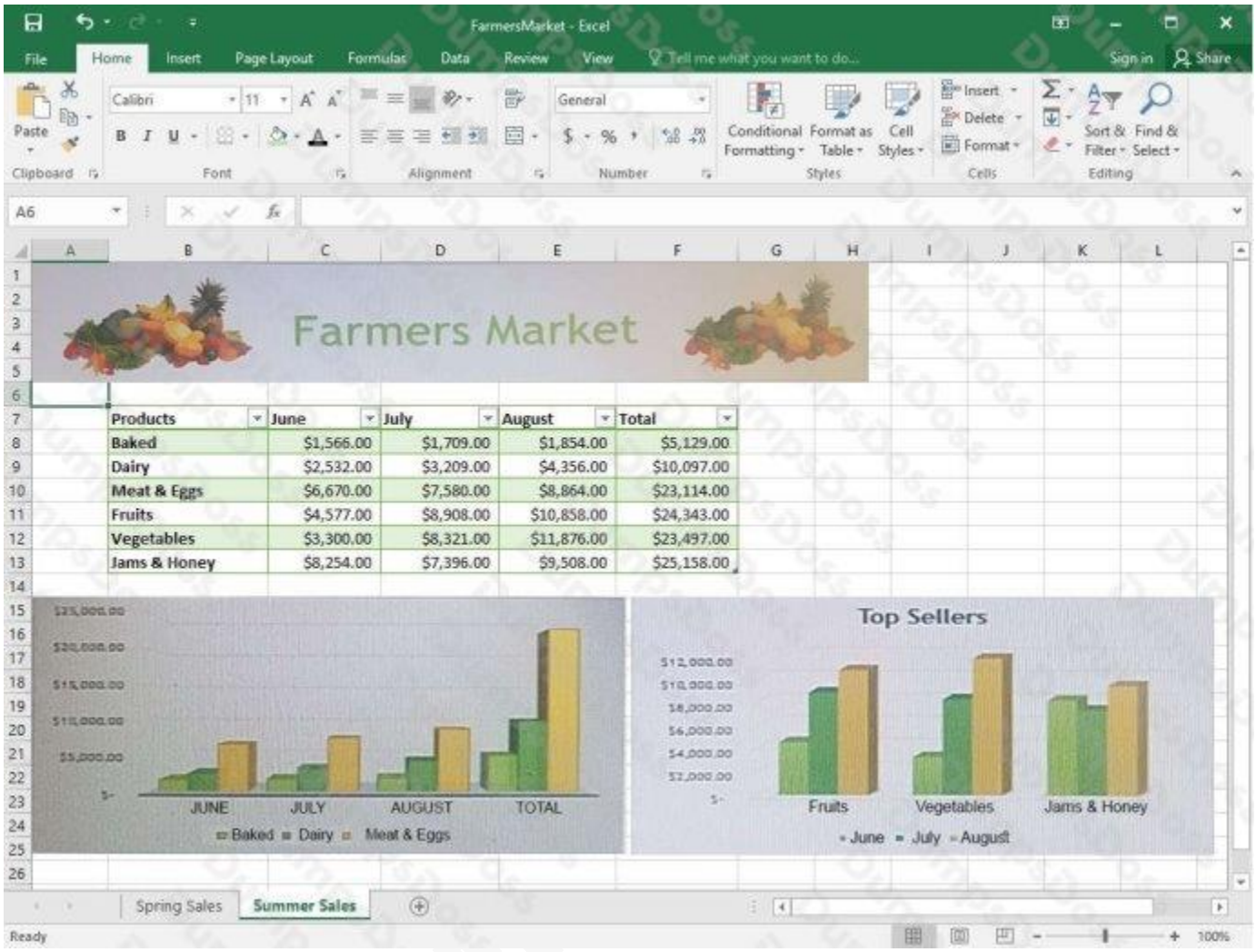

FarmersMarket - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Tell me what you want to do...
Sign in
Share
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
A6
Farmers Market
Products
March
April
May
Total
Fruits
$3,900.00
$7,200.00
$9,538.00
$20,638.00
Vegetables
$1,520.00
$6,438.00
$4,533.00
$12,491.00
Jams & Honey
$5,030.00
$6,738.00
$8,323.00
$20,091.00
Chart Title
$25,000.00
$20,000.00
$15,000.00
$10,000.00
$5,000.00
$-
Fruits
Vegetables
Jams & Honey
March
April
May
Total
March
Fruits
Vegetables
Jams & Honey
Spring Sales
Summer Sales
Ready
100%



