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Excel 2016: Core Data Analysis, Manipulation, and Presentation

Exam A

QUESTION 1
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.



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1	CustomerID	NameLast	NameFirst	NameMiddle	Address	City	StateOrProvince	PostalCode	CountryOrRegion
2	100001	Moyer	Dan		565 Hawthorn Lane	Pittsburgh	DE	27013	United States
3	100002	Tsoflias	Lyhn		201 Spruce Terrace	Dallas	NV	47647	United States
4	100003	Kumar	Gunjan		349 Yew Ct	Texarkana	CT	85311	United States
5	100004	Martins	Felipe		636 Aspen Blvd	South Bend	CO	64099	United States
6	100005	Fatima	Suroor		987 Birch Drive	Montgomery	CO	60118	United States
7	100006	Houston	Peter		872 Pine Lane	Raleigh	MT	51298	United States
8	100007	Thorp	Justin		819 Beech St	Tacoma	SC	95206	United States
9	100008	Moore	Bobby		551 Gum Ln	Knoxville	ME	69446	United States
10	100009	Shtiegman	Eran		694 Palmetto Cove	Long Beach	IN	62156	United States
11	100010	McGurk	Chris		738 Beech Dr	El Paso	UT	31029	United States
12	100011	Grisso	Geoff		88 Cypress Way	Amarillo	IN	54540	United States
13	100012	Charles	Mathew		847 Redwood Ln	North Houston	NC	79974	United States
14	100013	Jamison	Jay		907 Ironwood Lane	Amarillo	KY	24573	United States
15	100014	Ciccu	Alice		673 Crabwood Cove	Madison	WI	40199	United States
16	100015	Uittenbogaard	Pieter		380 Willow Ct	Sacramento	DC	52924	United States
17	100016	Bradley	David	M.	789 Hemlock Way	Columbia	ID	53158	United States
18	100017	Smith	Ben		845 Palo Verde Avenue	Miami	WI	63847	United States
19	100018	Wilson	Dan		280 Maple Street	Reno	MS	15998	United States
20	100019	Gercek	Cinar		996 Ironwood Loop	Nassau	MD	57257	United States
21	100020	Lazecky	Petr		656 Palmetto Road	Long Beach	NH	61502	United States
22	100021	Kapoor	Ashish		509 Redbud Ave	Birmingham	AB	A1A 1A1	Canada
23	100022	Gil	Felipe		189 Willow Ln	Little Rock	OK	42685	United States
24	100023	Gray	Urien		307 Hazel Bay	Bloomington	TX	89858	United States
25	100024	Sullivan	Michael						

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	A	B	C	D	E	F	G	H	I
1	CustomerID	NameLast	NameFirst	NameMiddle	Address	City	StateOrProvince	PostalCode	CountryOrRegion
38	100037	Lum	Richard		770 Cedar Dr	Utica	MD	97886	United States
39	100038	Stevens	Max		802 Hawthorn Way	Minneapolis	NE	23053	United States
40	100039	Brown	Robert		270 Redwood Ave	Birmingham	AB	A1A 1A2	Canada
41	100040	Mello	Raquel		701 Bay St	Denver	NC	67396	United States
42	100041	Leavitt	Elsa		766 Gum Way	Topeka	AZ	22714	United States
43	100042	Benson	Max		979 Teak Loop	Bluefield	SD	77228	United States
44	100043	Parkinson	Eric		177 Hickory Terrace	Roanoke	CA	47053	United States
45	100044	Rasmussen	Morten		581 Palmetto Ct	Pittsburgh	CT	64493	United States
46	100045	Valverde	Eva		890 Palm Loot	Charlotte	IN	60074	United States
47	100046	Madsen	Anders		423 Conifer Street	Phoenix	MS	24312	United States
48	100047	Hamborg	Thomas		69 Palm Rd	Syracuse	ID	78109	United States
49	100048	Randall	Linda		702 Pine Terrace	Grand Rapids	OH	39621	United States
50	100049	Maldonado Guerra	Alfredo		813 Cypress Lane	Nassau	NV	35470	United States
51	100050	Purcell	Sean		887 Linden Terrace	Rock Island	OH	83275	United States
52	100051	Aaberg	Jesper		661 Linden St	Evansville	AL	17001	United States
53	100052	Merrifield	Jenni		741 Gum Dr	New Castle	FL	87922	United States
54	100053	Tihlarikova	Alexandra		382 Box Ln	Spokane	VT	41802	United States
55	100054	Gionzalez	Howard		268 Wattle Rd	Trenton	NH	93094	United States
56	100055	Stadick	Betsy		59 Gum Bend	Montgomery	SC	30471	United States
57	100056	Tucker	Lance		208 Ironwood Ct	Bluefield	AR	79712	United States
58	100057	Ward	Bruce		883 Balsa Drive	Spokane	MI	25654	United States
59	100058	Ptaszynski	Jim		792 Aspen Lane	Stamford	RI	77621	United States
60	100059	Chor	Anthony		662 Spruce Blvd	Syracuse	NY	99626	United States
61	100060	Untch	Hans-Walter		662 Spruce Blvd	Cedar Rapids	ID	34040	United States

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	A	B	C	D	E	F	G	H	I
1	CustomerID	NameLast	NameFirst	NameMiddle	Address	City	StateOrProvince	PostalCode	CountryOrRegion
74	100073	Yu	Wei		146 Hazel Ct	Fresno	NJ	46266	United States
75	100074	Pfeiffer	Michael		956 Conifer Lane	Tucson	MA	22811	United States
76	100075	Henningsen	Jay		52 Pepperwood Street	Columbia	NH	97240	United States
77	100076	Harteveld	Arno		786 Maple Rd	San Bernardino	NE	20154	United States
78	100077	Lauriat	Vincent		61 Palo Verde Drive	San Juan	MI	62056	United States
79	100078	Clayton	Jane		842 Conifer Court	Augusta	VT	15069	United States
80	100079	Faeber	Marc		575 Balsa Blvd	Oakland	CT	45848	United States
81	100080	Kastner	Steven	H.	266 Redwood Ct	Chicago	MI	77268	United States
82	100081	Graff	Eliot	J.	30 Ironwood Court	Cincinnati	GA	59008	United States
83	100082	Knopf	Steve		526 Mesquite Avenue	Hartford	AR	11461	United States
84	100083	Deshpande	Anu		546 Sycamore Circle	Fresno	MA	99854	United States
85	100084	Tomic	Dragan		552 Maple Cove	Louisville	NJ	98506	United States
86	100085	Patel	Rajesh	M.	767 Bay Loop	Toledo	RI	71761	United States
87	100086	Tham	Bernard		989 Crabwood Cove	Grand Rapids	PA	44794	United States
88	100087	Brunner	Daniel		943 Fir Ln	Cincinnati	ME	62808	United States
89	100088	Railson	Stuart		20 Willow Avenue	Santa Barbara	ME	37249	United States
90	100089	West	Paul		759 Aspen Terrace	Rockford	NJ	98280	United States
91	100090	Feng	Hanying		652 Oak Circle	North Houston	DC	15005	United States
92	100091	Zeman	Michael		683 Ironwood Ln	Newark	IL	29246	United States
93	100092	Lochbrunner	Karin		441 Mangrove Cove	Toledo	PA	84721	United States
94	100093	Netz	Merav		356 Rosewood Boulevard	Portsmouth	HI	89803	United States
95	100094	Earls	Terry	W.	426 Yucca Drive	Gainesville	MT	54947	United States
96	100095	Yamagishi	Wakano		426 Yucca Drive	Lincoln	ME	34613	United States
97	100096	Zwilling	Michael	J.	761 Yucca Street	Lincoln	ME	98460	United States

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	A	B	C	D	E	F	G	H	I
1	CustomerID	NameLast	NameFirst	NameMiddle	Address	City	StateOrProvince	PostalCode	CountryOrRegion
111	100110	Holliday	Nicole		666 Fir Cove	Provo	OH	36162	United States
112	100111	Haas	Jonathan		948 Balsa Street	San Juan	VT	58455	United States
113	100112	Francis	Cat		787 Mahogany Way	Stockton	AZ	60492	United States
114	100113	Margheim	Diane		791 Cypress St	Denver	NC	62008	United States
115	100114	Baker	Bryan		796 Redbud Bend	Greenville	ME	71445	United States
116	100115	Worden	Joe		798 Mangrove Street	Huntington	NV	95527	United States
117	100116	Los	Jeremy		626 Willow Ln	Wichita	NE	49021	United States
118	100117	Harui	Roger		988 Redwood Cove	Binghamton	ND	85068	United States
119	100118	Posti	Juha-Pekka		736 Cedar Court	Santa Barbara	OH	90243	United States
120	100119	Penuchot	Lionel		71 Crabwood Rd	Tampa	CT	41714	United States
121	100120	Zulechner	Markus		548 Redwood Terrace	Hartford	NV	48685	United States
122	100121	Guinot	Allan	Benny	659 Beech Ln	Milwaukee	MN	30087	United States
123	100122	Sloth	Peter		483 Sycamore Road	Sacramento	KS	43695	United States
124	100123	Hagens	Erin	M.	952 Bay Bend	Williamsport	NM	89503	United States
125	100124	Gostincar	Mojca		24 Bay Way	Jackson	VT	10604	United States
126	100125	Charles-Antoine	Gracien		653 Wattle Ct	Texarkana	NE	95189	United States
127	100126	Kogan	Eugene		549 Willow Rd	Sacramento	WA	83146	United States
128	100127	Fine	James		75 Ironwood Way	Buffalo	OR	32184	United States
129	100128	Cook	Kevin		86 Balsa Boulevard	Youngstown	AB	A1A 2A2	Canada
130	100129	Dorner	Herbert		301 Rosewood Bend	San Jose	CO	67312	United States
131	100130	Krieger	Doris		492 Cedar Loop	Wichita	MA	52360	United States
132	100131	Motte	Sebastien		556 Linden Circle	Huntington	AK	41436	United States
133	100132	Pantelis	Nassos		385 Madison Boulevard	North Attleboro	NE	95293	United States
134	100133	Bermejo	Antonio		261 Palmetto Ct	Springfield	WI	60680	United States

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	A	B	C	D	E	F	G	H	I
1	CustomerID	NameLast	NameFirst	NameMiddle	Address	City	StateOrProvince	PostalCode	CountryOrRegion
148	100147	Pollock	Josh		470 Hemlock Bay	Lancaster	MT	56231	United States
149	100148	Massalsky	Dieter		655 Aspen St	San Francisco	ND	86066	United States
150	100149	Penor	Lori		604 Teak Circle	Albany	LA	94842	United States
151	100150	Isla	Julian		627 Yucca Bay	Harrisburg	WA	47856	United States
152	100151	Hunter	Russell		844 Redbud Bend	Santa Ana	RI	50789	United States
153	100152	Gahrns	Mike		84 Pepperwood Ct	Wilmington	MA	21347	United States
154	100153	Gotsch	Kristian		877 Maple Blvd	Charleston	SD	46273	United States
155	100154	Geist	Jim		509 Gum Ln	Stamford	ME	13637	United States
156	100155	Peterson	Wolfgang		18 Mangrove Dr	Tucson	WA	29079	United States
157	100156	Owen	Laura		463 Teak Avenue	Green Bay	BC	B2B 2B2	Canada
158	100157	Alderson	Greg	F.	802 Mesquite Avenue	St. Louis	SC	49650	United States
159	100158	Stivers	Jared		577 Mangrove Dr	Stamford	VT	26155	United States
160	100159	Dusza	Maciej		422 Hickory Bend	Zanesville	OR	45929	United States
161	100160	Zabokritski	Eugene		399 Palmetto Road	Jackson	FL	56696	United States
162	100161	Valdez	Rachel	B.	293 Wattle Street	Denver	MI	58535	United States
163	100162	Mu	Zheng		519 Acacia Terrace	Bluefield	ID	37594	United States
164	100163	Yeo	Chak	Khiam	983 Wattle Bay	Boise	IL	15173	United States
165	100164	Frauenheim	Joel		296 Birch Way	Richmond	DC	41993	United States
166	100165	Martins	Isabel		532 Rosewood Ct	San Bernardino	WY	63828	United States
167	100166	Carlson	Ty	Loren	634 Crabwood Rd	Charlotte	PA	72834	United States
168	100167	Juhl	Claus		371 Teak Street	San Diego	NV	14199	United States
169	100168	Zukowski	Jake		705 Pine Ct	Peoria	OH	51998	United States
170	100169	Moon	Christie		6000 Pine Ct	Madison	ND	77186	United States
171	100170	Spoeckmann	Melanie		579 Madrone Ln	Palm Beach	MI	80800	United States

