

EXAM TRIAL 1

PROJECT 1

1. Display the Costs worksheet in the **Page Layout** view. Then insert a page break between row 20 **Cracker Jacker** and row 21 **Raspberry Chocolate**.
2. Use a built-in excel feature to copy all of the formatting of cell range A2:G2 located on the **Profits** worksheet and apply that formatting to cell A2 on the **Costs** worksheet.
3. On the Profits worksheet, enter a formula in cell A29 that uses an Excel function to return the average costs of the cookie dough flavors based on values in the **Cost** column.
4. On the **Profits** worksheet, include the **Total Profit** data on the **Flavor Expenses, Income, and Profit Chart**.
5. Filter the Profits worksheet to display only flavors with a **Cost** that is **Above Average**.

PROJECT 2

1. Add **Open** toolbar to the **Quick Access Toolbar**.
2. Add the value **New Rates** to the **Title** property of the document.
3. Set cells A1:F10 as printed area on the document.
4. Save the Rooms worksheet as a Web Page named **Rent Prices** to the Exam Trial 1 folder.
5. On the Rooms worksheet, configure the heading row in the table (row 2) so that the entries wider than the column wrap to the multiple lines.

PROJECT 3

1. On the **Sold** worksheet, insert a new column before column A.
2. Split the view of the **Sold** Worksheet so only rows 1 through 6 appear in the top pane and the remaining rows appear in the bottom.
3. Configure the **Vehicles** worksheet so rows 1 through 3 remain visible as you scroll vertically.
4. On the **Sold** worksheet, format the table so that every other row is shaded similar to the table on the **Vehicles** worksheet. Use a technique that automatically updates the formatting if you insert a new row.
5. On the **Vehicles** worksheet, insert a function into cell B4 of the **Code** column that extracts the two leftmost letters of the vehicle style displayed in cell D4.

PROJECT 4

1. On the **Qtr 2** worksheet, in cell F10, insert a column sparkline showing the sales trend from **Apr** through **Jun**. Apply **Gold, Sparkline Style Accent 2, Darker 25%** to the sparkline. Copy the sparkline to the remaining cells in the column (F11:F14).
2. Using the **Move Chart** feature, move the pie chart on **Qtr 2** worksheet to its own chart sheet named **Qtr 2 Chart**.
3. On the **Qtr 1** worksheet, apply number format to display the numbers in column B through E to two decimal places with the US Dollar symbol (\$) left-aligned and the decimal points aligned.

4. In the **Qtr 1** worksheet, change the configuration of the **Qtr 1 Location Revenue** chart so that it displays the **months** on the x-axis and the **revenue** on the y-axis.
5. Display all of the formulas on the **Qtr 2** worksheet.

PROJECT 5

1. On the **Average Call Time** worksheet, use an Excel feature to copy the sparkline into the vacant cells of the **Trend** column.
2. On the **Employee Hours** worksheet, add a row to the table that automatically calculates the total hours worked by all employees.
3. Add a function to the **Overtime** column in cell H4 on the Employee Hours worksheet that will display the word **Yes** if the value in cell J4 is higher than 40. Otherwise, display the word **No**.
4. In cell I4 of the **Employee Hours** sheet, use a function to copy the name from cell A4, and format the name so that all letters are uppercase.
5. On the **Average Call Time** worksheet, create **3-D Clustered Column** chart that shows only the **Call Time** for Friday by each **Salesperson**. Position the new chart to the right of the table, and change the colors to **Colorful Palette 4**.