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

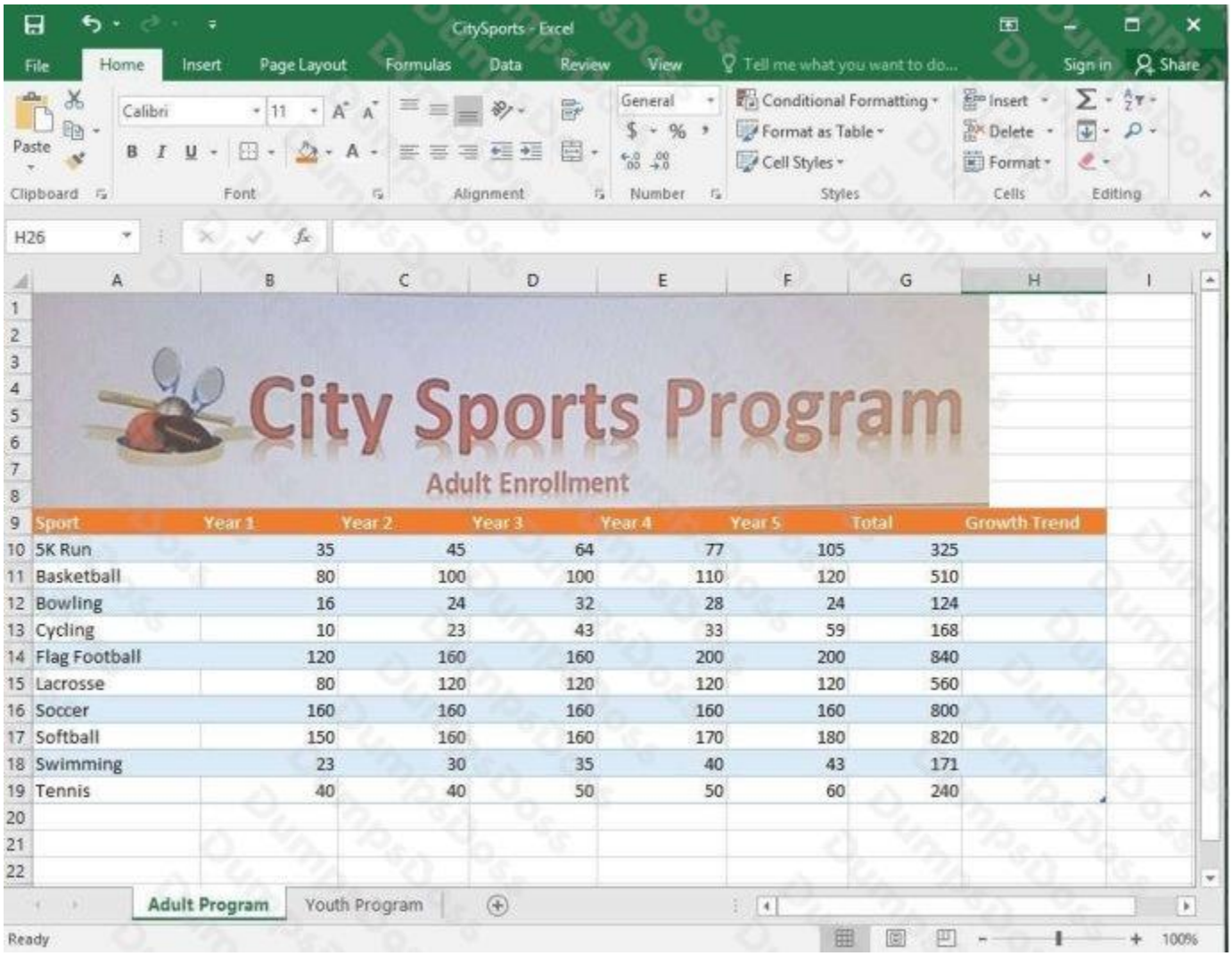
QUESTION NO: 5 - (SIMULATION)

