

1. You are tracking sales data for the team that you manage and have already typed in some of the data. A colleague suggests that rather than typing it as a plain data list, you could format it as a Table. What extra functionality will be possible if you make this list into a Table? Select all options that apply.
- 1 / 1 point

	A	B	C	D	E	F	G	H
1	SUPPLIER	Ordered By	ITEM	Date of Order	STOCK NUMBER	PRICE	QTY	TOTAL
2	ABC Athletics	Peter	Dome Tent	1/31/21	409	79.99	1000	\$ 79,990.00
3	Your Fitness World	Peter	Exercise Bike	2/15/21	719	695.00	5	\$ 3,475.00
4	Sportogo	Sue	Leather Golf Bag	2/18/21	814	212.00	2	\$ 424.00
5	ABC Athletics	Peter	Running Shoes	3/10/21	134	14.99	250	\$ 3,747.50

☒ The Table will be dynamic.

☒ **Correct**
Correct! The triangle symbol that appears in the bottom right-hand corner of the Table, indicates that if information is added in the column to the right or the row underneath, that the borders of the Table will expand to include it.

50	\$	797.50	
26	\$	415.74	
500	\$	6,000.00	

☒ You can make the data easier to read with banded colors.

☒ **Correct**
Correct! You can set the banded colors to run horizontally or vertically to suit your data.

☒ Banded Rows ☐ Banded Columns

Table Style Options

☒ The Table can be named and referred to from anywhere in the workbook.

☒ **Correct**
Correct! By naming a Table it is possible to refer to it by name in formulas elsewhere in the workbook. The rules for naming Tables are the same as the rules for naming cells or cell ranges.

File Home Insert Page Layout

Table Name:

Summarize with PivotTable

Remove Duplicates

Convert to Range

Resize Table

Properties Tools

☐ You can create customized totals in the column to the right of the data.

☒ You can quickly enhance the appearance of the data by applying a color scheme.

☒ **Correct**
Correct. The Table Styles gallery in the Table Design Ribbon is an easy way to add formatting to the data.

Table Styles

2. You are creating formulas in your workbook that refer to a named Table on a different worksheet. What is the following formula calculating?
- 1 / 1 point

	=SUBTOTAL(9,Sales[Transactions])	

- ☒ This is calculating a total for a column called Transactions in a Table called Sales.
- ☐ This is calculating a total for a column called Sales in a worksheet called Transactions.
- ☐ This is calculating a total for a column called Sales in a Table called Transactions.

☒ **Correct**
Correct! The name of the Table being used is Sales. The names of columns are enclosed in square brackets in a Table calculation.

3. You are about to attend a weekly meeting with the Sales team that you manage, and you want to check who has been meeting their target so far this week. You need to create a formula in G5 in this Table which will calculate this for you. Which of the following is the correct calculation to do this?
- 1 / 1 point

	A	B	C	D	E	F	G
1	Weekly Sales & Bonus Payout						
2							
3							
4	Wee	First Name	Last Name	Rep ID	Sales	Target	Over/Under
5	1	Jackie	Williamson	Jackie_Williamson	\$ 16,785.14	\$ 15,000.00	
6	1	Lucas	Bressan	Lucas_Bressan	\$ 14,687.50	\$ 15,000.00	
7	1	Stanley	Prestwick	Stanley_Prestwick	\$ 13,478.96	\$ 15,000.00	
8	1	Jerry	Harrison	Jerry_Harrison	\$ 21,689.47	\$ 15,000.00	

- ☒ =[Sales]-[Target]
- ☐ =Sales-Target
- ☐ =(Sales-Target)

☒ **Correct**
Correct! The terms Sales and Target are both column headings in the Table. The square brackets are necessary in the formula to indicate this. When you press enter at the end of this calculation, Excel will offer to amend even further by adding an @ symbol which would allow the formula to be copied down by the Autofill feature. The final formula will read =[@sales]-[@target]

4. You are renaming a worksheet to reflect its contents. You want to rename it **ClientsPurchasingHistory - January/May**. Which elements in this name will Excel have difficulty with? Select all that apply.

1 / 1 point

- ☐ You have used spaces.
- ☒ You have used a term which is not allowed.

✔ **Correct**

Correct! The word History cannot be used when naming a worksheet as it is reserved for Excel's internal use.

- ☒ The name is too long.

✔ **Correct**

Correct! The maximum length for a worksheet name is 31 characters.

- ☒ You have used a punctuation symbol that is not allowed.

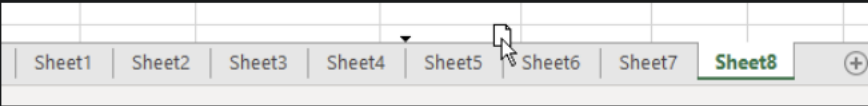
✔ **Correct**

Correct! Punctuation marks which have another purpose in Excel cannot be used in worksheet names. In this case the / symbol would not be allowed as it is the sign for division in Excel. However, the dash would be accepted.

