✓ **Congratulations! You passed!**

Grade received 90%   **Latest Submission Grade** 90%   **To pass** 80% or higher

Go to next item

1. *Download the workbook and save it on your computer. Open the workbook and then come back here to start answering the questions.*

   1 / 1 point

   📎 **C1 Assessment Workbook**
   XLSX File

   TIP: Make sure that you save your progress on the workbook in Excel frequently as you progress through the exam.

   Here is the first question:

   The workbook contains data downloaded from a government database. It is not very easy to read, so your first job is to address some of the formatting.

   The heading in cell **A1** cannot be seen properly. Change the alignment so that you can see what it says.

   In which year was this data collected?

   Enter your answer in four digits ####

   2015

   ✓ **Correct**
   Yes, that's correct. The title of this spreadsheet is the **2015 Household Expenditure Report**, so the data was collected in 2015.

2. Somehow
   the date in cell **B2** has lost its formatting. Change the format to a date. What date is now shown in **B2**?

   1 / 1 point

   Enter your answer in Year-Month-Day format (e.g., 2016-12-31).

   2016-03-20

   ✓ **Correct**
   Yes, the date in **B2** is 2016-03-20.

3. Apply the style **Accent1** to the range **A2:Z2**. Apply the style **Heading 3** to the range **A4:Z4**. Which of the following looks most like your data?

   1 / 1 point

   ○ This:

   ○ This:

   ○ This:

◉ This:

Totals:	3515	2859
Region	**Adults**	**Children**
Scotland	3	1

4. There are some corrections you need to make to the data. One of the data entries is missing. You have been asked to Insert a row after Case ID 49 (row 15) and enter the following data:

2 / 2 points

Case ID	51
Economic Position	Full-time working
Occupation Type	Managerial or Professional
Home	Owned
Gender	Male
Region	Wales
Adults	2
Children	2
Jan Income	5924.00
Feb Income	5924.00
Mar Income	5924.00
Apr Income	5924.00
May Income	5924.00
Jun Income	5924.00
Jan Expenditure	2803.57
Feb Expenditure	2242.86
Mar Expenditure	2512.00
Apr Expenditure	2361.28
May Expenditure	2219.60
Jun Expenditure	2596.93

QUESTION: What is the total February Expenditure now? (cell **P2**)

In your answer, you should use the number format #####.## with a period as a decimal point and two decimals.

> 4307242.05

5. An incorrect value has been entered for Case ID 5299.
Use the Find tool to find this Case ID and change the January Income to $200. What is the total January Income now? (cell **I2**)

1 / 1 point

In your answer, you should use the number format #####.##

> 6074344.46

6. There are several calculations missing which need to be added. An additional column showing the total number of people per household is required. Perform all the following steps and then answer the question.

1 / 1 point

1. Insert a column after column **H**
2. In **I4** type the heading **Household**
3. In **I5** enter a calculation to add the number of adults in **G5** to the number of children in **H5**
4. Copy the formula down to fill the column

5. In cell **I2**, enter a calculation to get the total number of people in all the households represented, or copy the formula across from cell **H2**

QUESTION: What is the total Household value in cell **I2**?

Enter your answer in numerical digits: ######

> 6378

✓ **Correct**
  Yes, well done. The total Household value is 6378.

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7. In cell **V5** enter a calculation to get an average of income from January to June (**J5** to **O5**). Copy the formula down the column. What is the Average Income for Case 9 (cell **V6**)?   `1 / 1 point`

In your answer, you should use the number format #####.##

> 3323.88

✓ **Correct**
  Well done, that is correct. The average income for Case 9 is 3323.88

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8. In cell **W5** enter a calculation to add up the total income from January to June. Copy the formula down the column. Widen the column so that you can see the results. What is the total income for all the cases (cell **W2**)?   `1 / 1 point`

In your answer, you should use the number format #####.##

> 36459734.19

✓ **Correct**
  Great work, that is the correct answer. The total income for all the cases is 36459734.19.