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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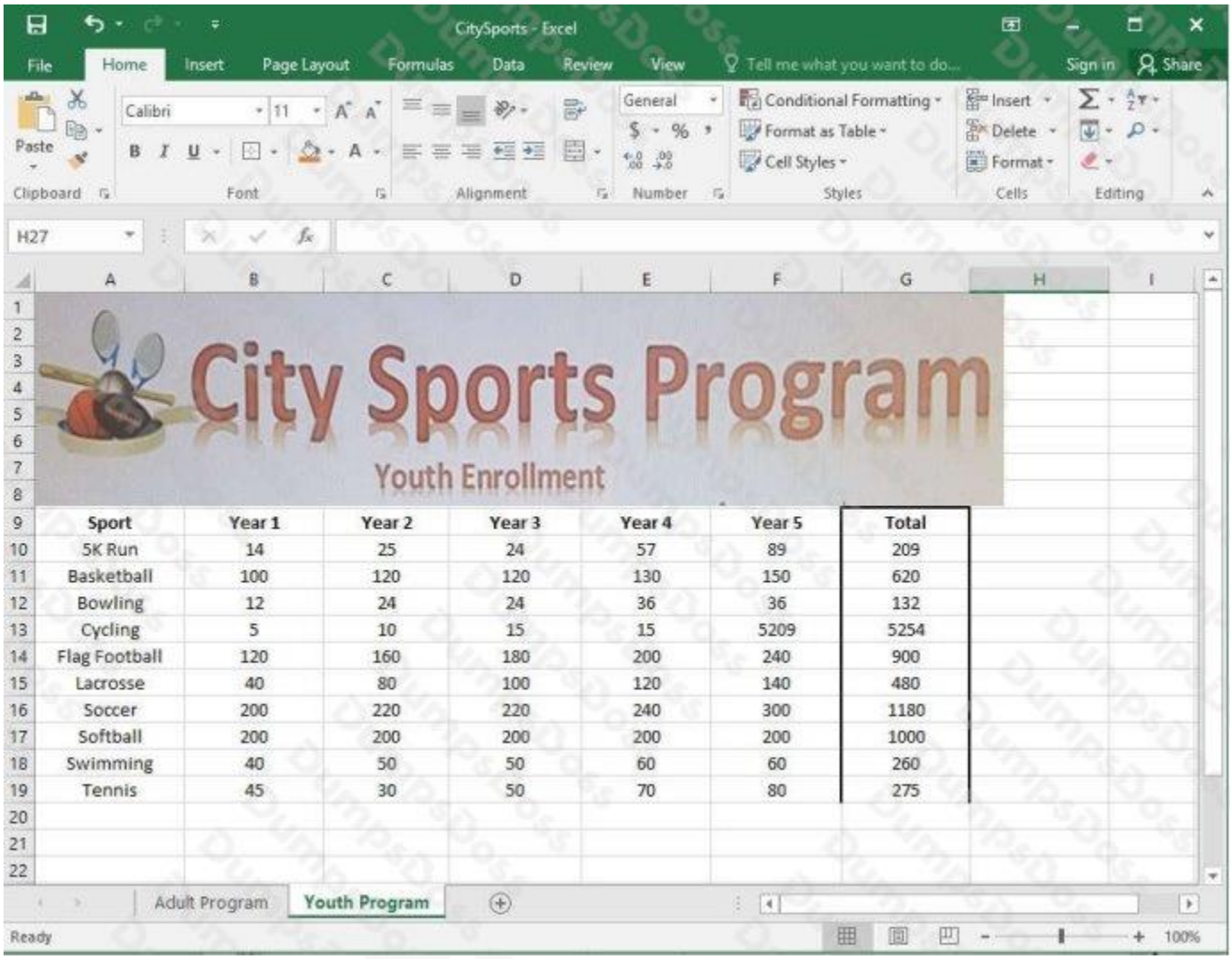

Add the Alternative Text Title “Adult Enrollment” to the “Adult_Program” table.

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