- ☐ You have used capitals in the worksheet name which are not allowed.

5. You are reorganizing the sheets in your workbook. If you were to release the mouse button at this point where would Sheet8 move to?

0 / 1 point



- ☐ Because you are dragging you would be creating a copy not moving the original.
- ☐ Sheet8 will slot in between Sheet4 and Sheet5
- ☒ Sheet8 will slot in between Sheet5 and Sheet6.

✘ **Incorrect**

Not quite. Try going back to review the **Manage worksheets** item in Lesson 3.

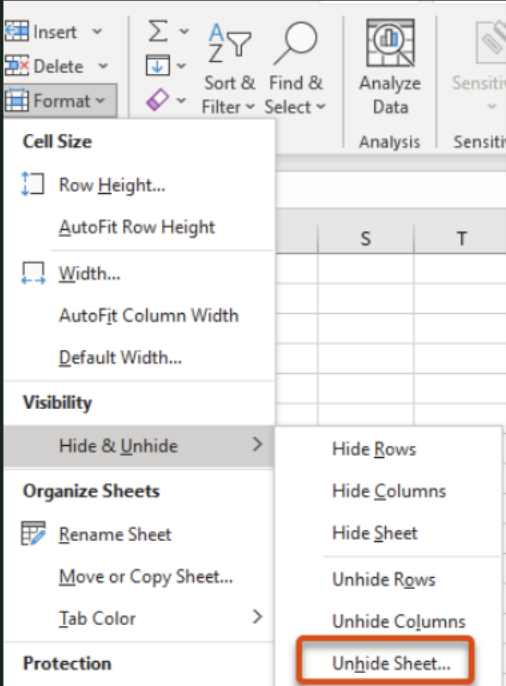
6. You are reviewing a workbook that was prepared by a colleague. Some confidential figures are not included in any of the sheets in the workbook. Because of the confidentiality of the figures, you wonder if your colleague has hidden the worksheet that they are on. How can you check if this is the case?

1 / 1 point

- ☐ Go to the View ribbon and click on the Visibility drop-down. From the list provided, choose unhide sheet.
- ☐ Right click on the Plus symbol at the end of the sheet tab display.
- ☒ Go to the Home Ribbon and click on the Format drop-down. Move to the Visibility Section and choose unhide sheet from the sub-menu.

✔ **Correct**

Correct! The Format Down-down menu contains a section called Visibility and by using the choices in this sub-menu anyone who opens the Workbook can unhide the sheet.



7. You are preparing for a meeting with your manager to discuss how each member of the Sales Team is performing versus the target set for the team. To help make the picture clear, you would like to visualize the data in a Column Chart. How would you do this?

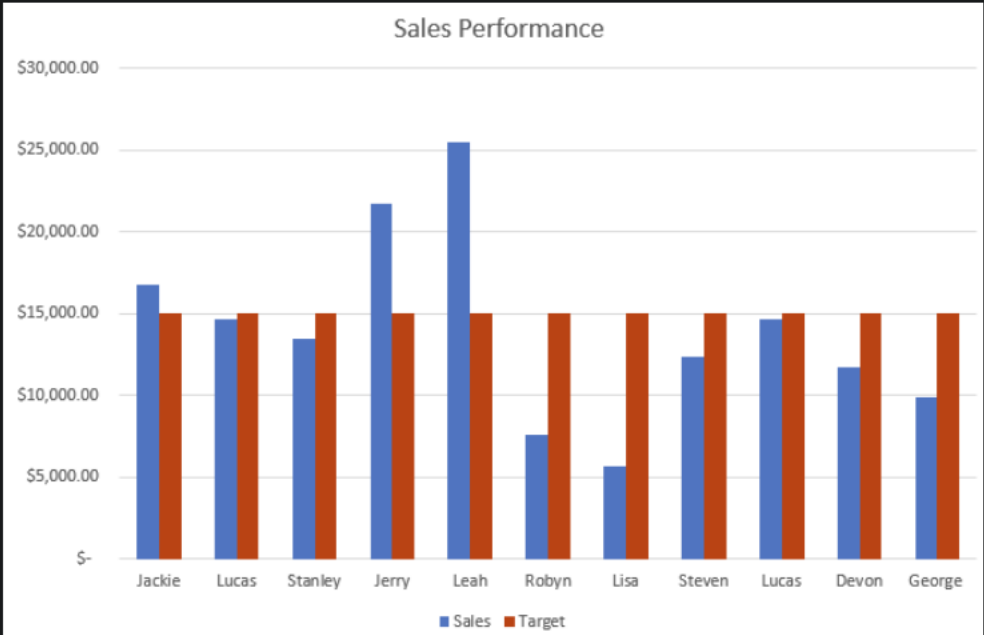
1 / 1 point

- ☐ Go to the Insert Ribbon. Click on the Insert Column or Bar Chart button. Highlight the Data in the spreadsheet.
- ☒ Highlight the Data in the spreadsheet. Go to the Insert Ribbon and click on the Insert Column or Bar Chart button.

