**Question 1**

The attached workbook is needed to answer all the questions associated with this quiz. Please download the file and open it in Excel before you start answering the questions below.

**Question 2**

Convert the Discount Code data (**O13:P15**) to a table.

Add a new record directly below the table as follows:

Code: C

%: 15%

What is the corrected Average Discount % shown in **P19**?

**Question 3**

Convert the Homewares Inventory data to a table. Apply the table style **White, Table Style Light 18**. Turn off banded rows and turn on banded columns.

Which of the following most closely resembles your table?

**Question 4**

Turn on the **Total Row**. Change the calculation for the **Retail Price** column to calculate the average retail price.

What is the average retail price?

**Question 5**

The **In Stock** column displays the number of items in stock for each product. Using the **Total Row** to add a calculation, how many items are currently in stock for all products?

**Question 6**

You have been informed that there may be duplicates in the data. Use the **Remove Duplicates** tool to remove any duplicate entries.

What is the corrected average retail price?

**Question 7**

You need to find out which products need re-ordering most urgently. Sort the data by the column **In Stock** from Smallest to Largest.

Enter the full product code for the product with the smallest number in stock.

**Question 8**

You are doing an audit of products supplied by the company Kestrel. Filter the data by the supplier Kestrel.

What is the updated value for the total number of items in stock now?

**Question 9**

Clear the filter on **Supplier** and add a new filter to get the top 5% of stock items by retail price.

What is the average retail price for these items?

**Question 10**

Clear all filters and turn off the total row. In the first empty row add the following record:

|  |  |
| --- | --- |
| Product Code | HARD-026 |
| Item Description | Chrome-Plated Face Frame Hinge |
| Supplier | PHISION |
| Department | Hardware |
| Origin | China |
| Location | Showroom |
| Rack | 02 |
| In Stock | 100 |
| Target Level | 100 |
| Reorder Level | 50 |
| Discount % | (*Copy down from the row above*) |
| Unit Cost | $6.32 |
| Retail Price | $7.49 |

Turn the total row back on. What is the updated Average Retail Price?