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1	CustomerID	NameLast	NameFirst	NameMiddle	Address	City	StateOrProvince	PostalCode	CountryOrRegion
185	100184	Toubro	Louise		456 Hemlock Lane	Omaha	SD	37945	United States
186	100185	Riegle	Jennifer		846 Mangrove Bend	Santa Ana	FL	86485	United States
187	100186	Hance	Jim		979 Wattle Avenue	Louisville	MI	14296	United States
188	100187	Trenary	Jean	E.	911 Linden Drive	Green Bay	BC	B2B 2B1	Canada
189	100188	Chen	John	Y.	30 Box Ave	Tucson	ME	48169	United States
190	100189	Grohsmueller	Anette		440 Birch Ave	Paterson	AK	73165	United States
191	100190	Bankert	Julie		241 Yew Drive	Las Vegas	NJ	23557	United States
192	100191	Xylaras	Ioannis		282 Ironwood Rd	Phoenix	MT	15865	United States
193	100192	Nash	Mike		336 Mesquite Road	Nashville	BC	B2B 2B3	Canada
194	100193	Male	Pete		974 Balsa Street	Mansfield	CO	21939	United States
195	100194	Krebs	Peter	J.	674 Mangrove Dr	Nassau	NE	79525	United States
196	100195	Zimprich	Karin		158 Hazel Count	Quincy	WA	57717	United States
197	100196	Sandberg	Mikael		755 Teak Circle	Santa Ana	OR	91184	United States
198	100197	Berglund	Andreas		289 Yew Lane	San Francisco	WI	85225	United States
199	100198	Mace	Don		939 Yew Blvd	Las Vegas	AZ	66904	United States
200	100199	Zak	Richard		643 Spruce Cove	Boise	NH	71380	United States
201	100200	Syamala	Manoj		629 Birch Street	Johnstown	MT	82131	United States
202	100201	Lockert	Darin		325 Pepperwood Loop	Bluefield	MO	32726	United States
203	100202	Huff	Arlene		53 Mesquite Count	Phoenix	OK	63669	United States
204	100203	Hoffmann	Janne	Linde	165 Buckeye Dr	Burlington	NJ	73036	United States
205	100204	Calafato	Ryan		918 Hickory Blvd	Chicago	PA	92173	United States
206	100205	Severino	Miguel		626 Acacia Boulevard	Monmouth	CA	88886	United States
207	100206	Karnik	Sachin		308 Mangrove Boulevard	Madison	IA	26496	United States
208	100207	Northup	Fred		567 Linden Boulevard	Fort Worth	NV	72867	United States

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A1	CustomerID								
	A	B	C	D	E	F	G	H	I
1	CustomerID	NameLast	NameFirst	NameMiddle	Address	City	StateOrProvince	PostalCode	CountryOrRegion
222	100221	Petculescu	Christian		332 Larch Dr	Norfolk	ND	19033	United States
223	100222	Sells	Chris		532 Mangrove Bay	Wilmington	FL	94174	United States
224	100223	Culbertson	Grant		414 Larch Drive	Augusta	SD	87595	United States
225	100224	Thorpe	Steven		155 Sycamore Street	Lexington	NV	22478	United States
226	100225	Hansen	Claus		601 Maple Terrace	Athens	ON	J1J 2J1	Canada
227	100226	Bourne	Stephanie		27 Acacia Lane	North Houston	NY	35971	United States
228	100227	Chia	Lee	Theng	107 Beech Lane	Pittsburgh	AR	24563	United States
229	100228	Bischoff	Jimmy		431 Oak Ln	Tampa	DE	37309	United States
230	100229	Shrader	Jill		715 Aspen Road	Rockford	VT	12075	United States
231	100230	Loh	Marcus		76 Aspen Boulevard	Savannah	NV	35875	United States
232	100231	Heidemann	Katja		374 Acacia Rd	Wichita	DE	74487	United States
233	100232	Meyer	Chris	Sondergaard	677 Palm Bay	Hunstville	MD	35900	United States
234	100233	Jensen	Thomas		135 Ironwood Drive	Fort Worth	NV	16880	United States
235	100234	Holm	Michael	D.	772 Hawthorn Boulevard	Seattle	AZ	98209	United States
236	100235	Henshaw	Jeff		427 Hazel Bay	Raleigh	TX	89357	United States
237	100236	Leal	Karina		48 Rosewood Terrace	Memphis	KY	29117	United States
238	100237	Fort	Garth		151 Ash Cove	Charleston	WI	59068	United States
239	100238	Caron	Nicole	A.	829 Pine Drive	Athens	ON	J1J 2J1	Canada
240	100239	Mew	Stephen		43 Crabwood Court	Little Rock	RI	57177	United States
241	100240	Daniels	David		420 Redbud Dr	Syracuse	NJ	89995	United States
242	100241	Goldberg	Jossef		786 Acacia Road	Cincinnati	SD	22891	United States
243	100242	Natsuhara	Dave	B.	292 Gum Street	Charleston	NY	21671	United States
244	100243	Zimmerman	Kimberly		451 Mesquite Way	Pennington	VA	69324	United States
245	100244	Kelly	Madeleine		619 Rosewood Road	Philadelphia	SD	41512	United States

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A1 X ✓ fx CustomerID

	A	B	C	D	E	F	G	H	I
1	CustomerID	NameLast	NameFirst	NameMiddle	Address	City	StateOrProvince	PostalCode	CountryOrRegion
334	100333	Litton	Tim		945 Redwood Circle	Roanoke	UT	14916	United States
335	100334	Evans	John		646 Maple Cove	Miami	UT	84231	United States
336	100335	Chia	Jeff		767 Redwood Bend	Portland	UT	45193	United States
337	100336	Van Vugt	Luc		12 Madrone Road	Manchester	IN	54836	United States
338	100337	Leth	Sussie		792 Fir Cove	Midland	GA	12537	United States
339	100338	Stefani	Stefano		836 Bay Ct	Mansfield	IA	61670	United States
340	100339	Bost	Arno		944 Sequoia Bay	South Bend	OH	82631	United States
341	100340	Mohamed	Shammi		517 Juniper Cove	Knoxville	CO	87233	United States
342	100341	Jensen	Christiane	Ronnow	900 Aspen Terrace	Roanoke	NJ	65969	United States
343	100342	Koeszegi	Emilia		575 Madrone Terrace	Binghamton	WV	15284	United States
344	100343	Abolrous	Sam		993 Spruce Avenue	Chicago	DC	51823	United States
345	100344	Caron	Rob		760 Crabwood Ct	Reno	AK	96170	United States
346	100345	Pournasseh	Houman		314 Redwood St	San Jose	NE	73987	United States
347	100346	Patino	Jairne Humberto	Bastidas	726 Palm Bend	Providence	LA	96038	United States
348	100347	Jordan	Katie		296 Sycamore Avenue	South Bend	CO	77445	United States
349	100348	Ajenstat	Francois		794 Beech Loop	Chattanooga	PA	97569	United States
350	100349	Tiedt	Danielle		422 Balsa Ave	Atlanta	QC	L3L 3L3	Canada
351	100350	Brundage	Michael		676 Hawthorn Dr	Roanoke	HI	29198	United States
352	100351	Bishop	Scott		540 Madrone Cove	North Bay	NC	21767	United States
353	100352	Youtsey	Tom		103 Aspen Dr	Clarksburg	OH	77121	United States
354	100353	Zilch	Dieter		585 Hemlock Ave	Sacramento	TX	44892	United States
355	100354	Yukish	Gary	W.	985 Box Court	Salina	KY	38612	United States
356	100355	Brewer	Alan		788 Hickory Ct	Hartford	DC	25742	United States
357	100356	Preston	Chris		247 Hemlock Bend	Seattle	WI	15263	United States

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370	100369	Alberts	Amy	E.	579 Oak Bay	Atlanta	QC	L3L 3L3	Canada
371	100370	Eggerer	Alexander		29 Boxwood Bay	Memphis	MD	27187	United States
372	100371	Desai	Prashanth		212 Gum Bend	Charleston	NY	58755	United States
373	100372	Haemels	Ivo		100 Wattle Drive	Rochester	UT	79695	United States
374	100373	Mensa-Annan	Tete		863 Juniper Boulevard	Rock Island	MD	83798	United States
375	100374	Dung Thoi	Tien		973 Yucca Bend	Albany	NM	88299	United States
376	100375	Stronczyk	Olaf		746 Pepperwood Terrace	Oakland	RI	38393	United States
377	100376	Kulkarni	Jyoti		179 Mesquite Rd	Shreveport	MO	54320	United States
378	100377	Hink	Matthew		927 Yucca Bend	Waterloo	LA	80390	United States
379	100378	Pica	Guido		72 Balsa Circle	Wichita	GA	20040	United States
380	100379	Seidl	Birgit		326 Yucca Loop	Miami	LA	61844	United States
381	100380	Ready	Rodrigo		950 Acacia Terrace	Austin	MS	33316	United States
382	100381	Kleinerman	Christian		191 Spruce Terrace	Lincoln	CT	65021	United States
383	100382	Toft	Jens		215 Willow Way	Raleigh	NM	40037	United States
384	100383	Vande Velde	Tom		939 Linden Avenue	Lexington	DE	80841	United States
385	100384	Noriega	Fabricio		593 Larch Bay	Lubbock	NC	68112	United States
386	100385	Sallinen	Teemu		594 Beech Court	Evansville	MS	86792	United States
387	100386	Burnell	Dana	H.	636 Cedar Drive	Roanoke	ID	53803	United States
388	100387	Riis	Anders		148 Aspen Ct	Columbia	UT	89992	United States
389	100388	Berg	Matt		798 Linden Circle	Memphis	IA	37496	United States
390	100389	Varlet	Laurence		57 Palmetto Boulevard	Akron	HI	92208	United States
391	100390	Cook	Patrick	M.	410 Pine Street	Tacoma	MA	91823	United States
392	100391	Richardson	Wendy		511 Spruce Avenue	Nassau	PA	78771	United States
393	100392	Dunker	Andrea		495 Redbud Loop	Atlanta	QC	L3L 3L2	Canada

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B1		Category									
	B	C	D	E	F	G	H	I			
1	Category	ItemNumber	ItemDescription	Weight							
2	Magic Supplies	M1001	Magician's Hat	1							
3	Magic Supplies	M1002	Magician's Wand	0							
4	Magic Supplies	M1003	Magician's Cape	1							
5	Magic Supplies	M2001	Disappearing Ink	0							
6	Magic Supplies	M2002	Trick Cards	0							
7	Magic Supplies	M3001	Trick Kit - Mile of Handkerchiefs	3							
8	Magic Supplies	M3002	Trick Kit - Disappearing Coins	1							
9	Puzzles	P1001	Puzzle - World map	1							
10	Puzzles	P2001	Puzzle - Cats and kittens	1							
11	Puzzles	P2002	Puzzle - Dogs and puppies	1							
12	Puzzles	P2003	Puzzle - Horses	1							
13	Puzzles	P3001	Puzzle - Flowers	1							
14	Model Trains	T1001	Model Train Car - Locomotive (Steam)	0							
15	Model Trains	T1002	Model Train Car - Locomotive (Electric)	0							
16	Model Trains	T1003	Model Train Car - Passenger car	0							
17	Model Trains	T1004	Model Train Car - Passenger car (duble decker)	0							
18	Model Trains	T1005	Model Train Car - Freight	0							
19	Model Trains	T1006	Model Train Car - Coal car	0							
20	Model Trains	T1007	Model Train Car - Refrigerated car	0							
21	Model Trains	T1008	Model Train Car - Caboose	0							
22	Model Trains	T2001	Train Track - Straight section	0							
23	Model Trains	T2002	Train Track - Curved section	0							
24	Model Trains	T2003	Train Track - Overpass	0							
25	Model Trains	T3001	Model Bogie	1							

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A1 x y fx OrderID									
	A	B	C	D	E	F	G	H	I
1	OrderID	OrderDate	CustomerID	Item	Quantity	UnitPrice	OrderTotal		Order Information
2	150400001	4/2/2015	100001	V1002	1	4.54	4.54		Maximum purchase
3	150400002	4/2/2015	100002	T1003	2	0.14	0.27		
4	150400003	4/2/2015	100003	M1001	1	0.57	0.57		
5	150400004	4/3/2015	100004	T1001	1	0.14	0.14		
6	150400005	4/3/2015	100005	P2001	2	0.81	1.63		
7	150400006	4/3/2015	100006	T2001	4	0.05	0.18		
8	150400007	4/3/2015	100007	T1003	3	0.14	0.41		
9	150400008	4/4/2015	100008	T1002	1	0.14	0.14		
10	150400009	4/4/2015	100009	V2001	1	3.63	3.63		
11	150400010	4/5/2015	1000010	V2001	2	3.63	7.26		
12	150400011	4/5/2015	100011	M1002	1	0.23	0.23		
13	150400012	4/5/2015	100012	M1003	2	1.36	2.72		
14	150400013	4/6/2015	100013	P1001	1	0.81	0.81		
15	150400014	4/6/2015	100014	T2001	12	0.05	0.54		
16	150400015	4/6/2015	100015	T3001	1	0.51	0.51		
17	150400016	4/6/2015	100016	V1002	2	4.54	9.07		
18	150400017	4/6/2015	100017	V1001	1	4.54	4.54		
19	150400018	4/6/2015	100018	P3001	1	0.81	0.81		
20	150400019	4/7/2015	100019	T1006	1	0.14	0.14		
21	150400020	4/7/2015	100020	T1008	1	0.14	0.14		
22	150400021	4/8/2015	100021	T1006	1	0.14	0.14		
23	150400022	4/8/2015	100022	V1002	2	4.54	9.07		
24	150400023	4/8/2015	100023	V2002	2	3.54	7.08		
25	150400024	4/9/2015	100024	P3001	2	0.81	1.63		

