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To pass 80% or

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



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

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

1/1 point

O This:

Totals:	3515	2859
Region	Adults	Children
Scotland	3	1

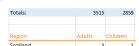
O This:

Totals:	3515	2859

This:

Totals:	2515	2050
10003	3313	2003
Region	Adults	Children
Scotland	3	1

O This:



Yes, well done. You have correctly applied the right format and identified the right answer.

4. There are also 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:

0 / 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

What is the total March Expenditure now? (cell ${\bf Q2}$)

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

4534401.10



That is not correct. Check that you entered the values correctly. The format is ####### - with a period as the decimal point and no other special characters.

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 12)

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

6074344.46

⊘ Correct

Yes, this is the correct answer. The total January Income is now 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

1/1 point

- 1. Insert a column after column H
- 2. In 14 type the heading Household
- 3. In ${\bf 15}$ enter a calculation to add the number of adults in ${\bf 65}$ to the number of children in ${\bf H5}$
- 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

O Correct

Yes, well done. The total Household value is 6378.

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

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 Case 9 (cell **W6**)?

0 / 1 point

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

36459734.19

⊗ Incorr

That is not correct. Check that you entered the values correctly. The format is ####### - with a period as the decimal point and no other special characters.

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 15?

0 / 1 point

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

No answer

Incorrect

That is not correct. Check that you entered the values correctly. The format is #####.## - with a period as the decimal point and no other special characters.

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	
1. 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 !).	0 / 2 points
QUESTION: What is the Forecast Expenditure for Case 20? In your answer, you should use the number format #####.##	
No answer	
Solution Incorrect That is not correct. Check that you entered the values correctly. The format is #####.## - with a period as the decimal point and no other special characters.	
2. 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.	2 / 2 points
QUESTION: According to the pie chart, what percentage of Income is made up by Net?	
Do not enter the % symbol in the answer box below, just the number.	
25	
⊘ Correct	
3. 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.	1/1 point
QUESTION: What colour is the cell B5?	
O Yellow	
Purple Grey	
○ White	
O Black	
⊙ correct	
4. 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.	2 / 2 points
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	
5. Clear the previous filter. Add filters so that	2 / 2 points
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?	
 Correct Yes, that's right. There is only one household with 6 or more inhabitants. 	
5- Clear all filters. Sort the data by Total Income in descending order (largest to smallest).	1/1 point
QUESTION: What is the highest Total Income for a case?	
In your answer, you should use the number format #####.##	
40001.26	
⊙ Correct	

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QUESTION: Which Region has the fourth highest income for Jan-Mar (fourth largest stack)?

22. Insert a Stacked Column Chart to show the Jan, Feb and Mar income for each Region.

⊘ Correct

Yes, London had the fourth highest income for January to March.