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Excel 2016: Core Data Analysis, Manipulation, and Presentation

Microsoft 77-727

Version Demo

Total Demo Questions: 6

Total Premium Questions: 69

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Topic Break Down

Topic	No. of Questions
Topic 1, Create and manage worksheets and workbooks	17
Topic 2, Manage data cells and ranges	13
Topic 3, Create tables	13
Topic 4, Perform operations with formulas and functions	11
Topic 5, Create charts and objects	15
Total	69

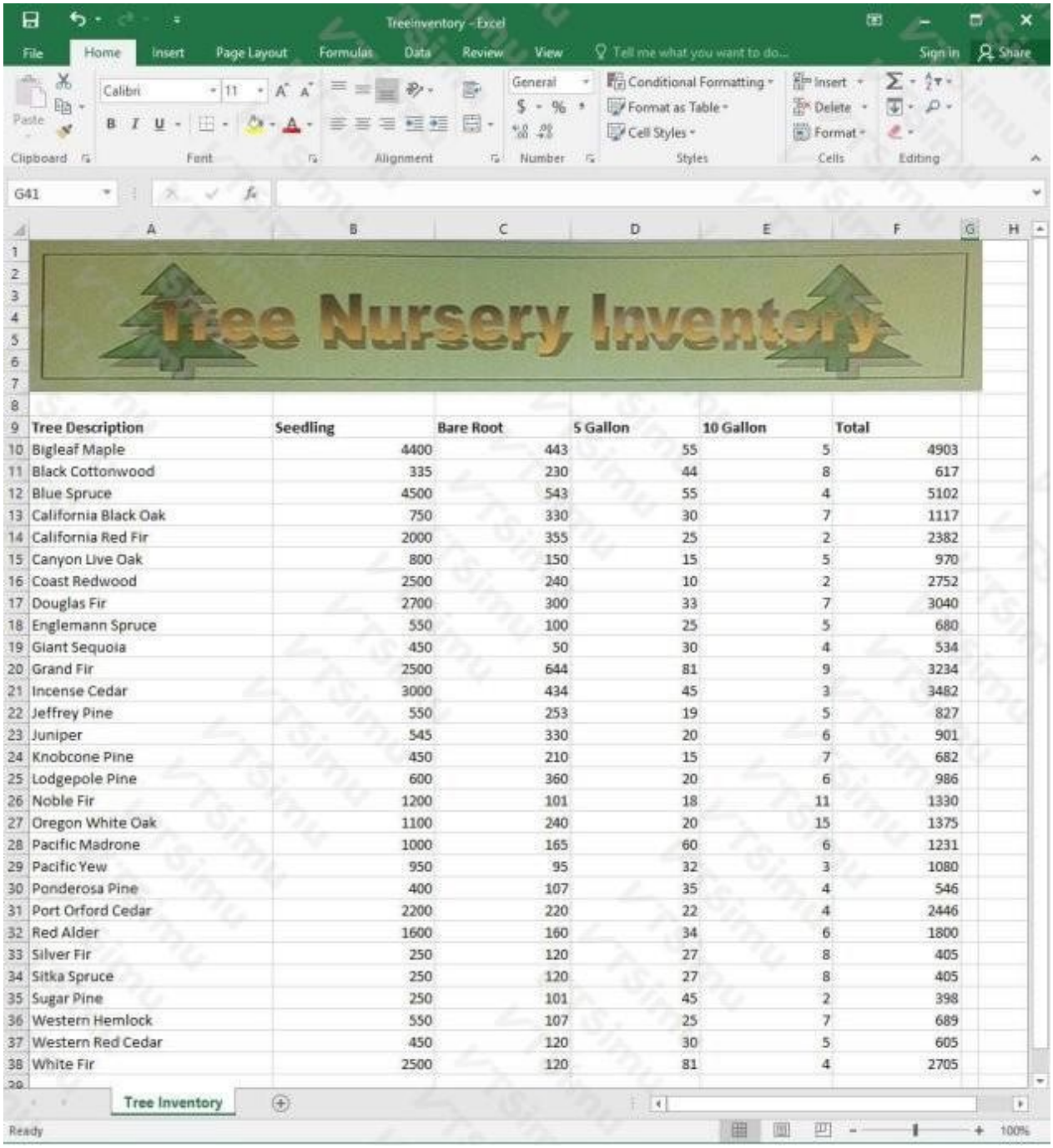
QUESTION NO: 1 - (SIMULATION)

