

MOCK PRACTISE

2019_Excel_Bikes

Task1

Import the comma delimited file Accessories.csv located in the GMetrixTemplates folder into a new worksheet. Add the import to the data model and accept all other defaults.

1. Click the Data tab.
2. In the Get & Transform Data group, click From Text/CSV.
3. Browse to the GMetrixTemplates folder.
4. Select the Accessories.csv file and click the Import button.
5. In the Accessories.csv pop-up window, ensure that Delimiter is set to Comma.
6. At the bottom of the pop-window, click the dropdown arrow next to Load and click Load To...
7. In the Import Data pop-up window, under the Where do you want to put the data? section, make sure New worksheet is checked.
8. Click the checkbox for Add this data to the Data Model.
9. Click OK.

Task2

Clear the formatting in cell range A4:D4 on the Rental Rates worksheet.

1. Select cell range A4:D4 on the Rental Rates worksheet.
2. On the Home tab, in the Editing group, click Clear and select Clear Formats.

Task3

Rename Table1 to RentalRates.

1. On the Formulas tab, in the Defined Names group, click Name Manager.
2. In the Name Manager pop-up window, make sure Table1 is selected and click the Edit button.
3. In the Edit Name pop-up window, replace the name Table1 with RentalRates.
4. Click OK.
5. Click Close.

Task4

Change the orientation of the Rental Rates worksheet to landscape.

1. Select the Rental Rates worksheet.
2. In the Page Layout tab, Page Setup group, select the Orientation dropdown.
3. Select Landscape.

Task5

Inspect the workbook for compatibility issues. Copy the results to a new worksheet.

1. Click the File tab.
2. On the default Info page, click the Check for Issues button.
3. Select Check Compatibility.
4. At the bottom of the Microsoft Excel - Compatibility Checker pop-up window, click Copy to New Sheet.

2019_Excel_102_Stationary**Task1**

Join cells A1:E1 of the Pens worksheet. Do not change the alignment of the contents.

1. Select cell range A1:E1 on the Pens worksheet.
2. On the Home tab, in the Alignment group, click the Merge & Center dropdown arrow and select Merge Across.

Task2

On the Books worksheet, link the contents in cell B13 to cell A4 on the Pens worksheet.

1. Select cell B13 on the Books worksheet.
2. On the Insert tab, in the Links group, click Link.
3. In the Link to: section, select Place in This Document.
4. In the Type the cell reference field, type A4
5. In the Or select a place in this document field, under Cell Reference, highlight Pens.
6. Click OK.

Task3

On the Books worksheet, apply Conditional Formatting using the 3 Flags Icon Set to the values in the Inventory column.

1. Select cell range C4:C11 on the Books worksheet.
2. On the Home tab, in the Styles group, click Conditional Formatting to open the menu.
3. Select Icon Sets and click 3 Flags.

Task4

On the Books worksheet, expand the chart data range to include the Giant Book in cell B7.

1. On the Books worksheet, click in the center of the chart to select it.
2. Click the Chart Tools Design contextual tab.
3. In the Data group, click Select Data.
4. Hold down the CTRL key and select cell range B7:C7.
5. Click OK.

Task5

Apply Style 4 to the chart located on the Books worksheet.

1. On the Books worksheet, click on the chart to select it.
2. Click the Chart Tools Design contextual tab.
3. In the Styles group, click the More down arrow to open the Chart Styles gallery.
4. Select Style 4.

2019_Excel_103_Taffy**Task1**

Simultaneously replace all occurrences of the word Choco with Chocolate in the workbook.

1. On the Home tab, in the Editing group, click Find & Select and choose Replace.
2. In the Find and Replace pop-up window, type the following in the fields:
Find what: Choco
Replace with: Chocolate
3. Click the Options button and set the Within: field to Workbook.
4. Click Replace All.
5. Click Close to exit the pop-up window.

Task2

On the Costs worksheet, repeat the rows containing the company logo and column headings so they appear on all printed pages.

