# 100\% Money Back Guarantee 

Vendor:Microsoft

## Exam Code:77-727

Exam Name:Excel 2016 Core Data Analysis, Manipulation, and Presentation

Version:Demo

## QUESTION 1

## SIMULATION

## Project 3 of 7: Tree Inventory Overview

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


Hide rows 29 and 30.

Correct Answer: See explanation below.
Explanation:
1.

Select the rows you want to hide, in this case rows number 29 and 30 by clicking on them.
2.

Right-click on the selected rows then click Hide.
References:
https://support.office.com/en-us/article/Hide-or-show-rows-or-columns-659c2cad-802e-44ee-a614dde8443579f8

## 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.


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

## 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.


Insert page numbering in the center of the footer on the "Summer Bookings" worksheet using the format Page 1 of ?.
Correct Answer: See explanation below.

## Explanation:

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

Insert tab.
2.

Click Click to add footer which would display the Header and 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 and Footer Elements group, click Page Number.
5.

The placeholder and[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 and Footer Elements group after clicking Number of Pages, then the placeholder and[Page] of and[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-F54E-4AC4-84D7BF957C6CE29C

## QUESTION 4

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.


Add a new worksheet named "\$1,000 Donors" to the workbook.
Correct Answer: See explanation below.
Explanation:

1. Select the plus icon at the bottom of the screen. OR
2. Select Insert from the Home tab, then click Insert Sheet. References:
https://support.office.com/en-us/article/Insert-or-delete-a-worksheet-19d3d21e-a3b3-4e13-a422d1f43f1faaf2

## QUESTION 5

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.


Apply the Rose, Table Style Light 17 (Table Style Light 17) to the "Inventory" table.
Correct Answer: See explanation below.

## Explanation:

1. 

On the "Inventory" table, click on any cell.

Click on Format as Table from the Home tab.
3.

Select the Rose, Table Style Light 17 as desired.

References:
https://support.office.com/en-us/article/Format-an-Excel-table-6789619F-C889-495C-99C22F971C0E2370

## QUESTION 6

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.


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", 16:I24)."'

## References:

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

## QUESTION 7

SIMULATION

## Overview

You recently opened an online toy store. You have sold products to 500 individual customers. You are evaluating customer data and order data.