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<div> <div>A1</div> <div>OrderID</div> </div>									
	A	B	C	D	E	F	G	H	I
1	OrderID	OrderDate	CustomerID	Item	Quantity	UnitPrice	OrderTotal		Order Information
39	150400038	4/14/2015	100038	M1003	2	1.36	2.72		
40	150400039	4/14/2015	100039	T2001	3	0.56	0.14		
41	150400040	4/15/2015	100040	V1003	1	4.54	4.54		
42	150400041	4/16/2015	100041	V1004	2	5.46	10.92		
43	150400042	4/16/2015	100042	T1006	2	0.14	0.27		
44	150400043	4/16/2015	100043	T1005	2	0.14	0.27		
45	150400044	4/17/2015	100044	T1008	1	0.14	0.14		
46	150400045	4/17/2015	100045	T1001	1	0.14	0.14		
47	150400046	4/17/2015	100046	V2003	2	3.54	7.08		
48	150400047	4/17/2015	100047	V1001	1	4.54	4.54		
49	150400048	4/17/2015	100048	P3001	2	0.81	1.63		
50	150400049	4/17/2015	100049	T3001	1	0.51	0.51		
51	150400050	4/18/2015	100050	P2002	2	0.81	1.63		
52	150400051	4/18/2015	100051	M3001	2	0.57	1.13		
53	150400052	4/19/2015	100052	V2003	2	3.54	7.08		
54	150400053	4/19/2015	100053	P3001	1	0.81	0.81		
55	150400054	4/19/2015	100054	M3001	2	2.72	5.44		
56	150400055	4/19/2015	100055	T3001	1	0.51	0.51		
57	150400056	4/20/2015	100056	M1001	1	0.57	0.57		
58	150400057	4/20/2015	100057	P2002	2	0.81	1.63		
59	150400058	4/20/2015	100058	T1005	1	0.14	0.14		
60	150400059	4/20/2015	100059	T2003	2	0.45	0.91		
61	150400060	4/20/2015	100060	M2002	1	0.18	0.18		
62	150400061	4/20/2015	100061	T1005	1	0.14	0.14		

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A1		OrderID															
A		B		C		D		E		F		G		H		I	
OrderID		OrderDate		CustomerID		Item		Quantity		UnitPrice		OrderTotal				Order Information	
76	150400075	4/24/2015	100075	M3002	2	0.68	1.36										
77	150400076	4/24/2015	100076	T1002	1	0.14	0.14										
78	150400077	4/24/2015	100077	V1004	2	5.46	10.92										
79	150400078	4/24/2015	100078	T1003	2	0.14	0.27										
80	150400079	4/24/2015	100079	T1006	2	0.14	0.27										
81	150400080	4/25/2015	100080	M3002	1	0.68	0.68										
82	150400081	4/25/2015	100081	V2002	2	3.54	7.08										
83	150400082	4/26/2015	100082	T1004	1	0.14	0.14										
84	150400083	4/26/2015	100083	T1008	1	0.14	0.14										
85	150400084	4/26/2015	100084	T1007	2	0.14	0.27										
86	150400085	4/26/2015	100085	M1002	1	0.23	0.23										
87	150400086	4/27/2015	100086	P2001	1	0.81	0.81										
88	150400087	4/27/2015	100087	V1002	1	4.54	4.54										
89	150400088	4/27/2015	100088	M1003	2	1.36	2.72										
90	150400089	4/27/2015	100089	T2002	4	0.45	1.8										
91	150400090	4/28/2015	100090	P1001	1	0.81	0.81										
92	150400091	4/28/2015	100091	M2001	1	0.23	0.23										
93	150400092	4/28/2015	100092	M1003	1	1.36	1.36										
94	150400093	4/29/2015	100093	V2002	2	3.54	7.08										
95	150400094	4/29/2015	100094	P3001	2	0.81	1.63										
96	150400095	4/29/2015	100095	V1002	2	4.54	9.07										
97	150400096	4/29/2015	100096	P2002	1	0.81	0.81										
98	150400097	4/30/2015	100097	M2003	2	0.45	0.91										
99	150400098	4/30/2015	100098	V2002	2	3.54	7.08										

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Table Tools									
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<div> <div>A1</div> <div>OrderID</div> </div>									
	A	B	C	D	E	F	G	H	I
1	OrderID	OrderDate	CustomerID	Item	Quantity	UnitPrice	OrderTotal		Order Information
113	150500005	5/5/2015	100112	T1004	2	0.14	0.27		
114	150500006	5/5/2015	100113	V2003	1	3.54	3.54		
115	150500007	5/6/2015	100114	P3001	1	0.81	0.81		
116	150500008	5/6/2015	100115	P2003	1	0.81	0.81		
117	150500009	5/6/2015	100116	T2003	1	0.45	0.45		
118	150500010	5/6/2015	100117	T1002	1	0.14	0.14		
119	150500011	5/6/2015	100118	M3002	2	0.68	1.36		
120	150500012	5/6/2015	100119	V2003	1	3.54	3.54		
121	150500013	5/7/2015	100120	V2003	1	3.54	3.54		
122	150500014	5/7/2015	100121	M2002	2	0.18	0.36		
123	150500015	5/7/2015	100122	M1001	1	0.57	0.57		
124	150500016	5/7/2015	100123	V2001	1	3.63	3.63		
125	150500017	5/7/2015	100124	M2001	2	0.23	0.45		
126	150500018	5/8/2015	100125	P3001	1	0.81	0.81		
127	150500019	5/8/2015	100126	M1002	1	0.23	0.23		
128	150500020	5/8/2015	100127	T1005	1	0.14	0.14		
129	150500021	5/8/2015	100128	M2002	1	0.18	0.18		
130	150500022	5/8/2015	100129	T2001	10	0.05	0.45		
131	150500023	5/8/2015	100130	M2002	1	0.18	0.18		
132	150500024	5/8/2015	100131	T1001	1	0.14	0.14		
133	150500025	5/8/2015	100132	P3001	2	0.81	1.63		
134	150500026	5/8/2015	100133	M2002	2	0.18	0.36		
135	150500027	5/9/2015	100134	M2002	2	0.23	0.45		
136	150500028	5/9/2015	100135	M3002	1	0.68	0.68		

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	A	B	C	D	E	F	G	H	I	J
1	OrderID	OrderDate	CustomerID	Item	Quantity	UnitPrice	OrderTotal		Order Information	
150	150500042	5/11/2015	100149	T1007	2	0.14	0.27			
151	150500043	5/12/2015	100150	V2002	2	3.54	7.08			
152	150500044	5/12/2015	100151	M1003	2	1.36	2.72			
153	150500045	5/12/2015	100152	M3001	2	2.72	5.44			
154	150500046	5/12/2015	100153	M3002	1	0.68	0.68			
155	150500047	5/12/2015	100154	V2002	2	3.54	7.08			
156	150500048	5/12/2015	100155	M1003	2	1.36	2.72			
157	150500049	5/12/2015	100156	M3001	2	2.72	5.44			
158	150500050	5/13/2015	100157	M3002	1	0.68	0.68			
159	150500051	5/13/2015	100158	V2002	2	3.54	7.08			
160	150500052	5/13/2015	100159	M1003	2	1.36	2.72			
161	150500053	5/13/2015	100160	P2001	2	0.81	1.63			
162	150500054	5/13/2015	100161	P2003	1	0.81	0.81			
163	150500055	5/13/2015	100162	T1001	1	0.14	0.14			
164	150500056	5/14/2015	100163	M3002	1	0.68	0.68			
165	150500057	5/14/2015	100164	P2002	1	0.81	0.81			
166	150500058	5/15/2015	100165	P3001	1	0.81	0.81			
167	150500059	5/15/2015	100166	V2002	1	3.54	7.08			
168	150500060	5/15/2015	100167	T1004	1	0.14	0.14			
169	150500061	5/15/2015	100168	T1003	2	0.14	0.27			
170	150500062	5/16/2015	100169	P1001	2	0.81	1.63			
171	150500063	5/16/2015	100170	P1001	1	0.81	1.63			
172	150500064	5/16/2015	100171	V1004	2	5.46	10.92			
173	150500065	5/16/2015	100172	M2002	2	0.18	0.18			
174	150500066	5/16/2015	100173	V1004	2	5.46	5.46			
175	150500067	5/16/2015	100174	M2002	1	0.57	1.13			
176	150500068	5/16/2015	100175	V1004	1	3.54	7.08			
177	150500069	5/16/2015	100176	M1001	2	0.81	1.63			

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OrderID

	A	B	C	D	E	F	G	H	I	J
1	OrderID	OrderDate	CustomerID	Item	Quantity	UnitPrice	OrderTotal		Order Information	
194	150500086	5/19/2015	100193	V2001	2	3.63	7.26			
195	150500087	5/19/2015	100194	M3001	2	2.72	5.44			
196	150500088	5/19/2015	100195	T2001	2	0.05	0.09			
197	150500089	5/19/2015	100196	T1003	1	0.14	0.14			
198	150500090	5/19/2015	100197	P2002	1	0.81	0.81			
199	150500091	5/19/2015	100198	T1005	2	0.14	0.27			
200	150500092	5/19/2015	100199	T1001	1	0.14	0.14			
201	150500093	5/19/2015	100200	T1003	1	0.14	0.14			
202	150500094	5/20/2015	100201	T1002	1	0.14	0.14			
203	150500095	5/20/2015	100202	M1001	1	0.57	0.57			
204	150500096	5/20/2015	100203	M3001	2	2.72	5.44			
205	150500097	5/20/2015	100204	T1008	1	0.14	0.14			
206	150500098	5/20/2015	100205	M2002	1	0.18	0.18			
207	150500099	5/20/2015	100206	M2002	1	0.18	0.18			
208	150500100	5/21/2015	100207	T1002	1	0.14	0.14			
209	150500101	5/21/2015	100208	P1001	1	0.81	0.81			
210	150500102	5/21/2015	100209	T2002	2	0.45	0.9			
211	150500103	5/21/2015	100210	M1003	1	1.36	1.36			
212	150500104	5/21/2015	100211	P3001	1	0.81	0.81			
213	150500105	5/21/2015	100212	M2002	2	0.18	0.36			
214	150500106	5/21/2015	100213	V1002	1	4.54	4.54			
215	150500107	5/21/2015	100214	M1002	2	0.23	0.47			
216	150500108	5/21/2015	100215	M2001	1	0.23	0.23			
217	150500109	5/22/2015	100216	P1001	1	0.81	0.81			
218	150500110	5/22/2015	100217	P3001	1	0.81	0.81			
219	150500111	5/22/2015	100218	T1007	1	0.14	0.14			
220	150500112	5/22/2015	100219	T1005	2	0.14	0.27			
221	150500113	5/22/2015	100220	T1008	1	0.14	0.14			

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A1 x ✓ fx OrderID

	A	B	C	D	E	F	G	H	I	J
1	OrderID	OrderDate	CustomerID	Item	Quantity	UnitPrice	OrderTotal		Order Information	
238	150500130	5/25/2015	100237	T1006	2	0.14	0.27			
239	150500131	5/25/2015	100238	P3001	2	0.81	1.63			
240	150500132	5/25/2015	100239	T1008	1	0.14	0.14			
241	150500133	5/25/2015	100240	M1003	1	1.36	1.36			
242	150500134	5/25/2015	100241	M3001	2	2.72	5.44			
243	150500135	5/25/2015	100242	T2003	2	0.45	0.91			
244	150500136	5/25/2015	100243	P2003	2	0.81	1.63			
245	150500137	5/25/2015	100244	T2003	2	0.45	0.91			
246	150500138	5/25/2015	100245	V1001	1	4.54	4.54			
247	150500139	5/25/2015	100246	T1006	2	0.14	0.27			
248	150500140	5/26/2015	100247	P2003	1	0.81	0.81			
249	150500141	5/26/2015	100248	P2003	1	0.81	0.81			
250	150500142	5/26/2015	100249	P1001	2	0.81	1.63			
251	150500143	5/26/2015	100250	P1001	1	0.81	0.81			
252	150500144	5/27/2015	100251	P1001	1	0.81	0.81			
253	150500145	5/27/2015	100252	T2001	2	0.05	0.09			
254	150500146	5/27/2015	100253	M3002	2	0.68	1.36			
255	150500147	5/27/2015	100254	T1006	2	0.14	0.27			
256	150500148	5/27/2015	100255	M1003	2	1.36	2.72			
257	150500149	5/27/2015	100256	V1001	1	4.54	4.54			
258	150500150	5/27/2015	100257	T1007	1	0.14	0.14			
259	150500151	5/27/2015	100258	T1006	1	0.14	0.14			
260	150500152	5/28/2015	100259	T1007	1	0.14	0.14			
261	150500153	5/28/2015	100260	T1001	1	0.14	0.14			
262	150500154	5/28/2015	100261	V2002	1	3.54	3.54			
263	150500155	5/28/2015	100262	M2002	1	0.18	0.18			
264	150500156	5/28/2015	100263	T2001	7	0.05	0.32			
265	150500157	5/28/2015	100264	T2003	2	0.45	0.91			

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Calibri 11 A⁺ A⁻ B I U [Bulleted List] [Numbered List] [Decrease Indent] [Increase Indent] [Align Left] [Align Center] [Align Right] [Justify] [Merge Cells] [Unmerge Cells] [Wrap Text] [Format Painter] [General] [Text] [Number] [Date & Time] [Percentage] [Currency] [Accounting] [Scientific] [Fraction] [Text Box] [Table] [Formulas] [Comments] [Conditional Formatting] [Format as Table] [Cell Styles] [Insert] [Delete] [Format] [Sort & Filter] [Find & Select]