SIMULATION

Project 3 of 7: Tree Inventory

Overview

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



Tree Description	Seedling	Bare Root	5 Gallon	10 Gallon	Total
Bigleaf Maple	4400	443	55	5	4903
Black Cottonwood	335	230	44	8	617
Blue Spruce	4500	543	55	4	5102
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California Red Fir	2000	355	25	2	2382
Canyon Live Oak	800	150	15	5	970
Coast Redwood	2500	240	10	2	2752
Douglas Fir	2700	300	33	7	3040
Englemann Spruce	550	100	25	5	680
Giant Sequoia	450	50	30	4	534
Grand Fir	2500	644	81	9	3234
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Jeffrey Pine	550	253	19	5	827
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Noble Fir	1200	101	18	11	1330
Oregon White Oak	1100	240	20	15	1375
Pacific Madrone	1000	165	60	6	1231
Pacific Yew	950	95	32	3	1080
Ponderosa Pine	400	107	35	4	546
Port Orford Cedar	2200	220	22	4	2446
Red Alder	1600	160	34	6	1800
Silver Fir	250	120	27	8	405
Sitka Spruce	250	120	27	8	405
Sugar Pine	250	101	45	2	398
Western Hemlock	550	107	25	7	689
Western Red Cedar	450	120	30	5	605
White Fir	2500	120	81	4	2705

Change the margins to 1.0'' (2.54 cm) on the top and bottom, 0.75'' (1.90 cm) on the left and right, with a 0.5'' (1.27 cm) header and footer.

ANSWER: See the explanation for the answer

Explanation:

On the **Page Layout** tab, in the **Page Setup** group, select **Margins** > **Custom Margins…**.

In the **Margins** tab of the Page Setup dialog box, set:

Top: `1.0"`
Bottom: `1.0"`
Left: `0.75"`
Right: `0.75"`
Header: `0.5"`
Footer: `0.5"`