|  | Tailspin Toys－Excel |  |  |  |  |  |  | Table Tools Design | Q Tell me what you want to do．．． |  |  | 国 | $\text { Sign in \& } \mathrm{s}$ |  |  |
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| A1 | 1 | $\times$ | $f_{x}$ | OrderID |  |  |  |  |  |  |  |  |  |  | $\checkmark$ |
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| 414 | 150600084 | 6／18／2 |  | 100413 | T3001 |  | 1 | 0.51 | 0.51 |  |  |  |  |  |  |
| 415 | 150600085 | 6／18／2 |  | 100414 | V1002 |  | 2 | 4.54 | 9.07 |  |  |  |  |  |  |
| 416 | 150600086 | 6／18／2 |  | 100415 | T1002 |  | 1 | 0.14 | 0.14 |  |  |  |  |  |  |
| 417 | 150600087 | 6／19／2 |  | 100416 | P2003 |  | 2 | 0.81 | 1.63 |  |  |  |  |  |  |
| 418 | 150600088 | 6／19／2 |  | 100417 | M3001 |  | 1 | 2.72 | 2.72 |  |  |  |  |  |  |
| 419 | 150600089 | 6／19／2 |  | 100418 | V1003 |  | 2 | 4.54 | 9.07 |  |  |  |  |  |  |
| 420 | 150600090 | 6／19／2 |  | 100419 | T2003 |  | 2 | 0.45 | 0.91 |  |  |  |  |  |  |
| 421 | 150600091 | 6／19／2 |  | 100420 | T1006 |  | 2 | 0.14 | 0.27 |  |  |  |  |  |  |
| 422 | 150600092 | 6／19／2 |  | 100421 | T1007 |  | 1 | 0.14 | 0.14 |  |  |  |  |  |  |
| 423 | 150600093 | 6／19／2 |  | 100422 | V1002 |  | 1 | 4.54 | 4.54 |  |  |  |  |  |  |
| 424 | 150600094 | 6／19／2 |  | 100423 | V2002 |  | 1 | 3.54 | 3.54 |  |  |  |  |  |  |
| 425 | 150600095 | 6／20／2 |  | 100424 | M1002 |  | 2 | 0.23 | 0.47 |  |  |  |  |  |  |
| 426 | 150600096 | 6／20／2 |  | 100425 | V2001 |  | 1 | 3.63 | 3.63 |  |  |  |  |  |  |
| 427 | 150600097 | 6／20／2 |  | 100426 | V1004 |  | 1 | 5.46 | 5.46 |  |  |  |  |  |  |
| 428 | 150600098 | 6／20／2 |  | 100427 | T2002 |  | 2 | 0.45 | 0.9 |  |  |  |  |  |  |
| 429 | 150600100 | 6／20／ |  | 100428 | V2002 |  | 2 | 3.54 | 7.08 |  |  |  |  |  |  |
| 430 | 150600101 | 6／20／2 |  | 100429 | T2001 |  | 8 | 0.05 | 0.36 |  |  |  |  |  |  |
| 431 | 150600102 | 6／20／2 |  | 100430 | V1004 |  | 2 | 5.46 | 10.92 |  |  |  |  |  |  |
| 432 | 150600103 | 6／20／2 |  | 100431 | P2002 |  | 1 | 0.81 | 0.81 |  |  |  |  |  |  |
| 433 | 150600104 | 6／21／2 |  | 100432 | V1004 |  | 1 | 5.46 | 5.46 |  |  |  |  |  |  |
| 434 | 150600105 | 6／21／2 |  | 100433 | V2002 |  | 2 | 3.54 | 7.08 |  |  |  |  |  |  |
| 435 | 150600106 | 6／21／2 |  | 100434 | M3002 |  | 2 | 0.68 | 1.36 |  |  |  |  |  |  |
| 436 | 150600107 | 6／21／2 |  | 100435 | P2002 |  | 1 | 0.81 | 0.81 |  |  |  |  |  |  |
| 437 | 150600108 | 6／22／ |  | 100436 | P3001 |  | 2 | 0.81 | 1.63 |  |  |  |  |  |  |
| 438 | 150600109 | 6／22／ |  | 100437 | M1002 |  | 1 | 0.23 | 0.23 |  |  |  |  |  |  |
| 439 | 150600110 | 6／22／ |  | 100438 | T2002 |  | 2 | 0.45 | 0.9 |  |  |  |  |  |  |
| 440 | 150600111 | 6／22／ |  | 100439 | T1003 |  | 2 | 0.14 | 0.27 |  |  |  |  |  |  |
| 441 | 150600112 | 6／22／ |  | 100440 | T1007 |  | 2 | 0.14 | 0.27 |  |  |  |  |  |  |
| 442 | 150600113 | 6／22／ |  | 100441 | T3001 |  | 1 | 0.51 | 0.51 |  |  |  |  |  |  |
| 443 | 150600114 | 6／22／ |  | 100442 | M2002 |  | 1 | 0.18 | 0.18 |  |  |  |  |  |  |
| 444 | 150600115 | 6／22／ |  | 100443 | V2002 |  | 2 | 3.54 | 7.08 |  |  |  |  |  |  |
| 445 | 150600116 | 6／23／ |  | 100444 | V1002 |  | 2 | 4.54 | 9.07 |  |  |  |  |  |  |
| 446 | 150600117 | 6／23／ |  | 100445 | T1001 |  | 1 | 0.14 | 0.14 |  |  |  |  |  |  |
| 447 | 150600118 | 6／23／ |  | 100446 | P1001 |  | 1 | 0.81 | 0.81 |  |  |  |  |  |  |
| 448 | 150600119 | 6／23／2 |  | 100447 | M1001 |  | 1 | 0.57 | 0.57 |  |  |  |  |  |  |
| 449 | 150600120 | 6／23／2 |  | 100448 | T1004 |  | 1 | 0.14 | 0.14 |  |  |  |  |  |  |
| 450 | 150600121 | 6／23／ |  | 100449 | T2002 |  | 6 | 0.45 | 2.7 |  |  |  |  |  |  |
| 451 | 150600122 | 6／24／2 |  | 100450 | M3001 |  | 2 | 2.72 | 5.44 |  |  |  |  |  |  |
| 452 | 150600123 | 6／24／2 |  | 100451 | T1004 |  | 1 | 0.14 | 0.14 |  |  |  |  |  |  |
| 453 | 150600124 | 6／24／21 |  | 100452 | P2003 |  | 2 | 0.81 | 1.63 |  |  |  |  |  |  |
| 454 | 150600125 | 6／24／ |  | 100453 | P2002 |  | 2 | 0.81 | 1.63 |  |  |  |  |  |  |
| 455 | 150600126 | 6／24／ |  | 100454 | M2001 |  | 1 | 0.23 | 0.23 |  |  |  |  |  |  |
| 456 | 150600127 | 6／24／2 |  | 100455 | V2002 |  | 1 | 3.54 | 3.54 |  |  |  |  |  |  |
| 457 | 150600128 | 6／24／ |  | 100456 | M1003 |  | 2 | 1.36 | 2.72 |  |  |  |  |  |  |
| 458. | － 150500130 | 6／241 |  | 1 Mn 547 | vima |  | ， | 5.45 | 1092 |  |  |  |  |  | $\checkmark$ |
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On the "Customers" worksheet, enter a formula in cell N2 that uses an Excel function to return the average age of the customers based on the values in the "CurrentAge" column.