A1 x ✓ fx OrderID

	A	B	C	D	E	F	G	H	I	J
1	OrderID	OrderDate	CustomerID	Item	Quantity	UnitPrice	OrderTotal		Order Information	
282	150500174	5/30/2015	100281	T1006	2	0.14	0.27			
283	150500175	5/31/2015	100282	V1004	2	5.46	10.92			
284	150500176	5/31/2015	100283	M1001	1	0.57	0.57			
285	150500177	5/31/2015	100284	V1001	2	4.54	9.07			
286	150500178	5/31/2015	100285	V2001	2	3.63	7.26			
287	150500179	5/31/2015	100286	V1004	2	5.46	10.92			
288	150500180	5/31/2015	100287	M1002	2	0.23	0.47			
289	150500181	5/31/2015	100288	M1001	1	0.57	0.57			
290	150500182	5/31/2015	100289	V2001	2	3.63	7.26			
291	150500183	6/1/2015	100290	T2002	2	0.45	0.9			
292	150500184	6/1/2015	100291	T1008	1	0.14	0.14			
293	150500185	6/1/2015	100292	P2002	2	0.81	1.63			
294	150500186	6/1/2015	100293	T1007	2	0.14	0.27			
295	150500187	6/1/2015	100294	T2002	2	0.45	0.9			
296	150500188	6/1/2015	100295	V2001	1	3.63	3.63			
297	150500189	6/2/2015	100296	T2003	1	0.45	0.45			
298	150500190	6/2/2015	100297	T1005	1	0.14	0.14			
299	150500191	6/2/2015	100298	T1003	1	0.14	0.14			
300	150500192	6/2/2015	100299	M3001	2	2.72	5.44			
301	150500193	6/2/2015	100300	T1003	1	0.14	0.14			
302	150500194	6/3/2015	100301	T2003	1	0.45	0.45			
303	150500195	6/3/2015	100302	M3002	1	0.68	0.68			
304	150500196	6/3/2015	100304	T2002	1	0.45	0.45			
305	150500197	6/3/2015	100305	P2001	2	0.81	1.63			
306	150500198	6/3/2015	100306	V2002	1	3.54	3.54			
307	150500199	6/3/2015	100307	M1001	2	0.57	1.13			
308	150500200	6/3/2015	100308	T2003	2	0.45	0.9			
309	150500201	6/3/2015	100309	V2002	1	3.54	3.54			

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Conditional Formatting Format as Table Cell Styles

Insert Delete Format

Sort & Filter Find & Select

A1 OrderID

	A	B	C	D	E	F	G	H	I	J
1	OrderID	OrderDate	CustomerID	Item	Quantity	UnitPrice	OrderTotal		Order Information	
326	150500218	6/6/2015	100325	T1003	1	0.14	0.14			
327	150500219	6/6/2015	100326	T2003	1	0.45	0.45			
328	150500220	6/6/2015	100327	M3001	1	2.72	2.71			
329	150500221	6/6/2015	100328	T1004	1	0.14	0.14			
330	150500222	6/6/2015	100329	P3001	2	0.81	1.63			
331	150600001	6/6/2015	100330	V2003	1	3.54	3.54			
332	150600002	6/7/2015	100331	P3001	1	0.81	0.81			
333	150600003	6/7/2015	100332	P1001	1	0.81	0.81			
334	150600004	6/7/2015	100333	M1001	2	0.57	1.13			
335	150600005	6/7/2015	100334	M1003	2	1.36	2.72			
336	150600006	6/7/2015	100335	V2003	2	3.54	7.08			
337	150600007	6/8/2015	100336	M2002	1	0.18	0.18			
338	150600008	6/8/2015	100337	P2001	1	0.81	0.81			
339	150600009	6/9/2015	100338	M1002	1	0.23	0.23			
340	150600010	6/9/2015	100339	T2002	2	0.45	0.9			
341	150600011	6/9/2015	100340	P1001	1	0.81	0.81			
342	150600012	6/9/2015	100341	T3001	1	0.51	0.51			
343	150600013	6/9/2015	100342	T1007	1	0.14	0.14			
344	150600014	6/9/2015	100343	P2002	1	0.81	0.81			
345	150600015	6/9/2015	100344	P1001	1	0.81	0.81			
346	150600016	6/9/2015	100345	T1007	1	0.14	0.14			
347	150600017	6/9/2015	100346	V1001	2	4.54	9.07			
348	150600018	6/10/2015	100347	T1008	1	0.14	0.14			
349	150600019	6/10/2015	100348	T2003	2	0.45	0.91			
350	150600020	6/10/2015	100349	V2001	1	3.63	3.63			
351	150600021	6/10/2015	100350	T1001	1	0.14	0.14			
352	150600022	6/10/2015	100351	V1004	2	5.46	10.92			
353	150600023	6/10/2015	100352	T1003	2	0.14	0.27			

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A1 OrderID

	A	B	C	D	E	F	G	H	I	J
1	OrderID	OrderDate	CustomerID	Item	Quantity	UnitPrice	OrderTotal		Order Information	
370	150600040	6/12/2015	100369	P1001	1	0.81	0.81			
371	150600041	6/12/2015	100370	M1003	2	1.36	2.72			
372	150600042	6/12/2015	100371	P1001	1	0.81	0.81			
373	150600043	6/12/2015	100372	T2002	2	0.45	1.8			
374	150600044	6/13/2015	100373	T1001	1	0.14	0.14			
375	150600045	6/13/2015	100374	M1001	1	0.57	0.57			
376	150600046	6/13/2015	100375	V2003	1	3.54	3.54			
377	150600047	6/13/2015	100376	M1003	2	1.36	2.72			
378	150600048	6/13/2015	100377	V1001	1	4.54	4.54			
379	150600049	6/13/2015	100378	M1001	2	0.57	1.13			
380	150600050	6/13/2015	100379	P3001	2	0.81	1.63			
381	150600051	6/13/2015	100380	P1001	2	0.81	1.63			
382	150600052	6/14/2015	100381	P2003	1	0.81	0.81			
383	150600053	6/14/2015	100382	M2002	2	0.18	0.36			
384	150600054	6/14/2015	100383	V1003	1	4.54	4.54			
385	150600055	6/14/2015	100384	M1003	1	1.36	1.36			
386	150600056	6/14/2015	100385	M2002	2	0.18	0.36			
387	150600057	6/14/2015	100386	M2001	2	0.23	0.45			
388	150600058	6/15/2015	100387	M3002	2	0.68	1.36			
389	150600059	6/15/2015	100388	M1001	2	0.57	1.13			
390	150600060	6/15/2015	100389	V2003	1	3.54	3.54			
391	150600061	6/15/2015	100390	T3001	1	0.51	0.51			
392	150600062	6/15/2015	100391	T1007	2	0.14	0.27			
393	150600063	6/15/2015	100392	T2002	2	0.45	0.9			
394	150600064	6/15/2015	100393	T1003	1	0.14	0.14			
395	150600065	6/15/2015	100394	P2003	2	0.81	1.63			
396	150600066	6/16/2015	100395	T3001	1	0.51	0.51			
397	150600067	6/16/2015	100396	M3001	1	2.72	2.72			

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A1 x ✓ fx OrderID

	A	B	C	D	E	F	G	H	I	J
1	OrderID	OrderDate	CustomerID	Item	Quantity	UnitPrice	OrderTotal		Order Information	
414	150600084	6/18/2015	100413	T3001	1	0.51	0.51			
415	150600085	6/18/2015	100414	V1002	2	4.54	9.07			
416	150600086	6/18/2015	100415	T1002	1	0.14	0.14			
417	150600087	6/19/2015	100416	P2003	2	0.81	1.63			
418	150600088	6/19/2015	100417	M3001	1	2.72	2.72			
419	150600089	6/19/2015	100418	V1003	2	4.54	9.07			
420	150600090	6/19/2015	100419	T2003	2	0.45	0.91			
421	150600091	6/19/2015	100420	T1006	2	0.14	0.27			
422	150600092	6/19/2015	100421	T1007	1	0.14	0.14			
423	150600093	6/19/2015	100422	V1002	1	4.54	4.54			
424	150600094	6/19/2015	100423	V2002	1	3.54	3.54			
425	150600095	6/20/2015	100424	M1002	2	0.23	0.47			
426	150600096	6/20/2015	100425	V2001	1	3.63	3.63			
427	150600097	6/20/2015	100426	V1004	1	5.46	5.46			
428	150600098	6/20/2015	100427	T2002	2	0.45	0.9			
429	150600100	6/20/2015	100428	V2002	2	3.54	7.08			
430	150600101	6/20/2015	100429	T2001	8	0.05	0.36			
431	150600102	6/20/2015	100430	V1004	2	5.46	10.92			
432	150600103	6/20/2015	100431	P2002	1	0.81	0.81			
433	150600104	6/21/2015	100432	V1004	1	5.46	5.46			
434	150600105	6/21/2015	100433	V2002	2	3.54	7.08			
435	150600106	6/21/2015	100434	M3002	2	0.68	1.36			
436	150600107	6/21/2015	100435	P2002	1	0.81	0.81			
437	150600108	6/22/2015	100436	P3001	2	0.81	1.63			
438	150600109	6/22/2015	100437	M1002	1	0.23	0.23			
439	150600110	6/22/2015	100438	T2002	2	0.45	0.9			
440	150600111	6/22/2015	100439	T1003	2	0.14	0.27			
441	150600112	6/22/2015	100440	T1007	2	0.14	0.27			

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A1 OrderID

	A	B	C	D	E	F	G	H	I	J
1	OrderID	OrderDate	CustomerID	Item	Quantity	UnitPrice	OrderTotal		Order Information	
458	150600139	6/24/2015	100457	V1004	2	5.46	10.92			
459	150600140	6/24/2015	100458	M1002	2	0.23	0.47			
460	150600141	6/24/2015	100459	M3001	1	2.72	2.72			
461	150600142	6/24/2015	100460	T2002	4	0.45	1.8			
462	150600143	6/24/2015	100461	T1003	2	0.14	0.27			
463	150600144	6/25/2015	100462	T1004	2	0.14	0.27			
464	150600145	6/25/2015	100463	M2002	1	0.18	0.18			
465	150600146	6/25/2015	100464	M3002	1	0.68	0.68			
466	150600147	6/25/2015	100465	V1004	1	5.46	5.46			
467	150600148	6/25/2015	100466	P2002	1	0.81	0.81			
468	150600149	6/25/2015	100467	P2003	2	0.81	1.63			
469	150600150	6/25/2015	100468	V1001	1	4.54	4.54			
470	150600151	6/25/2015	100469	M2001	1	0.23	0.23			
471	150600152	6/25/2015	100470	V1004	2	5.46	10.92			
472	150600153	6/26/2015	100471	T2001	12	0.05	0.54			
473	150600154	6/26/2015	100472	M1002	1	0.23	0.23			
474	150600155	6/26/2015	100473	P2002	2	0.81	1.63			
475	150600156	6/26/2015	100474	V2003	2	3.54	7.08			
476	150600157	6/26/2015	100475	M2001	1	0.23	0.23			
477	150600158	6/26/2015	100476	V2001	1	3.63	3.63			
478	150600159	6/26/2015	100477	M2001	2	0.23	0.45			
479	150600160	6/26/2015	100478	M1003	2	1.36	2.72			
480	150600161	6/26/2015	100479	V1002	1	4.54	4.54			
481	150600162	6/26/2015	100480	M3002	2	0.68	1.36			
482	150600163	6/27/2015	100481	T1002	1	0.14	0.14			
483	150600164	6/27/2015	100482	P1001	2	0.81	1.63			
484	150600165	6/27/2015	100483	T2003	2	0.45	0.91			
485	150600166	6/27/2015	100484	M1001	2	0.57	1.13			

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A1 x ✓ fx OrderID

	A	B	C	D	E	F	G	H	I	J
1	OrderID	OrderDate	CustomerID	Item	Quantity	UnitPrice	OrderTotal		Order Information	
485	150600166	6/27/2015	100484	M1001	2	0.57	1.13			
486	150600167	6/27/2015	100485	M2001	2	0.23	0.45			
487	150600168	6/27/2015	100486	M3002	1	0.68	0.68			
488	150600169	6/28/2015	100487	M1002	2	0.23	0.47			
489	150600170	6/28/2015	100488	M1001	2	0.57	1.13			
490	150600171	6/28/2015	100489	M2001	2	0.23	0.45			
491	150600172	6/28/2015	100490	M3002	1	0.68	0.68			
492	150600173	6/28/2015	100491	M2002	1	0.18	0.18			
493	150600174	6/28/2015	100492	V1004	1	5.46	5.46			
494	150600175	6/28/2015	100493	M3001	1	2.72	2.72			
495	150600176	6/28/2015	100494	T1004	1	0.14	0.14			
496	150600177	6/28/2015	100495	T3001	1	0.51	0.51			
497	150600178	6/28/2015	100496	T1002	1	0.14	0.14			
498	150600179	6/28/2015	100497	M1001	1	0.57	0.57			
499	150600180	6/29/2015	100498	V1002	1	4.54	4.54			
500	150600181	6/29/2015	100499	T3001	1	0.51	0.51			
501	150600182	6/29/2015	100500	V1002	1	4.54	4.54			
502	150600183	6/29/2015	100501	T1002	1	0.14	0.14			
503	150600184	6/29/2015	100502	M1003	2	1.36	2.72			
504	150600185	6/29/2015	100503	P2003	1	0.81	0.81			
505	150600186	6/29/2015	100504	P1001	2	0.81	1.63			
506	150600187	6/30/2015	100505	V1004	2	5.46	10.92			
507	150600188	6/30/2015	100506	V1004	1	5.46	5.46			
508	150600189	6/30/2015	100507	V1003	1	4.54	4.54			
509	150600190	6/30/2015	100508	M3002	1	0.68	0.68			
510	150600191	6/30/2015	100509	T3001	1	0.51	0.51			
511	150600192	6/30/2015	100510	M2001	2	0.23	0.45			
512	150600193	6/30/2015	100511	M3001	2	2.72	5.44			