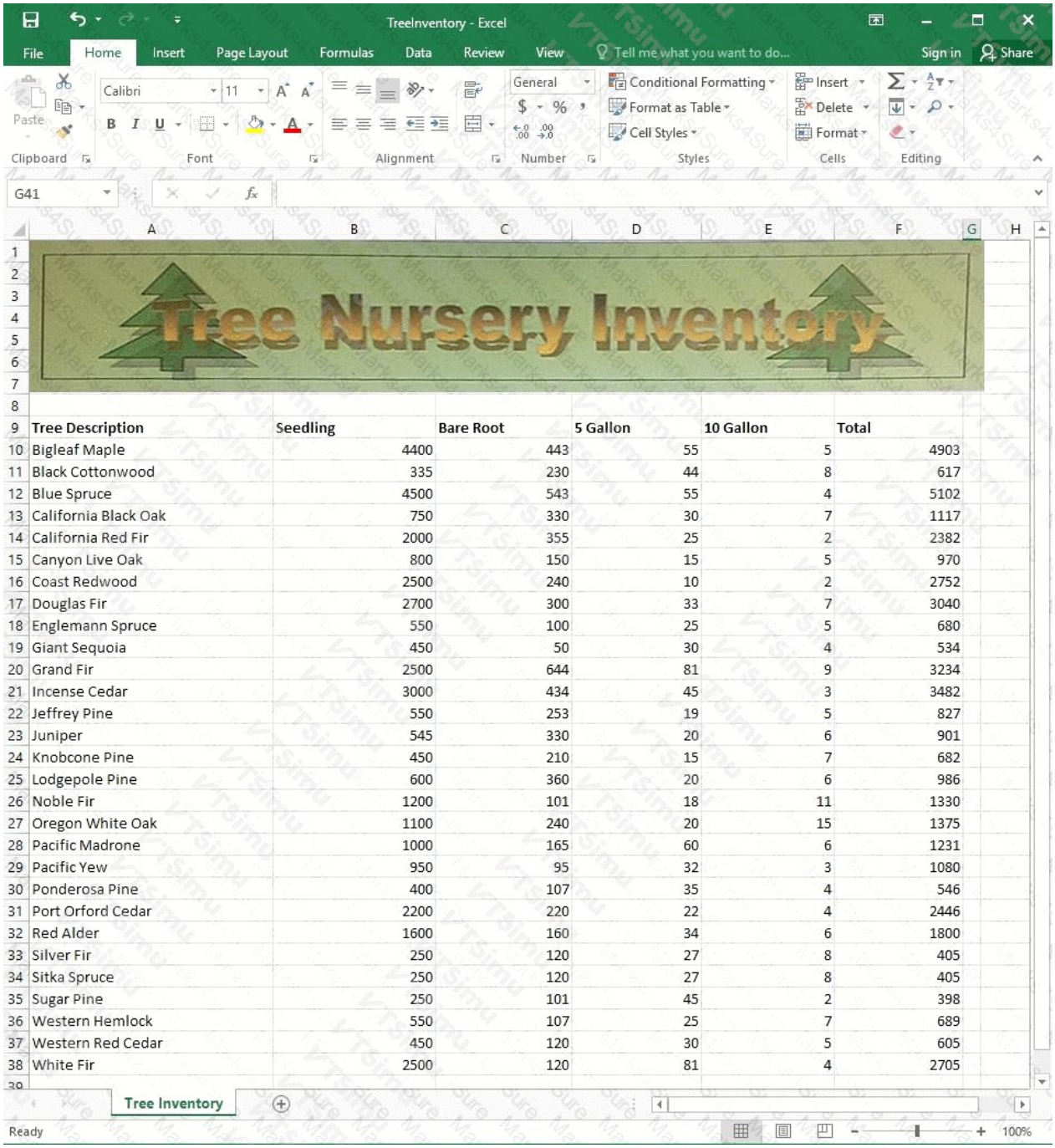
Click **OK** to apply the custom worksheet margins.

QUESTION NO: 2 - (SIMULATION)

Project 3 of 7: Tree Inventory

Overview

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



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Western Hemlock	550	107	25	7	689
Western Red Cedar	450	120	30	5	605
White Fir	2500	120	81	4	2705

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.

ANSWER: See the explanation for the answer

Explanation:

Correct the accessibility error on the banner picture (the large Tree Nursery graphic at the top of the worksheet), not the worksheet tab.

1. Select the banner image.
2. Right-click it and select **Format Picture**.
3. In the Format Picture pane, select **Size & Properties**, then expand **Alt Text**.
4. Enter `Tree Nursery Inventory` in the **Description** box.

Leave the accessibility warning unchanged, as instructed.