Correct Answer: See explanation below.
Explanation:
1.

Select cell N2 on the "Customers" worksheet, which is where you want the Excel function to return the result to.
2.

In the Address bar, type the average function syntax; =AVERAGE(K1:K101).
References:
https://support.office.com/en-us/article/AVERAGE-function-047BAC88-D466-426C-A32B-8F33EB960CF6

## QUESTION 8

## SIMULATION

Project 1 of 7: Tailspin Toys Overview
You recently opened an online toy store. You have sold products to 500 individual customers. You are evaluating customer data and order data.























|  | Tailspin Toys－Excel |  |  |  |  |  |  | Table Tools Design | Q Tell me what you want to do．．． |  |  | 国 | $\text { Sign in \& } \mathrm{s}$ |  |  |
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| A1 | 1 | $\times$ | $f_{x}$ | OrderID |  |  |  |  |  |  |  |  |  |  | $\checkmark$ |
|  | A | B |  | c | D |  | E | F | G |  | H |  | 1 |  | － |
| 1 | OrderiD | －OrderDate | －Custor | merid |  | －Qua | ntity | Unitprice | －Ordertotal | $\cdots$ |  |  | untoriatio |  |  |
| 414 | 150600084 | 6／18／2 |  | 100413 | T3001 |  | 1 | 0.51 | 0.51 |  |  |  |  |  |  |
| 415 | 150600085 | 6／18／2 |  | 100414 | V1002 |  | 2 | 4.54 | 9.07 |  |  |  |  |  |  |
| 416 | 150600086 | 6／18／2 |  | 100415 | T1002 |  | 1 | 0.14 | 0.14 |  |  |  |  |  |  |
| 417 | 150600087 | 6／19／2 |  | 100416 | P2003 |  | 2 | 0.81 | 1.63 |  |  |  |  |  |  |
| 418 | 150600088 | 6／19／2 |  | 100417 | M3001 |  | 1 | 2.72 | 2.72 |  |  |  |  |  |  |
| 419 | 150600089 | 6／19／2 |  | 100418 | V1003 |  | 2 | 4.54 | 9.07 |  |  |  |  |  |  |
| 420 | 150600090 | 6／19／2 |  | 100419 | T2003 |  | 2 | 0.45 | 0.91 |  |  |  |  |  |  |
| 421 | 150600091 | 6／19／2 |  | 100420 | T1006 |  | 2 | 0.14 | 0.27 |  |  |  |  |  |  |
| 422 | 150600092 | 6／19／2 |  | 100421 | T1007 |  | 1 | 0.14 | 0.14 |  |  |  |  |  |  |
| 423 | 150600093 | 6／19／2 |  | 100422 | V1002 |  | 1 | 4.54 | 4.54 |  |  |  |  |  |  |
| 424 | 150600094 | 6／19／2 |  | 100423 | V2002 |  | 1 | 3.54 | 3.54 |  |  |  |  |  |  |
| 425 | 150600095 | 6／20／2 |  | 100424 | M1002 |  | 2 | 0.23 | 0.47 |  |  |  |  |  |  |
| 426 | 150600096 | 6／20／2 |  | 100425 | V2001 |  | 1 | 3.63 | 3.63 |  |  |  |  |  |  |
| 427 | 150600097 | 6／20／2 |  | 100426 | V1004 |  | 1 | 5.46 | 5.46 |  |  |  |  |  |  |
| 428 | 150600098 | 6／20／2 |  | 100427 | T2002 |  | 2 | 0.45 | 0.9 |  |  |  |  |  |  |
| 429 | 150600100 | 6／20／ |  | 100428 | V2002 |  | 2 | 3.54 | 7.08 |  |  |  |  |  |  |
| 430 | 150600101 | 6／20／2 |  | 100429 | T2001 |  | 8 | 0.05 | 0.36 |  |  |  |  |  |  |
| 431 | 150600102 | 6／20／2 |  | 100430 | V1004 |  | 2 | 5.46 | 10.92 |  |  |  |  |  |  |
| 432 | 150600103 | 6／20／2 |  | 100431 | P2002 |  | 1 | 0.81 | 0.81 |  |  |  |  |  |  |
| 433 | 150600104 | 6／21／2 |  | 100432 | V1004 |  | 1 | 5.46 | 5.46 |  |  |  |  |  |  |
| 434 | 150600105 | 6／21／2 |  | 100433 | V2002 |  | 2 | 3.54 | 7.08 |  |  |  |  |  |  |
| 435 | 150600106 | 6／21／2 |  | 100434 | M3002 |  | 2 | 0.68 | 1.36 |  |  |  |  |  |  |
| 436 | 150600107 | 6／21／2 |  | 100435 | P2002 |  | 1 | 0.81 | 0.81 |  |  |  |  |  |  |
| 437 | 150600108 | 6／22／ |  | 100436 | P3001 |  | 2 | 0.81 | 1.63 |  |  |  |  |  |  |
| 438 | 150600109 | 6／22／ |  | 100437 | M1002 |  | 1 | 0.23 | 0.23 |  |  |  |  |  |  |
| 439 | 150600110 | 6／22／ |  | 100438 | T2002 |  | 2 | 0.45 | 0.9 |  |  |  |  |  |  |
| 440 | 150600111 | 6／22／ |  | 100439 | T1003 |  | 2 | 0.14 | 0.27 |  |  |  |  |  |  |
| 441 | 150600112 | 6／22／ |  | 100440 | T1007 |  | 2 | 0.14 | 0.27 |  |  |  |  |  |  |
| 442 | 150600113 | 6／22／ |  | 100441 | T3001 |  | 1 | 0.51 | 0.51 |  |  |  |  |  |  |
| 443 | 150600114 | 6／22／ |  | 100442 | M2002 |  | 1 | 0.18 | 0.18 |  |  |  |  |  |  |
| 444 | 150600115 | 6／22／ |  | 100443 | V2002 |  | 2 | 3.54 | 7.08 |  |  |  |  |  |  |
| 445 | 150600116 | 6／23／ |  | 100444 | V1002 |  | 2 | 4.54 | 9.07 |  |  |  |  |  |  |
| 446 | 150600117 | 6／23／ |  | 100445 | T1001 |  | 1 | 0.14 | 0.14 |  |  |  |  |  |  |
| 447 | 150600118 | 6／23／ |  | 100446 | P1001 |  | 1 | 0.81 | 0.81 |  |  |  |  |  |  |
| 448 | 150600119 | 6／23／2 |  | 100447 | M1001 |  | 1 | 0.57 | 0.57 |  |  |  |  |  |  |
| 449 | 150600120 | 6／23／2 |  | 100448 | T1004 |  | 1 | 0.14 | 0.14 |  |  |  |  |  |  |
| 450 | 150600121 | 6／23／ |  | 100449 | T2002 |  | 6 | 0.45 | 2.7 |  |  |  |  |  |  |
| 451 | 150600122 | 6／24／2 |  | 100450 | M3001 |  | 2 | 2.72 | 5.44 |  |  |  |  |  |  |
| 452 | 150600123 | 6／24／2 |  | 100451 | T1004 |  | 1 | 0.14 | 0.14 |  |  |  |  |  |  |
| 453 | 150600124 | 6／24／21 |  | 100452 | P2003 |  | 2 | 0.81 | 1.63 |  |  |  |  |  |  |
| 454 | 150600125 | 6／24／ |  | 100453 | P2002 |  | 2 | 0.81 | 1.63 |  |  |  |  |  |  |
| 455 | 150600126 | 6／24／ |  | 100454 | M2001 |  | 1 | 0.23 | 0.23 |  |  |  |  |  |  |
| 456 | 150600127 | 6／24／2 |  | 100455 | V2002 |  | 1 | 3.54 | 3.54 |  |  |  |  |  |  |
| 457 | 150600128 | 6／24／ |  | 100456 | M1003 |  | 2 | 1.36 | 2.72 |  |  |  |  |  |  |
| 458. | － 150500130 | 6／241 |  | 1 Mn 547 | vima |  | ， | 5.45 | 1092 |  |  |  |  |  | $\checkmark$ |
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On the "Orders" worksheet, enter a formula in cell J2 that uses an Excel function to return the "OrderTotal" value of the individual order that has the highest "OrderTotal" value.