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OrderID

	A	B	C	D	E	F	G	H	I	J
1	OrderID	OrderDate	CustomerID	NameLast	NameFirst					
2	150400001	4/2/2015	100001	Moyer	Dan					
3	150400002	4/2/2015	100002	Tsoflias	Lynn					
4	150400003	4/2/2015	100003	Kumar	Gunjan					
5	150400004	4/3/2015	100004	Martins	Felipe					
6	150400005	4/3/2015	100005	Fatima	Suroor					
7	150400006	4/3/2015	100006	Houston	Peter					
8	150400007	4/3/2015	100007	Thorp	Justin					
9	150400008	4/4/2015	100008	Moore	Bobby					
10	150400009	4/4/2015	100009	Shtiegman	Eran					
11	150400010	4/5/2015	1000010	McGurk	Chris					
12	150400011	4/5/2015	100011	Grisso	Geoff					
13	150400012	4/5/2015	100012	Charles	Mathew					
14	150400013	4/6/2015	100013	Jamison	Jay					
15	150400014	4/6/2015	100014	Ciccu	Alice					
16	150400015	4/6/2015	100015	Uittenbogaard	Pieter					
17	150400016	4/6/2015	100016	Bradley	David					
18	150400017	4/6/2015	100017	Smith	Ben					
19	150400018	4/6/2015	100018	Wilson	Dan					
20	150400019	4/7/2015	100019	Gercek	Cinar					
21	150400020	4/7/2015	100020	Lazecky	Petr					
22	150400021	4/8/2015	100021	Kapoor	Ashish					
23	150400022	4/8/2015	100022	Gil	Felipe					
24	150400023	4/8/2015	100023	Gray	Chris					
25	150400024	4/9/2015	100024	Sullivan	Michael					
26	150400025	4/9/2015	100025	MacDonald	Scott					
27	150400026	4/9/2015	100026	Hillmann	Reinout					
28	150400027	4/9/2015	100027	Kennedy	Kevin					
29	150400028	4/10/2015	100028	Meisner	Linda					

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A1 OrderID

	A	B	C	D	E	F	G	H	I	J
1	OrderID	OrderDate	CustomerID	NameLast	NameFirst					
46	150400045	4/17/2015	100045	Valverde	Eva					
47	150400046	4/17/2015	100046	Shoop	Margie					
48	150400047	4/17/2015	100047	Keiser	Debra					
49	150400048	4/17/2015	100048	Steen	Heidi					
50	150400049	4/17/2015	100049	Madsen	Anders					
51	150400050	4/18/2015	100050	Hamborg	Thomas					
52	150400051	4/18/2015	100051	Randall	Linda					
53	150400052	4/19/2015	100052	Maldonado Guerra	Alfredo					
54	150400053	4/19/2015	100053	Purcell	Sean					
55	150400054	4/19/2015	100054	Aaberg	Jesper					
56	150400055	4/19/2015	100055	Merrifield	Jenni					
57	150400056	4/20/2015	100056	Tihlarikova	Alexandra					
58	150400057	4/20/2015	100057	Gonzalez	Howard					
59	150400058	4/20/2015	100058	Stadick	Betsy					
60	150400059	4/20/2015	100059	Tucker	Lance					
61	150400060	4/20/2015	100060	Ward	Bruce					
62	150400061	4/20/2015	100061	Ptashynski	Jim					
63	150400062	4/21/2015	100062	Chor	Anthony					
64	150400063	4/21/2015	100063	Untch	Hans-Walter					
65	150400064	4/21/2015	100064	Dewer	Craig					
66	150400065	4/21/2015	100065	Gil	Enrique					
67	150400066	4/21/2015	100066	Herbinger	Andreas					
68	150400067	4/22/2015	100067	Hagege	Adina					
69	150400068	4/22/2015	100068	Con	Aaron					
70	150400069	4/23/2015	100069	Scardelis	Jim					
71	150400070	4/23/2015	100070	Hanif	Kerim					
72	150400071	4/23/2015	100071	Waldal	Deb					
73	150400072	4/24/2015	100072	Tupy	Richard					

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A1 OrderID

	A	B	C	D	E	F	G	H	I	J
1	OrderID	OrderDate	CustomerID	NameLast	NameFirst					
90	150400089	4/27/2015	100089	Brunner	Daniel					
91	150400090	4/28/2015	100090	Railson	Stuart					
92	150400091	4/28/2015	100091	West	Paul					
93	150400092	4/28/2015	100092	Feng	Hanying					
94	150400093	4/29/2015	100093	Zeman	Michael					
95	150400094	4/29/2015	100094	Lochbrunner	Karin					
96	150400095	4/29/2015	100095	Netz	Merav					
97	150400096	4/29/2015	100096	Earls	Terry					
98	150400097	4/30/2015	100097	Yamagishi	Makoto					
99	150400098	4/30/2015	100098	Zwilling	Michael					
100	150400099	5/1/2015	100099	Villadsen	Peter					
101	150400100	5/1/2015	100100	Goncalves	Christiano					
102	150400101	5/2/2015	100101	Mitosinka	Robert					
103	150400102	5/2/2015	100102	Mitchell	Linda					
104	150400103	5/2/2015	100103	Christensen	Bjarke					
105	150400104	5/2/2015	100104	Verhoff	Rob					
106	150400105	5/3/2015	100105	Liu	Kevin					
107	150400106	5/3/2015	100106	Struve-Christenser	Stig					
108	150400107	5/3/2015	100107	Benshoof	Wanida					
109	150500001	5/3/2015	100108	Yanagishima	Daisuke					
110	150500002	5/3/2015	100109	Kim	Shane					
111	150500003	5/3/2015	100110	Giakoumakis	Leo					
112	150500004	5/5/2015	100111	Watterns	Jason					
113	150500005	5/5/2015	100112	Holliday	Nicole					
114	150500006	5/5/2015	100113	Haas	Jonathan					
115	150500007	5/6/2015	100114	Francis	Cat					
116	150500008	5/6/2015	100115	Margheim	Diane					
117	150500009	5/6/2015	100116	Baker	Bryan					
118	150500010	5/6/2015	100117	Warden	Joe					

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Clipboard Font Alignment Number Styles Cells Editing

A1 OrderID

	A	B	C	D	E	F	G	H	I	J
1	OrderID	OrderDate	CustomerID	NameLast	NameFirst					
134	150500026	5/8/2015	100133	Ralls	Kim					
135	150500027	5/9/2015	100134	Lloyd	Brian					
136	150500028	5/9/2015	100135	Allen	Michael					
137	150500029	5/9/2015	100136	Achong	Gustavo					
138	150500030	5/9/2015	100137	Cook	Cathan					
139	150500031	5/9/2015	100138	Silva	Alexandre					
140	150500032	5/10/2015	100139	Levy	Steven					
141	150500033	5/10/2015	100140	Gaffney	Lawrie					
142	150500034	5/10/2015	100141	Pike	Jeff					
143	150500035	5/10/2015	100142	Allen	Michael					
144	150500036	5/10/2015	100143	Freitag	Sven					
145	150500037	5/10/2015	100144	Price	Julian					
146	150500038	5/10/2015	100145	Su	Min					
147	150500039	5/11/2015	100146	Adams	Terry					
148	150500040	5/11/2015	100147	Johnson	Willis					
149	150500041	5/11/2015	100148	Troelsen	Henning					
150	150500042	5/11/2015	100149	Baker	Mary					
151	150500043	5/12/2015	100150	Osborn	Stu					
152	150500044	5/12/2015	100151	Lee	Frank					
153	150500045	5/12/2015	100152	Hoganson	Terry					
154	150500046	5/12/2015	100153	Gupta	Manish					
155	150500047	5/12/2015	100154	Dickson	Holly					
156	150500048	5/12/2015	100155	Freitag	Sven					
157	150500049	5/12/2015	100156	Johnston	Tamara					
158	150500050	5/13/2015	100157	Hee	Gordon					
159	150500051	5/13/2015	100158	Danseglio	Mike					
160	150500052	5/13/2015	100159	Gode	Scott					
161	150500053	5/13/2015	100160	McDowell	Kevin					

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Clipboard Font Alignment Number Styles Cells Editing

A1 OrderID

	A	B	C	D	E	F	G	H
1	OrderID	OrderDate	CustomerID	NameLast	NameFirst			
161	150500053	5/13/2015	100160	McDowel	Kevin			
162	150500054	5/13/2015	100161	Bouraima	Herve			
163	150500055	5/13/2015	100162	Kramer	James			
164	150500056	5/14/2015	100163	Arifin	Zainal			
165	150500057	5/14/2015	100164	Berka	Pavel			
166	150500058	5/15/2015	100165	Vande Velde	Tom			
167	150500059	5/15/2015	100166	Noriega	Fabricio			
168	150500060	5/15/2015	100167	Sallinen	Teemu			
169	150500061	5/15/2015	100168	Burnell	Dana			
170	150500062	5/16/2015	100169	Riis	Anders			
171	150500063	5/16/2015	100170	Berg	Matt			
172	150500064	5/16/2015	100171	Varlet	Laurence			
173	150500065	5/16/2015	100172	Cook	Patrick			
174	150500066	5/16/2015	100173	Seidl	Birgit			
175	150500067	5/16/2015	100174	Varlet	Laurence			
176	150500068	5/16/2015	100175	Palit	Punya			
177	150500069	5/16/2015	100176	Richardson	Wendy			
178	150500070	5/17/2015	100177	Dunker	Andrea			
179	150500071	5/17/2015	100178	Salavaria	Sharon			
180	150500072	5/17/2015	100179	Christopoulos	Nicholas			
181	150500073	5/17/2015	100180	Adams	Jay			
182	150500074	5/17/2015	100181	Kuhlmann	Lone			
183	150500075	5/17/2015	100182	Kong	Joe			
184	150500076	5/17/2015	100183	Kiel	Oliver			

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On the “Customers by Order” worksheet, use an Excel data tool to remove all records with duplicate “CustomerID” values from the table. Do not remove any other records.

Correct Answer: See explanation below.

Section: (none) Explanation

Explanation/Reference:

Explanation:

1. Select the cells in the “CustomerID” column which you want to have checked for duplicates.
2. Select **Remove Duplicates** from the **Data** tab.
3. Select the “CustomerID” column which you want to have checked under the **Columns** options.
4. Click **OK**.



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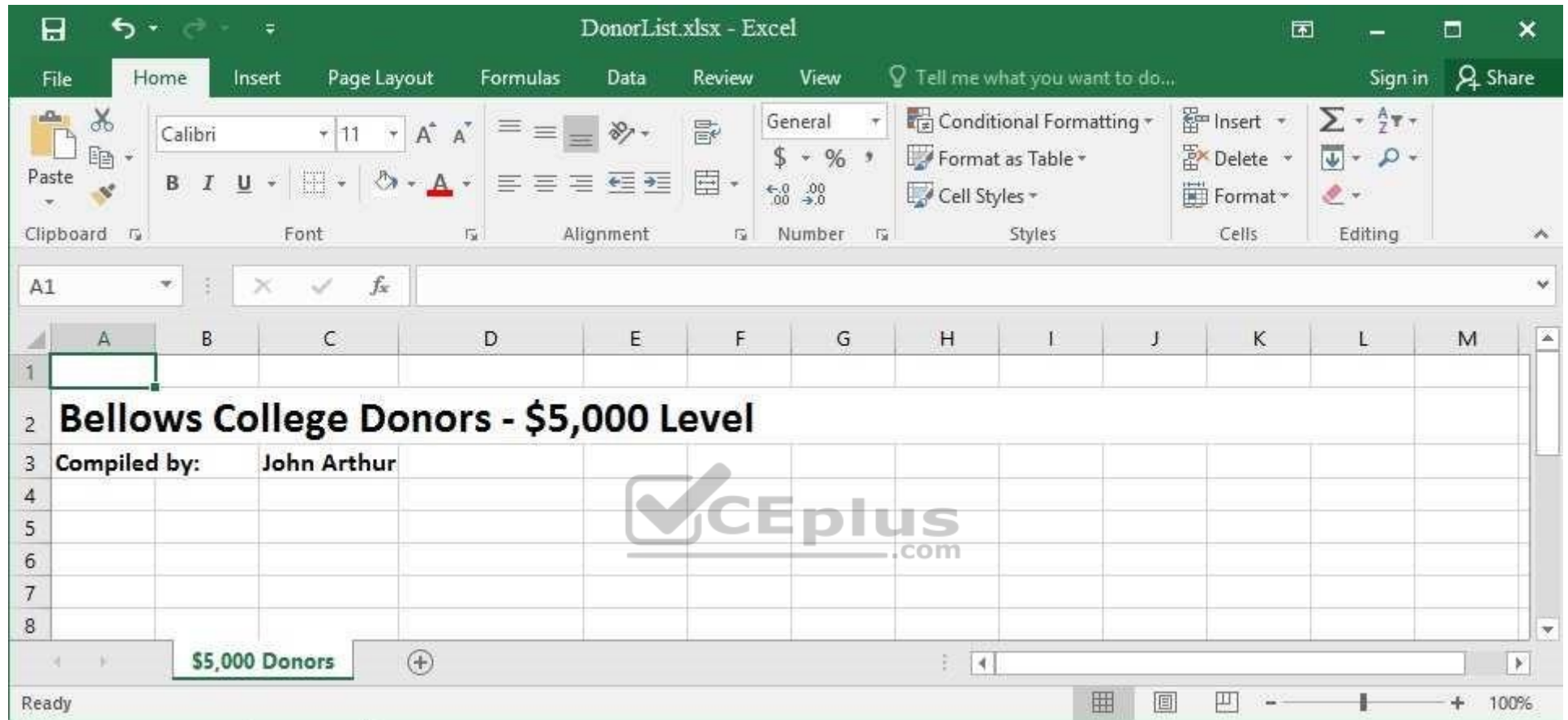
References: <https://support.office.com/en-us/article/Find-and-remove-duplicates-00E35BEA-B46A-4D5D-B28E-66A552DC138D>

QUESTION 2

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.