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9. In cell **X5** enter a calculation to add up the total expenditure from January to June (**P5** to **U5**). Copy the formula down the column. What is the total expenditure for Case 9?   `1 / 1 point`

In your answer, you should use the number format **#####.##**

> 10709.83

✓ **Correct**
  Well done, that is the correct answer. The total expenditure for Case 9 is 10709.83

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10. In cell **Y5** enter a calculation to subtract Total Expenditure from Total Income. Copy the formula down the column. What is the Net for Case 9?   `1 / 1 point`

In your answer, you should use the number format **#####.##**

> 9233.45

✓ **Correct**
  Great work, that is the correct answer. The Net for Case 9 is 9233.45

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11. Cost of living has been estimated at going up by 3.93% over the next 6 months. We would like to forecast what the expenditure will be over that period. In cell **Z2** enter the value 3.93%. In **Z5** enter a formula to calculate the forecast expenditure. To do this you will need to calculate the increase in expenditure (current total expenditure multiplied by the percentage increase) and add it to the current total expenditure. Copy the formula down the column. (Make sure that all the calculations are using the value in **Z2!**).   `2 / 2 points`

QUESTION: What is the Forecast Expenditure for Case 15?

In your answer, you should use the number format #####.##

> 13256.09

✓ **Correct**
  Yes, that is the correct response. The forecast expenditure for Case 15 is 13256.09

12. Now select the Stats Worksheet. Enter simple formulas in **B3** and **B4** to pull through the calculated **Total Expenditure** and **Total Net** from the Data worksheet (cells **X2** and **Y2**). If you have done it correctly the pie chart should now show how income is proportioned between expenditure and net.

QUESTION: According to the pie chart, what percentage of Income is made up by Expenditure?

Do not enter the % symbol in the answer box below, just the number.

> 75

✓ **Correct**

`2 / 2 points`

13. Still on the Stats sheet, enter a formula in **B5**
to add up the total income for Quarter 1 using the calculated totals for January, February and March in the Data worksheet. If you have done it correctly the cell should change colour.

QUESTION: What colour is the cell **B5**?

○ Purple
○ Yellow
○ White
○ Black
◉ Grey

✗ **Incorrect**

`0 / 1 point`

14. The organisation has decided to have one Region for the Midlands instead of two, so both **East Midlands** and **West Midlands** need to be replaced with just **Midlands**. We then need to answer some questions for the organisation.

In the **Data** worksheet, use **Find and Replace** to replace all instances of East Midlands with Midlands. Repeat the operation, this time replacing West Midlands with Midlands. Now filter the data so that only cases from the Midlands are visible.

QUESTION: What is the total number of Children recorded for the Midlands?

> 476

✓ **Correct**

`2 / 2 points`

15. Clear the previous filter. Add filters so that
we only see cases for Wales with 6 or more people in the household.

QUESTION: How many households in Wales have 6 or more people?

> 1

✓ **Correct**
Yes, that's right. There is only one household with 6 or more inhabitants.

`2 / 2 points`

16. Clear all filters. Sort the data by Total Income
in descending order (largest to smallest).

QUESTION: What is the highest Total Income for a case?

In your answer, you should use the number format #####.##

> 40001.26

✓ **Correct**
Yes, this is the correct response. The highest total income for a case is 40001.26

`1 / 1 point`

17. Change the sort to order the data so that you can easily identify the lowest Average Income for Cases with an Intermediate occupation.

QUESTION: What is the lowest Average Income for people with an Intermediate occupation?

In your answer, you should use the number format #####.##

18.35

✓ **Correct**
   Yes, this is the correct response. The lowest Average Income for people with an Intermediate occupation is 18.35

1 / 1 point

18. You are concerned there may be duplicates in the data set. Add conditional formatting to the **Case ID** column to show all duplicates in red. Sort the data by **Case ID** but instead of by values, sort by colour.

QUESTION: How many cases have been duplicated (entered twice)?

◉ 2
○ 3
○ 5
○ 6

✓ **Correct**

2 / 2 points

19. Delete one of each of the duplicate rows.

QUESTION: What is the new total in **H2**?

2857

✓ **Correct**

1 / 1 point

20. To help represent the data graphically you have been asked to create a few charts. You will need to go back to the Stats worksheet.

Select the data from **A8** to **B12**. Insert a Pie Chart to compare the Average Incomes for different Economic Positions. Add a quick layout that shows a percentage for each segment.

QUESTION: What is the percentage for Full-time working?

Do not enter the % symbol in the answer box below, just the number.

27

0 / 2 points

Ans -> 63%

✗ **Incorrect**

21. Create a line chart showing the Total Income for each Month. Ensure you select month names and Total Income values.

QUESTION: Which of these charts looks most like your line chart?

◉ This:
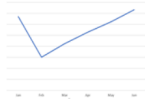

○ This:

2 / 2 points

○ This:

22. Insert a Stacked Column Chart to show the Jan, Feb and Mar income for each Region. Which region has the second lowest income for Jan-Mar (second smallest stack)?

1 / 1 point

Wales