Correct Answer: See explanation below.
Explanation:
1.

Select the cell J2 where you want the highest "OrderTotal" value to be.
2.

Type in the formula: $=\operatorname{MAX}(\mathrm{G1}: G 550)$.
References:
https://support.office.com/en-us/article/calculate-the-smallest-or-largest-number-in-a-range-45fe249f-96c3443b-8e9f-87f16c48462c

## QUESTION 9

SIMULATION

Project 3 of 7: Tree Inventory Overview
You are updating the inventory worksheet for a local tree farm.


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.

## Correct Answer: See explanation below.

## Explanation:

To check the accessibility select the Review tab from the ribbon.
2.

Select Check Accessibility.
3.

Review the results.
4.

Exit the Accessibility Checker.
5.

Right-click on the worksheet then click Format and then click Alt Text.
6.

Type "Tree Nursery Inventory" in the Description box.
7.

Click OK

References:
https://support.office.com/en-us/article/Use-the-Accessibility-Checker-to-find-accessibility-issuesa16f6de0-2f39-4a2b-8bd8-5ad801426c7f

## QUESTION 10

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.


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.

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 11

## SIMULATION

## Project 1 of 7: Tailspin Toys Overview

You recently opened an online toy store. You have sold products to 500 individual customers. You are evaluating customer data and order data.