Beginning at cell A5 of the “\$5,000 Donors” worksheet, import the data from the tab-delimited source **file**, contributors.txt, located in the Documents folder. (Accept all defaults.)

Correct Answer: See explanation below.

Section: (none)

Explanation

Explanation/Reference:

Explanation:

1. Select cell A5 of the “\$5,000 Donors” worksheet where you want the source file to be imported to.
2. Click on File, then select **Open**.

3. Select **Text Files** from the **Open** dialog box.
4. Locate the contributors.txt file in the Documents folder, then double-click it.
5. Click **Finish** to complete the operation.

References: <https://support.office.com/en-us/article/Import-or-export-text-txt-or-csv-files-5250ac4c-663c-47ce-937b-339e391393ba>

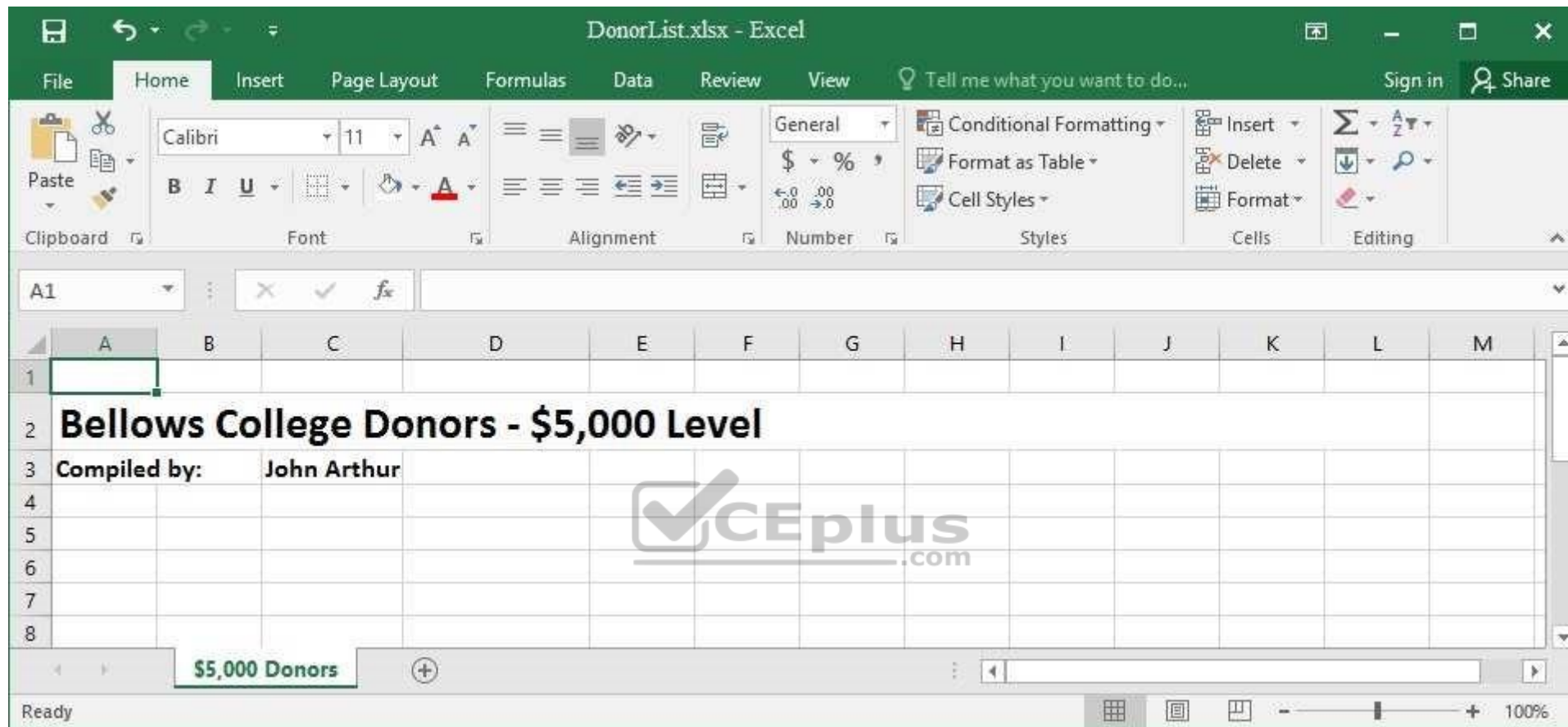
QUESTION 3

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.

Correct Answer: See explanation below.

Section: (none) Explanation

Explanation/Reference:

Explanation:

1. Click **Find & Select** from the **Home** tab then click on **Go To**.

OR

1. Press Ctrl+G on the keyboard.

2. Double-click the name range you want, in this case "Oregon".
3. Delete the contents in the selected cells by pressing Delete on your keyboard.

References: <https://support.office.com/en-us/article/Find-named-ranges-14513DF5-0D79-4CD5-9A03-968905B244E6>

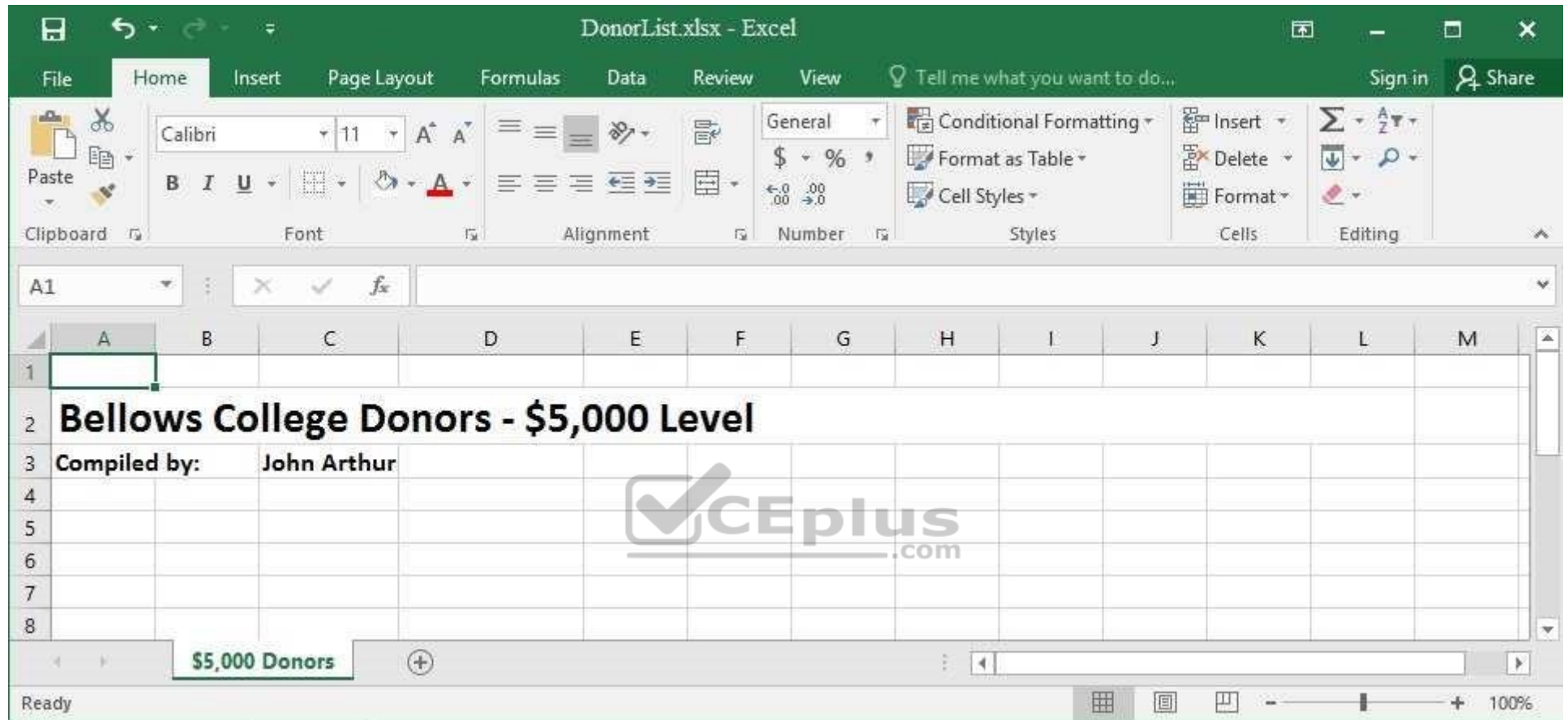
QUESTION 4

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.





On the “\$5,000 Donors” worksheet, hyperlink cell C3 to the email address “john@bellowscollege.com”.

Correct Answer: See explanation below.

Section: (none) Explanation

Explanation/Reference:

Explanation:

1. Click on cell C3.

2. Enter the following formula: “=HYPERLINK(john@bellowscollege.com, C3)”

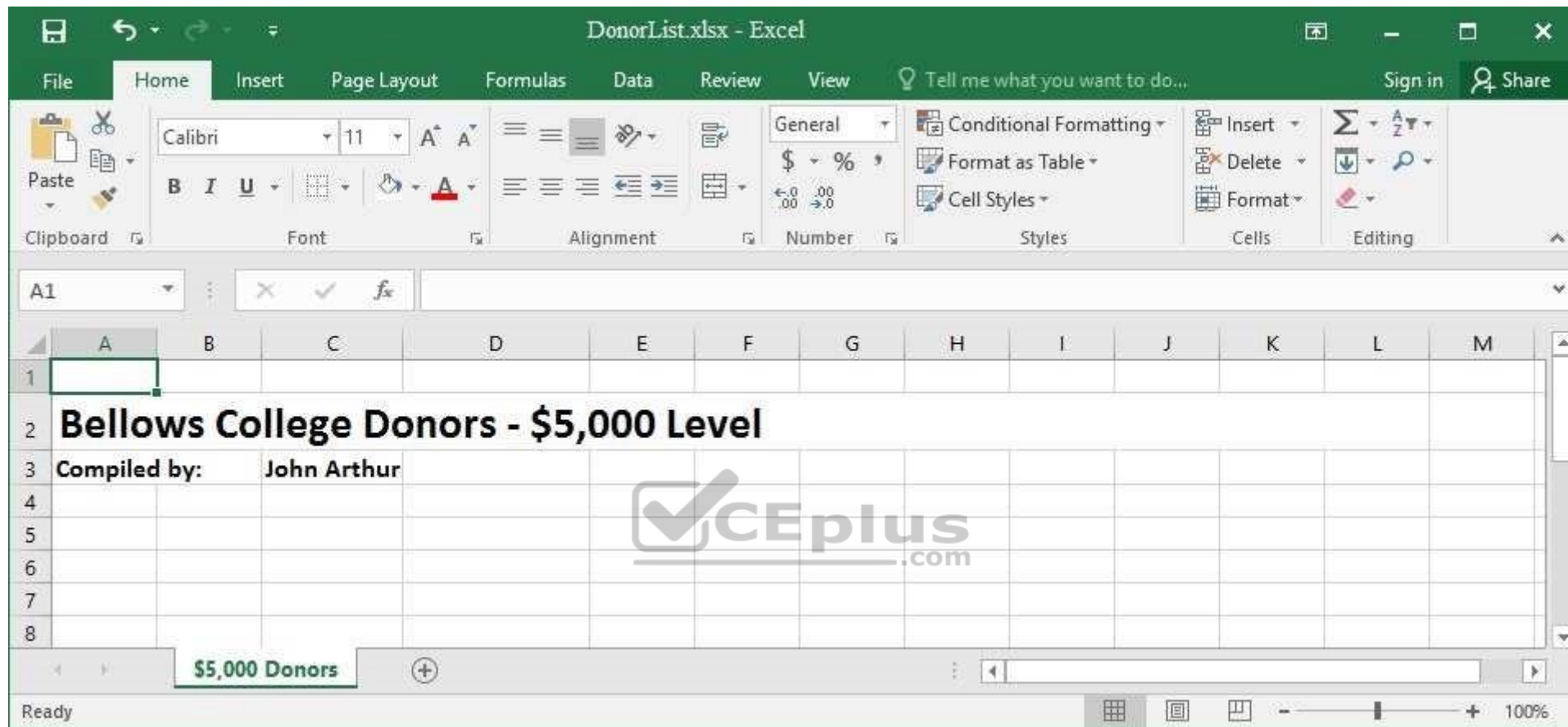
References: <https://support.office.com/en-us/article/HYPERLINK-function-333C7CE6-C5AE-4164-9C47-7DE9B76F577F>

QUESTION 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.