1. On the Page Layout tab, in the Page Setup group, click Print Titles.
2. In the Page Setup pop-up window, on the Sheet tab, type the following in the fields:
Rows to repeat at top: \$1:\$3
(Hint: You can also autopopulate this field by selecting the rows with your mouse.)
3. Click OK.
(Hint: You can see the result by clicking Print Titles again and then clicking Print Preview. The first page will display in the Print Preview window. At the bottom of the window, advance to the second page by clicking the Next Page arrow located to the right of 1 of 2. You should see the column headings displayed at the top of the table on both pages. Click the return arrow in the upper-left corner of the window to go back to the spreadsheet.)

Task3

Simultaneously apply the Number format to columns B through E on the Costs worksheet.

1. On the Costs worksheet, select column headings B, C, D, and E.
2. On the Home tab, in the Number group, click the down arrow in the Number Format window and select Number.

Task4

Modify the chart on the Profits worksheet so that the Flavors are displayed as Horizontal Axis Labels and so that Expense and Income are the Legend Series.

1. If the Profits worksheet is not already displayed, click the Profits worksheet tab to select it.
2. Click the chart to reveal the Chart Tools tabs.
3. On the Chart Tools Design tab, in the Data group, click Switch Row/Column.

Task5

Modify the chart on the Profits worksheet so the Legend appears at the Top.

1. If the Profits worksheet is not already displayed, click the Profits worksheet tab to select it.
2. Click the chart to reveal the Chart Tools tabs.
3. On the far left of the Chart Tools Design tab, in the Chart Layouts group, click Add Chart Element, select Legend, and click Top.

2019_NetworkEquipment

Task1

Create one named range from the cell ranges D5:D15 and D18:D26. Name the range Prices.

1. Select cell range D5:D15.
2. While holding down the CTRL key, also select cell range D18:D26.
3. With both cell ranges selected, on the Formulas tab, in the Defined Names group, click Name Manager.
4. On the Name Manager pop-up window, click the New... button.
5. In the New Name pop-up window, enter the Name Prices.
6. Verify that the Refers To: field contains ='Price List'!\$D\$5:\$D\$15,'Price List'!\$D\$18:\$D\$26.
7. Click OK.
8. Click Close.

Task2

In cell H5, enter a formula referencing the named ranges Price_10G, Install_10G, and Support_10G to display the total sum value of the 10 Gbps Routers.

1. Click cell H5.
2. In the Formula Bar, type =SUM(Price_10G,Install_10G,Support_10G).
3. Press Enter on your keyboard to commit the formula.

Task3

Remove all conditional formatting on the worksheet.

1. On the Home tab, in the Styles group, click Conditional Formatting.
2. Select Clear Rules and click Clear Rules from Entire Sheet.

Task4

On the Price List worksheet, simultaneously rotate the text Port Size, Band Size, Price, Install, and Support in both tables to Angle Counterclockwise.

1. On the Price List worksheet, select cell range C4:F4, and then while holding CTRL on your keyboard, select C17:F17.
2. On the Home tab, in the Alignment group, click Orientation and select Angle Counterclockwise.

Task5

Perform a multiple column sort on the data in the Wired Equipment table. First sort alphabetically by Wired Equipment (from A to Z), then sort by Port Size (from A to Z).

1. On the Wired Equipment table, click on any cell in the table.
2. On the Home tab, in the Editing group, click Sort & Filter and select Custom Sort...
3. In the Sort pop-up window, configure the fields as shown below:

Column Sort by: Wired Equipment

Sort on: Cell Values

Order: A to Z

5. Click Add Level.

6. Configure the second row of fields as shown below:

Then by: Port Size
Sort on: Cell Values
Order: A to Z
7. Click OK.

2019_Excel_105_BikeScooty

Task1

Configure the Catalog worksheet so rows 1 through 3 remain visible as you scroll vertically.

1. On the Catalog worksheet, select row 4.
(Hint: When freezing frames vertically, select the row below the last row you want to remain visible.)
2. On the View tab, in the Window group, click the Freeze Panes down arrow and select Freeze Panes.