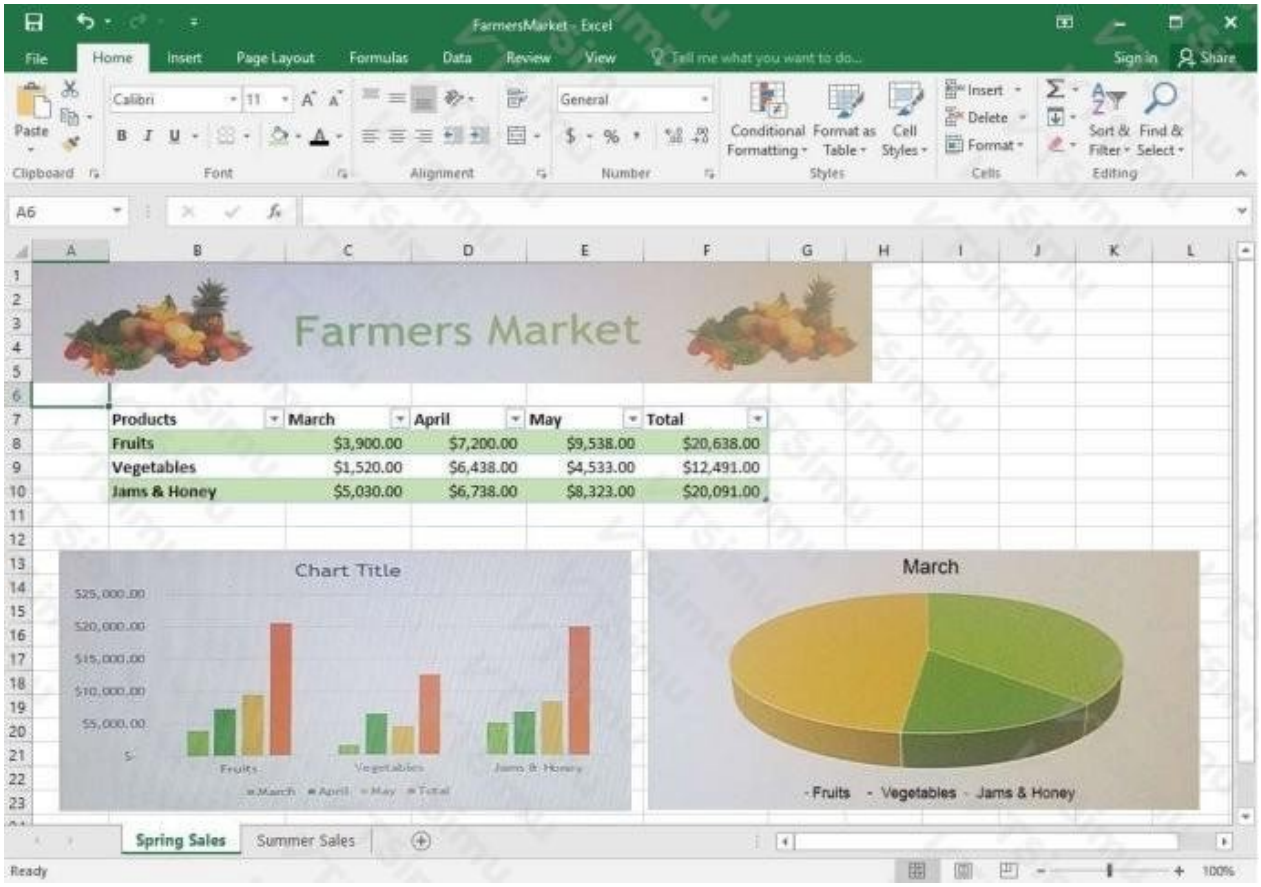
QUESTION NO: 3 - (SIMULATION)

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.



On the “Spring Sales” worksheet, add the title “New Products” to the column chart. Label the vertical axis “Gross Sales” and the horizontal axis “Months”.

ANSWER: See the explanation for the answer

Explanation:

On the **Spring Sales** worksheet, select the column chart (the chart on the left).

Click **Chart Title** and replace it with `New Products`.
With the chart selected, click the **Chart Elements (+)** button and select **Axis Titles**. (Alternatively, use **Chart Tools Design > Add Chart Element > Axis Titles**.)
Click the horizontal axis title placeholder and enter `Months`.
Click the vertical axis title placeholder and enter `Gross Sales`.

The completed column chart must have the title **New Products**, the horizontal axis titled **Months**, and the vertical axis titled **Gross Sales**.