|  | Tailspin Toys－Excel |  |  |  |  |  |  | Table Tools Design | Q Tell me what you want to do．．． |  |  | 国 | $\text { Sign in \& } \mathrm{s}$ |  |  |
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|  |  | alibri <br> $I \underline{\mathrm{U}}$ |  |  | $\begin{aligned} & \equiv \text { 友 } \\ & \equiv \equiv \text { 手 } \end{aligned}$ <br> Alignment | 昌 <br> 固－ | General $\$ \text { : \% }$ <br> $\rightarrow 0 \rightarrow 0$ <br> Number | Format as Table－ <br> Cell Styles＊ <br> Styles |  |  | nsert＊ <br> Delete <br> ormat＊ <br> Cells | $\sum$ | ${ }_{\mathrm{Z}}^{\mathrm{A}}{ }^{\mathbf{T}}$ <br> Sort \＆ <br> Filter～ <br> Editing |  | $\wedge$ |
| A1 | 1 | $\times$ | $f_{x}$ | OrderID |  |  |  |  |  |  |  |  |  |  | $\checkmark$ |
|  | A | B |  | c | D |  | E | F | G |  | H |  | 1 |  | － |
| 1 | OrderiD | －OrderDate | －Custor | merid |  | －Qua | ntity | Unitprice | －Ordertotal | $\cdots$ |  |  | untoriatio |  |  |
| 414 | 150600084 | 6／18／2 |  | 100413 | T3001 |  | 1 | 0.51 | 0.51 |  |  |  |  |  |  |
| 415 | 150600085 | 6／18／2 |  | 100414 | V1002 |  | 2 | 4.54 | 9.07 |  |  |  |  |  |  |
| 416 | 150600086 | 6／18／2 |  | 100415 | T1002 |  | 1 | 0.14 | 0.14 |  |  |  |  |  |  |
| 417 | 150600087 | 6／19／2 |  | 100416 | P2003 |  | 2 | 0.81 | 1.63 |  |  |  |  |  |  |
| 418 | 150600088 | 6／19／2 |  | 100417 | M3001 |  | 1 | 2.72 | 2.72 |  |  |  |  |  |  |
| 419 | 150600089 | 6／19／2 |  | 100418 | V1003 |  | 2 | 4.54 | 9.07 |  |  |  |  |  |  |
| 420 | 150600090 | 6／19／2 |  | 100419 | T2003 |  | 2 | 0.45 | 0.91 |  |  |  |  |  |  |
| 421 | 150600091 | 6／19／2 |  | 100420 | T1006 |  | 2 | 0.14 | 0.27 |  |  |  |  |  |  |
| 422 | 150600092 | 6／19／2 |  | 100421 | T1007 |  | 1 | 0.14 | 0.14 |  |  |  |  |  |  |
| 423 | 150600093 | 6／19／2 |  | 100422 | V1002 |  | 1 | 4.54 | 4.54 |  |  |  |  |  |  |
| 424 | 150600094 | 6／19／2 |  | 100423 | V2002 |  | 1 | 3.54 | 3.54 |  |  |  |  |  |  |
| 425 | 150600095 | 6／20／2 |  | 100424 | M1002 |  | 2 | 0.23 | 0.47 |  |  |  |  |  |  |
| 426 | 150600096 | 6／20／2 |  | 100425 | V2001 |  | 1 | 3.63 | 3.63 |  |  |  |  |  |  |
| 427 | 150600097 | 6／20／2 |  | 100426 | V1004 |  | 1 | 5.46 | 5.46 |  |  |  |  |  |  |
| 428 | 150600098 | 6／20／2 |  | 100427 | T2002 |  | 2 | 0.45 | 0.9 |  |  |  |  |  |  |
| 429 | 150600100 | 6／20／ |  | 100428 | V2002 |  | 2 | 3.54 | 7.08 |  |  |  |  |  |  |
| 430 | 150600101 | 6／20／2 |  | 100429 | T2001 |  | 8 | 0.05 | 0.36 |  |  |  |  |  |  |
| 431 | 150600102 | 6／20／2 |  | 100430 | V1004 |  | 2 | 5.46 | 10.92 |  |  |  |  |  |  |
