Excel 2016: Core Data Analysis - Manipulation -Presentation

Microsoft 77-727

Version Demo

Total Demo Questions: 5

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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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Insert page numbering in the center of the footer on the "Summer Bookings" worksheet using the format Page 1 of ?.

| ANSWER: See explanation below. | |
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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 | 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 |
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| 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

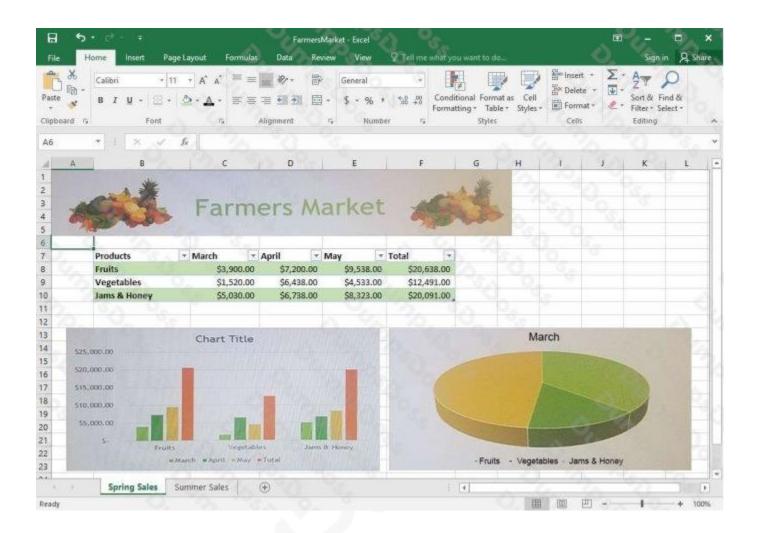
QUESTION NO: 4 - (SIMULATION)

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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| | Dairy | \$2,532.00 | \$3,209.00 | \$4,356.00 | \$10,097.00 | | | | | | |
| | 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 | 14 100 12 5 120 | Year 2 25 120 24 10 160 | Year 3 24 120 24 15 180 | Year 4 57 130 36 15 200 | 89 150 36 5209 240 | 209 620 132 5254 900 | | | |
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| | 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 | | | |
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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