Arrange the worksheets so that “\$5,000 Donors” is first.

Correct Answer: See explanation below.

Section: (none) **Explanation**

Explanation/Reference:

Explanation:

1. Click **Sort Sheets** from the **Worksheet** group in the **Kutools Plus** tab.
2. Click the **Alpha sort** button **OR** the **Alpha Numeric Sort** button in the **Sort Sheets** dialog box, the results can be previewed in the **New sheets tab order** list box.

3. Use the **Move up** or **Move down** button to manually change the order of the sheets so that the "\$5,000 Donors" worksheet is first in the **New sheet tabs order** list.
4. Click **OK** once satisfied with the results.

References: <https://www.extendoffice.com/product/kutools-for-excel/sort-worksheets-in-one-workbook-in-alphabetical-order.html>

QUESTION 6

SIMULATION

Project 3 of 7: Tree Inventory

Overview

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




TreeInventory - Excel

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G41

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5								
6								
7								
8								
9	Tree Description	Seedling	Bare Root	5 Gallon	10 Gallon	Total		
10	Bigleaf Maple	4400	443	55	5	4903		
11	Black Cottonwood	335	230	44	8	617		
12	Blue Spruce	4500	543	55	4	5102		
13	California Black Oak	750	330	30	7	1117		
14	California Red Fir	2000	355	25	2	2382		
15	Canyon Live Oak	800	150	15	5	970		
16	Coast Redwood	2500	240	10	2	2752		
17	Douglas Fir	2700	300	33	7	3040		
18	Englemann Spruce	550	100	25	5	680		
19	Giant Sequoia	450	50	30	4	534		
20	Grand Fir	2500	644	81	9	3234		
21	Incense Cedar	3000	434	45	3	3482		
22	Jeffrey Pine	550	253	19	5	827		
23	Juniper	545	330	20	6	901		
24	Knobcone Pine	450	210	15	7	682		
25	Lodgepole Pine	600	360	20	6	986		

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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.

Correct Answer: See explanation below.

Section: (none) Explanation

Explanation/Reference:

Explanation:

1. Select the worksheet you want to apply the margin changes to.
2. Select Margins in the **Page Setup** group from the **Page Layout** tab.
3. Click **Custom Margins**, then in the **Top** and **Bottom** dialog box enter 1.0" (2,54cm), in the **Left** and **Right** dialog box enter 0.75"(1.90cm), and enter 0.5"(1.27cm) in the **Header** and **Footer** dialog box.

References: <https://support.office.com/en-us/article/Set-page-margins-before-printing-a-worksheet-353F52FC-0D2C-4958-9166-99FBD22B963A>

QUESTION 7

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.




CarInventory - Excel

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Clipboard Font Alignment Number Styles Cells Editing

A8

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4										
5										
6										
7										
8										
9	Make	Model	Body	Year	Color	Mileage	Price	Inspected		Discounted Price
10	Mitsubishi	3000 GT	Sport		1995 White	198000	\$4,000.00	Yes		
11	Honda	Civic	4-door		2000 Red	150000	\$3,000.00	No		
12	Ford	Ranger	Pickup		1986 Blue	208000	\$3,200.00	Yes		
13	Dodge	Intrepid	Coupe		2002 Silver	148,000	\$3,000.00	Yes		
14	Cadillac	Seville	4-door		2002 White	141,000	\$4,100.00	Yes		
15	Ford	Ranger	Pickup		1995 Black	135,000	\$4,700.00	Yes		
16	Ford	Mustang	Sport		1999 Red	188,000	\$5,500.00	Yes		
17	Chevrolet	Camaro	Sport		2004 White	122,000	\$7,000.00	Yes		
18	Chevrolet	Silverado	Truck		2001 Black	178,000	\$5,200.00	Yes		
19	Toyota	Tacoma	Pickup		2006 White	98,000	\$9,300.00	No		
20	Ford	Taurus	Sedan		2009 Gold	102,000	\$9,800.00	No		
21	Mazda	Miata	Sport		2010 Blue	77,000	\$8,500.00	No		
22	Mercedes	500SL	Convertible		2003 Gold	185,000	\$8,900.00	No		
23	Jeep	Wrangler	Convertible		2005 Black	122,000	\$8,200.00	No		
24	Chevrolet	Impala	Sedan		2000 Maroon	162,000	\$4,100.00	Yes		
25	Mitsubishi	Diamante	4-door		2008 Gold	92,000	#####	Yes		
26	Ford	Focus	Coupe		2012 Blue	59,000	\$7,900.00	Yes		
27	Mazda	RX-7	Sport		1985 Silver	210,000	\$3,100.00	Yes		
28	Harley Davidson	Sportster	Motorcycle		2009 Black	82,000	\$7,500.00	No		
29	Honda	Gold Wing	Motorcycle		2010 Red	76,000	\$10,100.00	No		

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Configure the “Car Inventory” worksheet so the column headings in row 9 appear on all printed pages.



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Correct Answer: See explanation below.

Section: (none) **Explanation**

Explanation/Reference:

Explanation:

1. On the “Car Inventory” worksheet, click **Print Titles** from the **Page Setup** group, situated on the **Page Layout** tab.
2. 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-D3550133-F6A1-4C72-AD70-5309A2E8FE8C>

QUESTION 8

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.

CarInventory - Excel

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Clipboard Font Alignment Number Styles Cells Editing

A8

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4										
5										
6										
7										
8										
9	Make	Model	Body	Year	Color	Mileage	Price	Inspected		Discounted Price
10	Mitsubishi	3000 GT	Sport		1995 White	198000	\$4,000.00	Yes		
11	Honda	Civic	4-door		2000 Red	150000	\$3,000.00	No		
12	Ford	Ranger	Pickup		1986 Blue	208000	\$3,200.00	Yes		
13	Dodge	Intrepid	Coupe		2002 Silver	148,000	\$3,000.00	Yes		
14	Cadillac	Seville	4-door		2002 White	141,000	\$4,100.00	Yes		
15	Ford	Ranger	Pickup		1995 Black	135,000	\$4,700.00	Yes		
16	Ford	Mustang	Sport		1999 Red	188,000	\$5,500.00	Yes		
17	Chevrolet	Camaro	Sport		2004 White	122,000	\$7,000.00	Yes		
18	Chevrolet	Silverado	Truck		2001 Black	178,000	\$5,200.00	Yes		
19	Toyota	Tacoma	Pickup		2006 White	98,000	\$9,300.00	No		
20	Ford	Taurus	Sedan		2009 Gold	102,000	\$9,800.00	No		
21	Mazda	Miata	Sport		2010 Blue	77,000	\$8,500.00	No		
22	Mercedes	500SL	Convertible		2003 Gold	185,000	\$8,900.00	No		
23	Jeep	Wrangler	Convertible		2005 Black	122,000	\$8,200.00	No		
24	Chevrolet	Impala	Sedan		2000 Maroon	162,000	\$4,100.00	Yes		
25	Mitsubishi	Diamante	4-door		2008 Gold	92,000	#####	Yes		
26	Ford	Focus	Coupe		2012 Blue	59,000	\$7,900.00	Yes		
27	Mazda	RX-7	Sport		1985 Silver	210,000	\$3,100.00	Yes		
28	Harley Davidson	Sportster	Motorcycle		2009 Black	82,000	\$7,500.00	No		
29	Honda	Gold Wing	Motorcycle		2010 Red	76,000	\$10,100.00	No		

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Simultaneously replace all instances of the text "Pickup" with the text "Truck".

Correct Answer: See explanation below.

Section: (none) Explanation

Explanation/Reference:

Explanation:

1. Click **Find & Select** from the **Editing** group situated on the **Home** tab.
2. Click **Replace**.
3. Type the text "Pickup" in the **Find what** box.
4. Click **Options** to further define the search, specify the "Car Inventory" worksheet select Sheet in the **Within** box.
5. Type "Truck" in the **Replace with** box.
6. Click **Find All**, and then click **Replace All**.
7. Finalize by clicking **OK**.

References: <https://support.office.com/en-us/article/find-or-replace-text-and-numbers-on-a-worksheet-0e304ca5-ecef-4808-b90f-fdb42f892e90>

QUESTION 9

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.




CarInventory - Excel

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Clipboard Font Alignment Number Styles Cells Editing

A8

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4										
5										
6										
7										
8										
9	Make	Model	Body	Year	Color	Mileage	Price	Inspected		Discounted Price
10	Mitsubishi	3000 GT	Sport		1995 White	198000	\$4,000.00	Yes		
11	Honda	Civic	4-door		2000 Red	150000	\$3,000.00	No		
12	Ford	Ranger	Pickup		1986 Blue	208000	\$3,200.00	Yes		
13	Dodge	Intrepid	Coupe		2002 Silver	148,000	\$3,000.00	Yes		
14	Cadillac	Seville	4-door		2002 White	141,000	\$4,100.00	Yes		
15	Ford	Ranger	Pickup		1995 Black	135,000	\$4,700.00	Yes		
16	Ford	Mustang	Sport		1999 Red	188,000	\$5,500.00	Yes		
17	Chevrolet	Camaro	Sport		2004 White	122,000	\$7,000.00	Yes		
18	Chevrolet	Silverado	Truck		2001 Black	178,000	\$5,200.00	Yes		
19	Toyota	Tacoma	Pickup		2006 White	98,000	\$9,300.00	No		
20	Ford	Taurus	Sedan		2009 Gold	102,000	\$9,800.00	No		
21	Mazda	Miata	Sport		2010 Blue	77,000	\$8,500.00	No		
22	Mercedes	500SL	Convertible		2003 Gold	185,000	\$8,900.00	No		
23	Jeep	Wrangler	Convertible		2005 Black	122,000	\$8,200.00	No		
24	Chevrolet	Impala	Sedan		2000 Maroon	162,000	\$4,100.00	Yes		
25	Mitsubishi	Diamante	4-door		2008 Gold	92,000	#####	Yes		
26	Ford	Focus	Coupe		2012 Blue	59,000	\$7,900.00	Yes		
27	Mazda	RX-7	Sport		1985 Silver	210,000	\$3,100.00	Yes		
28	Harley Davidson	Sportster	Motorcycle		2009 Black	82,000	\$7,500.00	No		
29	Honda	Gold Wing	Motorcycle		2010 Red	76,000	\$10,100.00	No		

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The discount price is 95 percent of the price. Modify column J to show the discount price for each car.

Correct Answer: See explanation below.

Section: (none)

Explanation

Explanation/Reference:

Explanation:

1. In cell J10 on the "Car Inventory" worksheet enter " $=G10 *.95$ " OR " $=G10 * 95\%$ ".
2. Select cell J10, hold the **Shift** key on your keyboard, and use the down arrow key until all the cells the formula is required to be applied (J40).
3. Hold down the **Ctrl** key on your keyboard and press D which would "copy down" the formula for the rows below.

OR

1. In cell J10 on the "Car Inventory" worksheet enter " $=G10 *.95$ " OR " $=G10 * 95\%$ ".
2. Select cell J10, then Right-click and select **Copy**, OR click **Copy** from the **Clipboard** group situated on the **Home** tab.
3. **Paste** the formula by selecting Paste from the **Clipboard** group situated on the **Home** tab, OR Right-click then select **Paste**, OR click **Paste** from the **Clipboard** group situated on the **Home** tab, then click **Paste Special** and select **Formulas**, OR you could select **Values** for the formula results instead.
4. Verify that the cell references in the formula are as desired.

References: <https://www.excelforum.com/excel-general/745891-calculate-discount-for-full-column.html>
<https://support.office.com/en-us/article/move-or-copy-a-formula-1f5cf825-9b07-41b1-8719-bf88b07450c6>

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.