| 432 | 150600103 | 6／20／2 |  | 100431 | P2002 |  | 1 | 0.81 | 0.81 |  |  |  |  |  |  |
| 433 | 150600104 | 6／21／2 |  | 100432 | V1004 |  | 1 | 5.46 | 5.46 |  |  |  |  |  |  |
| 434 | 150600105 | 6／21／2 |  | 100433 | V2002 |  | 2 | 3.54 | 7.08 |  |  |  |  |  |  |
| 435 | 150600106 | 6／21／2 |  | 100434 | M3002 |  | 2 | 0.68 | 1.36 |  |  |  |  |  |  |
| 436 | 150600107 | 6／21／2 |  | 100435 | P2002 |  | 1 | 0.81 | 0.81 |  |  |  |  |  |  |
| 437 | 150600108 | 6／22／ |  | 100436 | P3001 |  | 2 | 0.81 | 1.63 |  |  |  |  |  |  |
| 438 | 150600109 | 6／22／ |  | 100437 | M1002 |  | 1 | 0.23 | 0.23 |  |  |  |  |  |  |
| 439 | 150600110 | 6／22／ |  | 100438 | T2002 |  | 2 | 0.45 | 0.9 |  |  |  |  |  |  |
| 440 | 150600111 | 6／22／ |  | 100439 | T1003 |  | 2 | 0.14 | 0.27 |  |  |  |  |  |  |
| 441 | 150600112 | 6／22／ |  | 100440 | T1007 |  | 2 | 0.14 | 0.27 |  |  |  |  |  |  |
| 442 | 150600113 | 6／22／ |  | 100441 | T3001 |  | 1 | 0.51 | 0.51 |  |  |  |  |  |  |
| 443 | 150600114 | 6／22／ |  | 100442 | M2002 |  | 1 | 0.18 | 0.18 |  |  |  |  |  |  |
| 444 | 150600115 | 6／22／ |  | 100443 | V2002 |  | 2 | 3.54 | 7.08 |  |  |  |  |  |  |
| 445 | 150600116 | 6／23／ |  | 100444 | V1002 |  | 2 | 4.54 | 9.07 |  |  |  |  |  |  |
| 446 | 150600117 | 6／23／ |  | 100445 | T1001 |  | 1 | 0.14 | 0.14 |  |  |  |  |  |  |
| 447 | 150600118 | 6／23／ |  | 100446 | P1001 |  | 1 | 0.81 | 0.81 |  |  |  |  |  |  |
| 448 | 150600119 | 6／23／2 |  | 100447 | M1001 |  | 1 | 0.57 | 0.57 |  |  |  |  |  |  |
| 449 | 150600120 | 6／23／2 |  | 100448 | T1004 |  | 1 | 0.14 | 0.14 |  |  |  |  |  |  |
| 450 | 150600121 | 6／23／ |  | 100449 | T2002 |  | 6 | 0.45 | 2.7 |  |  |  |  |  |  |
| 451 | 150600122 | 6／24／2 |  | 100450 | M3001 |  | 2 | 2.72 | 5.44 |  |  |  |  |  |  |
| 452 | 150600123 | 6／24／2 |  | 100451 | T1004 |  | 1 | 0.14 | 0.14 |  |  |  |  |  |  |
| 453 | 150600124 | 6／24／21 |  | 100452 | P2003 |  | 2 | 0.81 | 1.63 |  |  |  |  |  |  |
| 454 | 150600125 | 6／24／ |  | 100453 | P2002 |  | 2 | 0.81 | 1.63 |  |  |  |  |  |  |
| 455 | 150600126 | 6／24／ |  | 100454 | M2001 |  | 1 | 0.23 | 0.23 |  |  |  |  |  |  |
| 456 | 150600127 | 6／24／2 |  | 100455 | V2002 |  | 1 | 3.54 | 3.54 |  |  |  |  |  |  |
| 457 | 150600128 | 6／24／ |  | 100456 | M1003 |  | 2 | 1.36 | 2.72 |  |  |  |  |  |  |
| 458. | － 150500130 | 6／241 |  | 1 Mn 547 | vima |  | ， | 5.45 | 1092 |  |  |  |  |  | $\checkmark$ |
|  | a +1 | Customers | Products | Orders | Customers | by Order | ¢ | － | 1 |  |  |  |  |  |  |
|  | eady |  |  |  |  |  |  |  | 囲 | 回 | 田 |  | 1 | $+$ |  |