✔ **Correct**

Correct! A Chart is a visual representation of your data, so the first step must be to select the data. You can then use the Recommended Charts drop-down on the Insert ribbon or the shortcut buttons to the right in the Charts group to create the chart.

8. You are preparing for a meeting with your manager to discuss how each member of the Sales Team is performing versus the target set for the team. To help make the picture clear, you have transformed the figures into a chart. One of the team members has outperformed her colleagues and you would like to format that result in a different color so that it stands out. What are the correct steps to do this? Select all options that apply.
- 1 / 1 point



- ☐ Click on Leah’s result so that all the blue data series are selected. Click again so that only Leah’s result is selected. Click on the paintbrush icon that appears on the right-hand side of the Chart. Switch to the color Tab in the dialog and make a choice there.
- ☒ Click on Leah’s result so that all the blue data series columns are selected. Click again so that only Leah’s result is selected. Right click and chose Format Data Point. Change the color in the Format Data Pane.

Correct

Correct! The shortcut menu that you get when you right click will have a Format option appropriate for whatever is selected. Because Leah’s result is the only one selected, the menu will offer Format Data Point as an option. When you make choices in the Format Data Point pane, they will apply only to her result.

- ☒ Click on Leah’s result so that all the blue data series columns are selected. Click again so that only Leah’s result is selected. Go to the Chart Format Ribbon and click on Format Selection. Change the color in the Format Data Point Pane.

Correct

Correct! Because Leah’s result is the only one selected, when you make choices in the Format Data Point pane, they will apply only to her result.

9. You have been asked to create a summary of the sales figures achieved by your team and decide to create a Pivot Table to do this. The data is organized under the following headings:
- 1 / 1 point

4	Week	First Name	Last Name	Rep ID	Weekly Sales	Weekly Goal
5	1	Jackie	Williamson	Jackie_Williamson	16,785.14	15,000.00
6	1	Lucas	Bressan	Lucas_Bressan	14,687.50	15,000.00
7	1	Stanley	Prestwick	Stanley_Prestwick	13,478.96	15,000.00

You need the Pivot table to show you the overall sales total and the amount achieved by each person on the team. You also want to be able to see what percentage of the overall total each salesperson achieved, and you need to be able to filter by their name. You will be dragging the headings into the Pivot Table Task Pane.

Filters

Columns

Rows

Values

What steps do you do need to take to design the Pivot Table to give you this information? Select all options that apply.

- ☒ You put the heading Weekly Sales in the Values box.

Correct

Correct! By adding the Weekly Sales heading to the Values box, Excel will automatically run the SUM function and provide you with an overall total for Sales.

- ☒ You add the staff members name to the Rows box.

Correct

Correct! If you add the First Name or the Last Name heading to the rows box, then each staff members name will be on a separate row. Any totals calculated in the Values box will then be “broken down” row by row based on whatever heading is in the Rows box.

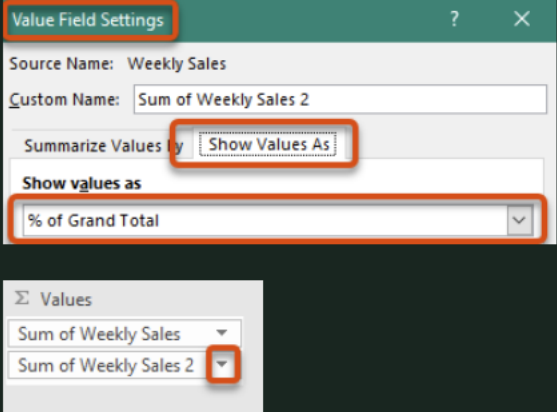
- ☐ You add the staff members name to the Filters box so that you can filter by name.

- ☐ You put the heading Weekly Sales in the Columns Box.

- ☒ Add Weekly Sales to the Values box. Go to the Value Field Settings dialog and change the Show Values As setting to % of grand total.

Correct

Correct! When Weekly Sales is added to values you will see the Sum of Sales entry. If you click on the drop-down arrow and choose Value Field Settings, you can then use the drop-down choice in Show Values as to display the totals as percentages.



10. Once you have created a PivotTable, if you wanted a quick way to enhance the appearance of the table, which option would you use?
- 1 / 1 point

- ☐ The PivotTable Style Options group on the PivotTable Design Ribbon.
- ☐ The Layout group on the PivotTable Design Ribbon.
- ☒ The PivotTable Styles group on the PivotTable Design Ribbon.

Correct

Correct! This gallery of choices is a quick way to enhance the text and number formatting and to apply a color scheme to the PivotTable.