CarInventory - Excel

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Clipboard Font Alignment Number Styles Cells Editing

A8

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4										
5										
6										
7										
8										
9	Make	Model	Body	Year	Color	Mileage	Price	Inspected		Discounted Price
10	Mitsubishi	3000 GT	Sport		1995 White	198000	\$4,000.00	Yes		
11	Honda	Civic	4-door		2000 Red	150000	\$3,000.00	No		
12	Ford	Ranger	Pickup		1986 Blue	208000	\$3,200.00	Yes		
13	Dodge	Intrepid	Coupe		2002 Silver	148,000	\$3,000.00	Yes		
14	Cadillac	Seville	4-door		2002 White	141,000	\$4,100.00	Yes		
15	Ford	Ranger	Pickup		1995 Black	135,000	\$4,700.00	Yes		
16	Ford	Mustang	Sport		1999 Red	188,000	\$5,500.00	Yes		
17	Chevrolet	Camaro	Sport		2004 White	122,000	\$7,000.00	Yes		
18	Chevrolet	Silverado	Truck		2001 Black	178,000	\$5,200.00	Yes		
19	Toyota	Tacoma	Pickup		2006 White	98,000	\$9,300.00	No		
20	Ford	Taurus	Sedan		2009 Gold	102,000	\$9,800.00	No		
21	Mazda	Miata	Sport		2010 Blue	77,000	\$8,500.00	No		
22	Mercedes	500SL	Convertible		2003 Gold	185,000	\$8,900.00	No		
23	Jeep	Wrangler	Convertible		2005 Black	122,000	\$8,200.00	No		
24	Chevrolet	Impala	Sedan		2000 Maroon	162,000	\$4,100.00	Yes		
25	Mitsubishi	Diamante	4-door		2008 Gold	92,000	#####	Yes		
26	Ford	Focus	Coupe		2012 Blue	59,000	\$7,900.00	Yes		
27	Mazda	RX-7	Sport		1985 Silver	210,000	\$3,100.00	Yes		
28	Harley Davidson	Sportster	Motorcycle		2009 Black	82,000	\$7,500.00	No		
29	Honda	Gold Wing	Motorcycle		2010 Red	76,000	\$10,100.00	No		

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Modify the cell formatting of cell J9 to display the text on two lines.

Correct Answer: See explanation below.

Section: (none) Explanation

Explanation/Reference:

Explanation:

1. Select the cell J9 where you want to modify the formatting.
2. On the **Home** tab in the **Cells** group click on **Format**.
3. Specify a **row height** by clicking **Row Height** and then typing in the desired height of 2 lines in the Row Height box.

References: <https://support.office.com/en-us/article/Wrap-text-in-a-cell-2A18CFF5-CCC1-4BCE-95E4-F0D4F3FF4E84>

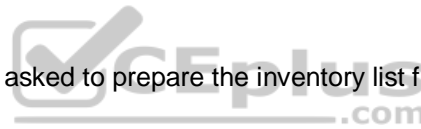
QUESTION 11

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.




CarInventory - Excel

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A8

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4										
5										
6										
7										
8										
9	Make	Model	Body	Year	Color	Mileage	Price	Inspected		Discounted Price
10	Mitsubishi	3000 GT	Sport		1995 White	198000	\$4,000.00	Yes		
11	Honda	Civic	4-door		2000 Red	150000	\$3,000.00	No		
12	Ford	Ranger	Pickup		1986 Blue	208000	\$3,200.00	Yes		
13	Dodge	Intrepid	Coupe		2002 Silver	148,000	\$3,000.00	Yes		
14	Cadillac	Seville	4-door		2002 White	141,000	\$4,100.00	Yes		
15	Ford	Ranger	Pickup		1995 Black	135,000	\$4,700.00	Yes		
16	Ford	Mustang	Sport		1999 Red	188,000	\$5,500.00	Yes		
17	Chevrolet	Camaro	Sport		2004 White	122,000	\$7,000.00	Yes		
18	Chevrolet	Silverado	Truck		2001 Black	178,000	\$5,200.00	Yes		
19	Toyota	Tacoma	Pickup		2006 White	98,000	\$9,300.00	No		
20	Ford	Taurus	Sedan		2009 Gold	102,000	\$9,800.00	No		
21	Mazda	Miata	Sport		2010 Blue	77,000	\$8,500.00	No		
22	Mercedes	500SL	Convertible		2003 Gold	185,000	\$8,900.00	No		
23	Jeep	Wrangler	Convertible		2005 Black	122,000	\$8,200.00	No		
24	Chevrolet	Impala	Sedan		2000 Maroon	162,000	\$4,100.00	Yes		
25	Mitsubishi	Diamante	4-door		2008 Gold	92,000	#####	Yes		
26	Ford	Focus	Coupe		2012 Blue	59,000	\$7,900.00	Yes		
27	Mazda	RX-7	Sport		1985 Silver	210,000	\$3,100.00	Yes		
28	Harley Davidson	Sportster	Motorcycle		2009 Black	82,000	\$7,500.00	No		
29	Honda	Gold Wing	Motorcycle		2010 Red	76,000	\$10,100.00	No		

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Apply the Rose, Table Style Light 17 (Table Style Light 17) to the “Inventory” table.

Correct Answer: See explanation below.

Section: (none) Explanation

Explanation/Reference:

Explanation:

1. On the “Inventory” table, click on any cell.
2. 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-99C2-2F971C0E2370>

QUESTION 12

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.

CitySports - Excel

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H26

City Sports Program
Adult Enrollment

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	

Adult Program Youth Program

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	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									
7									
8									
9	Sport	Year 1	Year 2	Year 3	Year 4	Year 5	Total		
10	5K Run	14	25	24	57	89	209		
11	Basketball	100	120	120	130	150	620		
12	Bowling	12	24	24	36	36	132		
13	Cycling	5	10	15	15	5209	5254		
14	Flag Football	120	160	180	200	240	900		
15	Lacrosse	40	80	100	120	140	480		
16	Soccer	200	220	220	240	300	1180		
17	Softball	200	200	200	200	200	1000		
18	Swimming	40	50	50	60	60	260		
19	Tennis	45	30	50	70	80	275		
20									
21									
22									

Adult Program Youth Program

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On the “Youth Program” worksheet, create a table from the cell range A9:G19. Include row 9 as headers.

Correct Answer: See explanation below.

Section: (none)

Explanation

Explanation/Reference:

Explanation:

1. On the “Youth Program” worksheet, select **Format as Table** from the **Home** tab.
2. Choose the desired style for the table.
3. Select the desired cell range of A9:G19 in the **Format as Table** dialog box.
4. Mark row 9 as a header.
5. Click **OK**.

References: <https://support.office.com/en-us/article/create-and-format-tables-e81aa349-b006-4f8a-9806-5af9df0ac664>

QUESTION 13

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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City Sports Program
Adult Enrollment

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	

Adult Program Youth Program

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	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									
7									
8									
9	Sport	Year 1	Year 2	Year 3	Year 4	Year 5	Total		
10	5K Run	14	25	24	57	89	209		
11	Basketball	100	120	120	130	150	620		
12	Bowling	12	24	24	36	36	132		
13	Cycling	5	10	15	15	5209	5254		
14	Flag Football	120	160	180	200	240	900		
15	Lacrosse	40	80	100	120	140	480		
16	Soccer	200	220	220	240	300	1180		
17	Softball	200	200	200	200	200	1000		
18	Swimming	40	50	50	60	60	260		
19	Tennis	45	30	50	70	80	275		
20									
21									
22									

Adult Program Youth Program

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Unhide the “Summary” worksheet.

Correct Answer: See explanation below.

Section: (none)

Explanation

Explanation/Reference:

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 14

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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City Sports Program
Adult Enrollment

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	

Adult Program Youth Program

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	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									
7									
8									
9	Sport	Year 1	Year 2	Year 3	Year 4	Year 5	Total		
10	5K Run	14	25	24	57	89	209		
11	Basketball	100	120	120	130	150	620		
12	Bowling	12	24	24	36	36	132		
13	Cycling	5	10	15	15	5209	5254		
14	Flag Football	120	160	180	200	240	900		
15	Lacrosse	40	80	100	120	140	480		
16	Soccer	200	220	220	240	300	1180		
17	Softball	200	200	200	200	200	1000		
18	Swimming	40	50	50	60	60	260		
19	Tennis	45	30	50	70	80	275		
20									
21									
22									

Adult Program Youth Program

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

Correct Answer: See explanation below.

Section: (none) Explanation

Explanation/Reference:

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-smartart-graphic-or-other-object-44989b2a-903c-4d9a-b7426a75b451c669#bkmk_o2016_2013

QUESTION 15

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.

BikeTours - Excel

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A6 Bike Tour

	A	B	C	D	E	F	G	H	I
1	Adventure Works								
2									
3									
4									
5									
6	Bike Tour	Month	Customer	First Name	Last Name	Length	Group Size	Per Person	Total
7	Casual Biker Inn Tour	July		Toby	Nixon	4-Day/3-N	11	\$600.00	\$6,600.00
8	Casual Biker Inn Tour	August		Sabina	Schuetz	4-Day/3-N	2	\$600.00	\$1,200.00
9	Casual Biker Inn Tour	September		Mindy	Martin	4-Day/3-N	4	\$600.00	\$2,400.00
10	Gully Wash Loop	July		Lee	Oliver	1/2 Day	5	\$75.00	\$375.00
11	Gully Wash Loop	August		Katie	Jordan	1/2 Day	10	\$75.00	\$750.00
12	Gully Wash Loop	September		Kathie	Flood	1/2 Day	16	\$75.00	\$1,200.00
13	Kokopelli Trail	July		Julian	Isla	4-Day/3-N	15	\$450.00	\$6,750.00
14	Kokopelli Trail	August		Judy	Lew	4-Day/3-N	12	\$450.00	\$5,400.00
15	Kokopelli Trail	September		John	Peoples	4-Day/3-N	10	\$450.00	\$4,500.00
16	Raccoon Rim Trail	July		Iris	Rogers	1 Day	20	\$110.00	\$2,200.00
17	Raccoon Rim Trail	August		Holly	Dickson	1 Day	8	\$110.00	\$880.00
18	Raccoon Rim Trail	September		Gail	Erickson	1 Day	7	\$110.00	\$770.00
19	Slickrock Trail	July		Eric	Gruber	1/2 Day	40	\$75.00	\$3,000.00
20	Slickrock Trail	August		Debra	Core	1/2 Day	9	\$75.00	\$675.00
21	Slickrock Trail	September		Chris	Ashton	1/2 Day	21	\$75.00	\$1,575.00
22	White Pine Trail	July		Bradley	Beck	3-Day/2-N	15	\$300.00	\$4,500.00
23	White Pine Trail	August		Bonnie	Kearney	3-Day/2-N	6	\$300.00	\$1,800.00
24	White Pine Trail	September						\$300.00	\$3,600.00
25									

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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.

Section: (none)

Explanation

Explanation/Reference:

Explanation:

1. In cell M10 on the “Summer Bookings”, insert the following **SUMIF** formula: “=SUMIF(G6:G24, “>= 12”, I6:I24).”

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

QUESTION 16

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.

BikeTours - Excel

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A6 Bike Tour

	A	B	C	D	E	F	G	H	I
1	Adventure Works								
2									
3									
4									
5									
6	Bike Tour	Month	Customer	First Name	Last Name	Length	Group Size	Per Person	Total
7	Casual Biker Inn Tour	July		Toby	Nixon	4-Day/3-N	11	\$600.00	\$6,600.00
8	Casual Biker Inn Tour	August		Sabina	Schuetz	4-Day/3-N	2	\$600.00	\$1,200.00
9	Casual Biker Inn Tour	September		Mindy	Martin	4-Day/3-N	4	\$600.00	\$2,400.00
10	Gully Wash Loop	July		Lee	Oliver	1/2 Day	5	\$75.00	\$375.00
11	Gully Wash Loop	August		Katie	Jordan	1/2 Day	10	\$75.00	\$750.00
12	Gully Wash Loop	September		Kathie	Flood	1/2 Day	16	\$75.00	\$1,200.00
13	Kokopelli Trail	July		Julian	Isla	4-Day/3-N	15	\$450.00	\$6,750.00
14	Kokopelli Trail	August		Judy	Lew	4-Day/3-N	12	\$450.00	\$5,400.00
15	Kokopelli Trail	September		John	Peoples	4-Day/3-N	10	\$450.00	\$4,500.00
16	Raccoon Rim Trail	July		Iris	Rogers	1 Day	20	\$110.00	\$2,200.00
17	Raccoon Rim Trail	August		Holly	Dickson	1 Day	8	\$110.00	\$880.00
18	Raccoon Rim Trail	September		Gail	Erickson	1 Day	7	\$110.00	\$770.00
19	Slickrock Trail	July		Eric	Gruber	1/2 Day	40	\$75.00	\$3,000.00
20	Slickrock Trail	August		Debra	Core	1/2 Day	9	\$75.00	\$675.00
21	Slickrock Trail	September		Chris	Ashton	1/2 Day	21	\$75.00	\$1,575.00
22	White Pine Trail	July		Bradley	Beck	3-Day/2-N	15	\$300.00	\$4,500.00
23	White Pine Trail	August		Bonnie	Kearney	3-Day/2-N	6	\$300.00	\$1,800.00
24	White Pine Trail	September						\$300.00	\$3,600.00
25									

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In cell C8 on the "Summer Bookings" worksheet, insert a function that joins the customer "Lastname" to the customer "Firstname" separated by a comma and space. (Example: Campbell, David).

Correct Answer: See explanation below.

Section: (none) Explanation

Explanation/Reference:

Explanation:

1. In cell C8 on the "Summer Bookings" worksheet, insert the following **CONCAT** function: `"=CONCAT(E6 " , "D6)"` **OR** `"=E6& " , "D6"`.

References:



<https://www.vceplus.com/>

<https://support.office.com/en-us/article/Combine-text-from-two-or-more-cells-into-one-cell-81ba0946-ce78-42ed-b3c3-21340eb164a6>

