

EXAM TRIAL 3

PROJECT 1

1. Navigate to the range named **Total** and delete the contents on the selected cell.
2. On the **Monthly Orders** Worksheet, in cells E4:E26 format the numbers to no decimal places.
3. Remove the table row on **Flavor Prices** worksheet containing the flavors “Watermelon Mint”. Do not change any content outside of the table.
4. In cell B28 calculate the average income from the Total Profit column.
5. On Customer worksheet in the email column, use a function to create an email by joining the last name of every customer with the address “@gmail.com”.
6. Remove the table functionality from the table on **Customer** worksheet.
7. On **Monthly Orders** worksheet, use an Excel feature that allows row 3 and the title to remain visible as you scroll vertically.

PROJECT 2

1. On the **Orders** worksheet, extend the formula in cell E2 to the end of the table column.
2. Remove all conditional formatting in **Grain Exports** worksheet.
3. On the **Orders** worksheet, format the table so that every other row is shaded. Use a technique that automatically updates the formatting if you insert a new row.
4. On the **Grain Exports** Worksheet, sort the table by Product Code (Largest to Smallest). Then sort the Country alphabetically (from A to Z).
5. On the **Grain Exports** worksheet, enter a formula in D87 that uses an excel function to return the **Metric Tons** value (range F2:F85) to find the highest value in the column.
6. On the **Orders** worksheet, use an excel data tool to remove all records with duplicate **Product** values from the table. Do not remove any other records.

PROJECT 3

1. Configure the **Ranger-led Activities** worksheet so only cells A2:F8 will be printed.
2. Filter the data in the **RangeLed** table so that only the **Spring, Summer, Fall** in column Evening Programs are displayed.
3. In the **Target Achieved** column on **Visitor Attendance** worksheet, use a function to display the word “Yes” if the value of the product in the **Average** column is greater than 50000. Display the word “No” if it is not greater than 50000.
4. Calculate the **Total** in cell H4 by adding all the value starting from Jan to June on the table. Copy the formula down to complete the column.
5. Create a clustered column chart that shows the **National Park** column data and the visitor attendance for months **(Jan-June)**. Use the National Park as the horizontal axis labels. Place the chart to the right of the table.
6. Add the alt description “Utah National Park Visitor Attendance Record” to the chart.
7. In cells K4:K8 insert column sparklines to represent the number of visitors from Jan to June.

PROJECT 4

1. Left align the text in cell A1 on **World Capital Cities** worksheet.
2. In the **Code** column, use a function to display the first three characters from text in column A.
3. In the **Rank** column (range E2:E199), use conditional formatting to apply the three traffic lights (unrimmed) to format the values.
4. Apply the **Green, Table style medium 18** to the table on **World Capital Cities** worksheet.
5. Apply the Monochromatic palette 3 to the chart on **Top 15 Cities** worksheet.
6. On the chart, display a data table without legend keys.

PROJECT 5

1. On the **Price List** worksheet, beginning in A1, import the data from Price List.txt in MOS-Excel Trial 3 folder. Use the first row of the data source as headers.
2. On the **Find an Instructor** worksheet, Adjust the column width of the column A to exactly 21 pts.
3. On the **Total Registered** worksheet, move the Total Registration (Foundation Course) pie chart to its own chart sheet named "Total Registration for Foundation Course".
4. On the **Total Registered** worksheet, modify the Total Registration (Specialty Course) chart, set "Number Registration" as the primary vertical axis title.
5. On the **Total Registration (Youth Course)** chart, remove the legend from the chart and display the values as data labels.

PROJECT 6

1. Copy the formatting of the table header on the **Q1 Actual Sales** worksheet to the table header on the **Q1 Target Sales** worksheet.
2. Rename the Table1 on the **Q1 Target Sales** worksheet as "Target_Sales".
3. On the **Q1 Target Sales** worksheet in cell E11, enter a formula that sums the values in ranges, "January", "February", "March". Use the range names in the formula instead of cell references.
4. In cell C59 on the **Food Inventory** worksheet, use a function to calculate how many missing entries there are on the **Qty (cases)** column data.