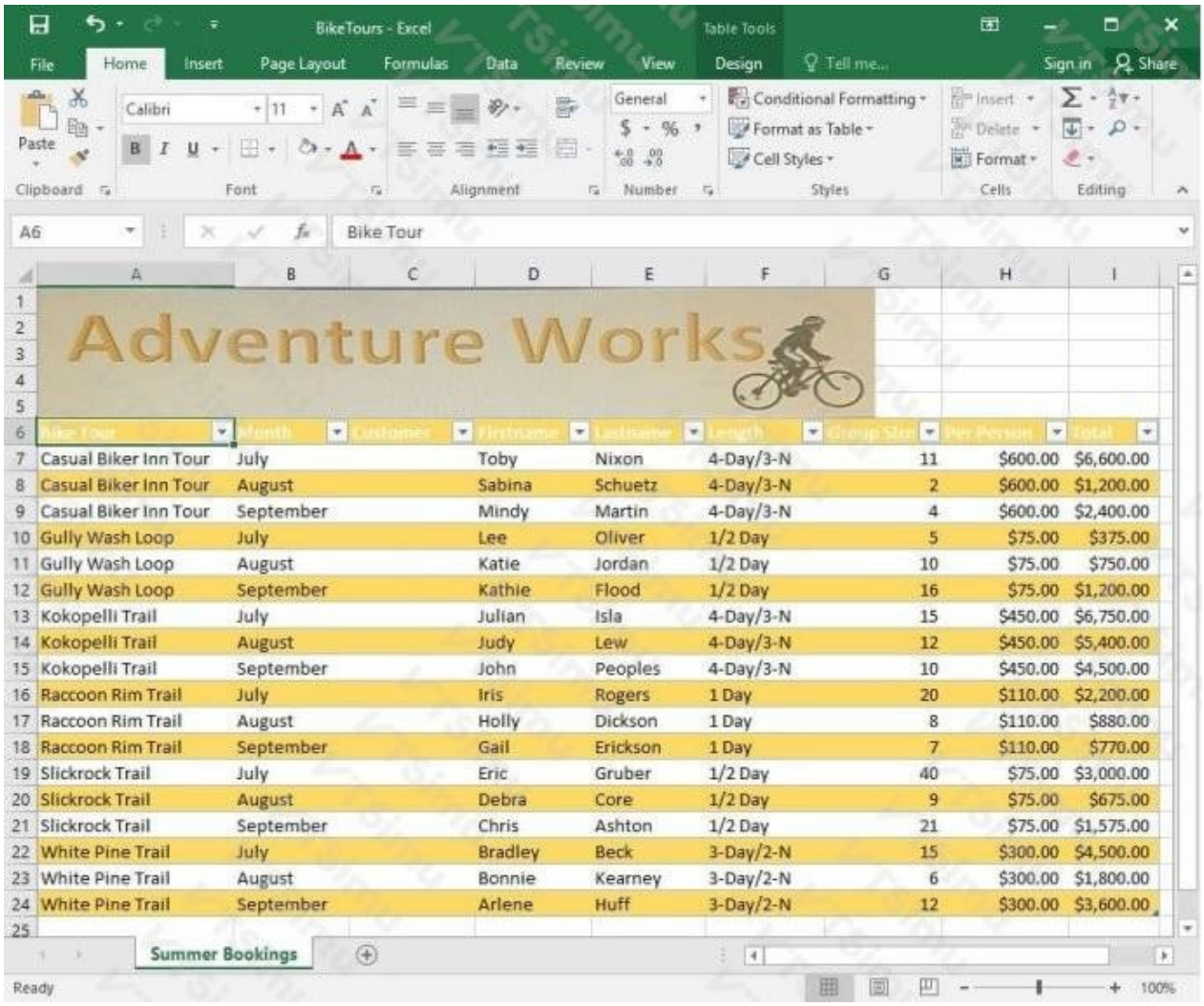
QUESTION NO: 4 - (SIMULATION)

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

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.