On the "Customers" worksheet, sort the table to order the records by the "CountryOrRegion" field, with
customers in the United States first and customers in Canada second.
Then sort the customers in each country alphabetically (from A to Z) by the "StateOrProvince" field.

Finally, sort the customers in each state or province in ascending order by the "PostalCode" field.
Correct Answer: See explanation below.
Explanation:
1.

Select a cell in the "CountryOrRegion" field on the "Customers" worksheet.
2.

Select Sort from the Sort and Filter group in the Data tab.
3.

In the Sort dialog box, under Column in the Sort by box, Select the "CountryOrRegion" field.
4.

Under the Sort On option, select the type of sort desired, in this case Values, to sort by text.
5.

Under Order, select Custom List, then set it for customers in the United States to appear first, then the customers in Canada.
6.

Then to add another column to sort by, click Add Level.
7.

In the Sort dialog box, under Column in the Sort by box, Select the "StateOrProvince" field.
8.

Under the Sort On option, select Values.
9.

Under Order, select A to Z.
10.

Add a final column by clicking Add Level.
11.

In the Sort dialog box, under Column in the Sort by box, Select the "PostalCode" field.
12.

Under Sort On, select Values.
13.

Under Order, select Smallest to Largest.
14.

Click OK

References:
https://support.office.com/en-us/article/sort-data-in-a-range-or-table-62d0b95d-2a90-4610-a6ae2e545c4a4654

## QUESTION 12

## 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, apply Style 3 and Monochromatic Color 2 (Monochromatic Palette 2) to the 3-D Pie chart.

Correct Answer: See explanation below.
Explanation:
1.

Click on the 3-D Pie Chart on the "Spring Sales" worksheet.
2.

This would display the Chart Tools, click on the desired style which is Style 3 Monochromatic Color 2 from the Chart Styles group situated on the Design tab.

References:
https://support.office.com/en-us/article/Change-the-layout-or-style-of-a-chart-A346E438-D22A-4540-AA87BCE9FEB719CF