ANSWER: See the explanation for the answer

Explanation:

On the **Summer Bookings** worksheet, select cell `M10` and enter:

```
=SUMIF(G7:G24,">=12",I7:I24)
```

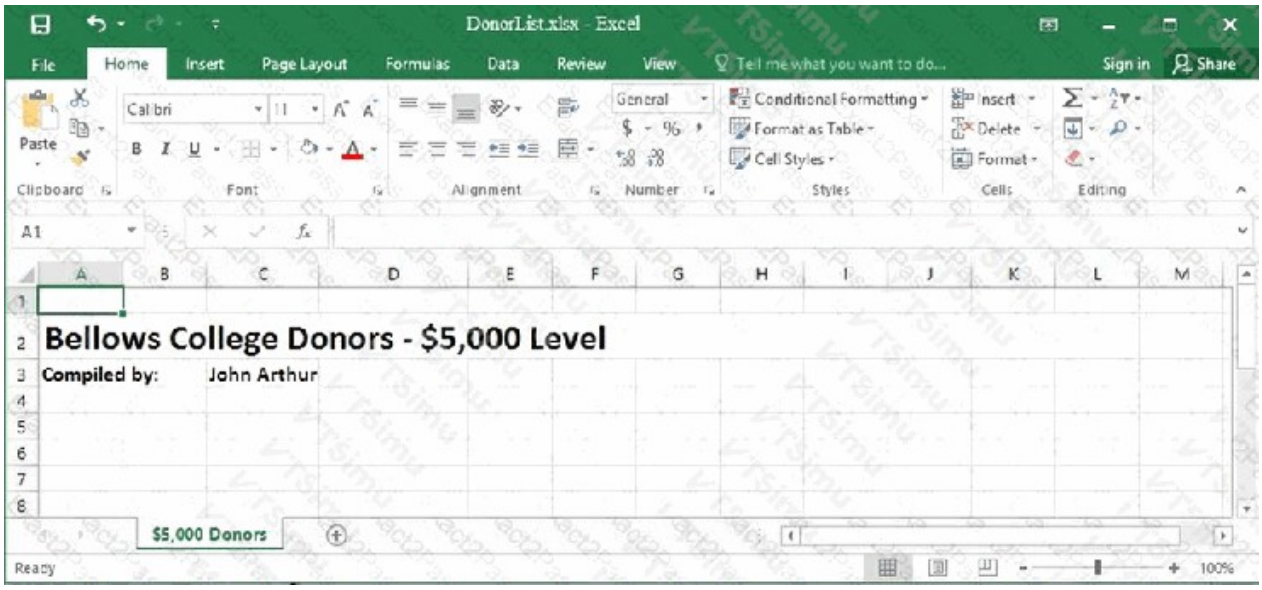
This sums values in the **Total** column (column I) only where the corresponding **Group Size** in column G is 12 or greater. Because the calculation uses the Group Size criteria range rather than fixed row positions, it remains correct if the booking rows are reordered.

QUESTION NO: 5 - (SIMULATION)

Project 2 of 7: Donor List

Overview

You are an executive assistant for a non-profit organization named Bellows College. You are updating a workbook containing lists of donors.



Navigate to the range named “Oregon”, and remove the contents of the selected cells.

ANSWER: See the explanation for the answer

Explanation:

Navigate to the named range and clear its contents:

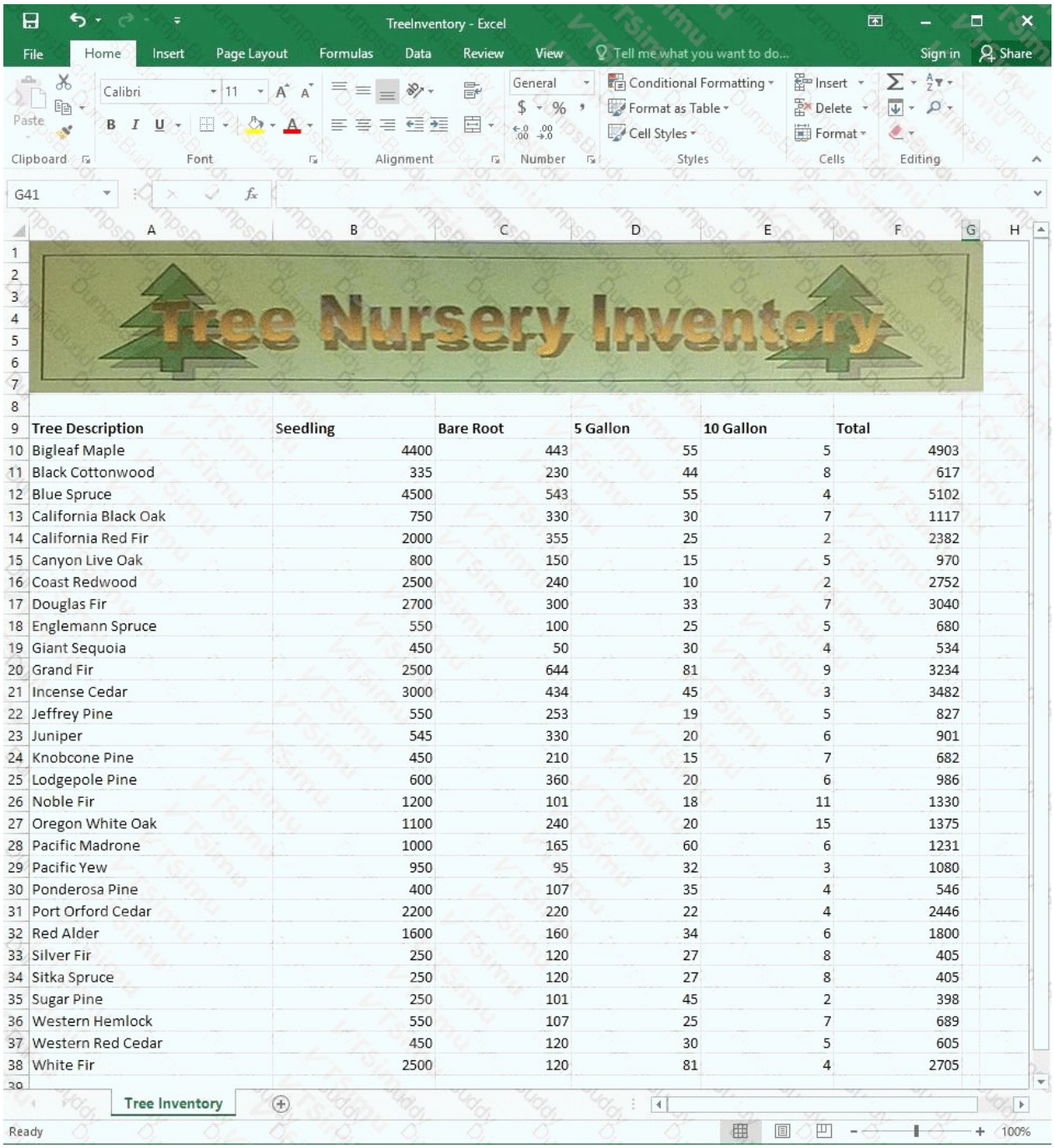
Alternatively, press **Ctrl+G**, choose or enter `Oregon` in the Go To dialog box, click **OK**, and press **Delete**.

QUESTION NO: 6 - (SIMULATION)

Project 3 of 7: Tree Inventory

Overview

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



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Hiderows 29 and 30.

ANSWER: See the explanation for the answer

Explanation:

Hide rows 29 and 30.

1. Click the row header `29`, then drag to row header `30` (or click `29` and Shift-click `30`) to select both entire rows.
2. Right-click either selected row header and choose **Hide**.

Alternatively, use **Home** > **Format** > **Hide & Unhide** > **Hide Rows**.