Task2

Add the Status Draft to the document properties.

1. Click the File tab.
2. In the bottom-right corner of the Info page, click the Show All Properties link.
3. In the Status field, type Draft.
4. Click the return arrow in the upper-left corner of the Info window to display the document.

Task3

Configure Excel to always print cell range A1:E17 on the Q1 Sales worksheet.

1. On the Q1 Sales worksheet, select cell range A1:E17.
2. Click the Page Layout tab.
3. In the Page Setup group, click Print Area and select Set Print Area.

Task4

On the Q1 Sales worksheet, insert a function in cell B19 that calculates all sales from the Total column.

1. On the Q1 Sales worksheet, select cell B19.
2. In the formula field, type =SUM(E4:E17).
3. Click Enter on the keyboard to display the result.
(Hint: The result displayed should be \$251,422.00.)

Task5

In cell B4 on the Q1 Sales worksheet, insert a function that joins the Description and Style located on the Catalog worksheet. Separate the Description and Style with a hyphen and a space on both sides of the hyphen (e.g., Cross Country - Hardtail).

1. On the Q1 Sales worksheet, select cell B4.
2. Click the Formulas tab and click Insert Function.
3. In the Search for a function field, type the keyword CONCAT.

4. In the Select a function field, select CONCAT. Click OK.
5. In the Function Arguments pop-up window for CONCAT, do the following:
Click in the Text1 field.
Click the Catalog worksheet tab. In the Description column, select cell D4. (Hint: Cross Country should display to the right of the field.)
Click in the Text2 field.
Type a set of quotes containing a space, a hyphen, and a space (e.g., " - ").
Click in the Text3 field.
Click the Catalog worksheet tab. In the Style column, select cell C4. (Hint: Hardtail should display to the right of the field.)
6. Click OK.
(Hint: The final value displayed in cell B4 of the Q1 Sales worksheet should be Cross Country - Hardtail.)

2019_Excel_106_Restaurant

Task1

On the Qtr 1 worksheet, add a row to the table that automatically calculates Total Entries.

1. On the Qtr 1 worksheet, click on any cell in the table to select the table.
2. On the Table Tools Design tab, in the Table Style Options group, click the box next to Total Row to enable it.

Task2

On the Qtr 1 worksheet, in the Maximum row, insert a formula in column E that returns the largest number of dish entries for the quarter.

On the Qtr 1 worksheet, select the cell in column E in the Maximum row.
In the Formulas tab, Function Library group, click the More Functions down arrow, select Statistical then select Max.

In the Function Arguments window, Number1 field, enter E3:E10
Click OK. (Hint: The result of 80 should be displayed.)

Task3

On the Qtr 1 worksheet, use the data contained only in the Entries and Total columns to create 2D Pie chart. Position the new chart below the table.

On the Qtr 1 worksheet, select cell range A2:A10.
While holding down the Control key, select cell range E2:E10.
Click the Insert tab.
In the Charts group, click the Insert Pie or Doughnut Chart icon and select 2D Pie.
Click-drag the new chart and position it to be below the table.

Task4

On the Qtr 2 worksheet, convert cell range A2:E10 to a table with headers. Apply Red, Table Style Light 14.

1. On the Qtr 2 worksheet, select cell range A2:E10.
2. On the Home tab, in the Styles group, click Format as Table to open the gallery.
3. Under the Light section, click Red, Table Style Light 14.
4. In the Format As Table pop-up window, do the following:

Confirm the data field contains =\$A\$2:\$E\$10.
Confirm the My table has headers box is enabled.
Click OK.

Task5

Apply Layout 2 to the bar chart on the Qtr 1 worksheet.

1. On the Qtr 1 worksheet, click anywhere on the bar chart to select it.
2. On the Chart Tools Design tab, in the Chart Layouts group, click Quick Layout and select Layout 2.

2019_Excel_107_Bonuses**Task1**

On the Employee Bonuses worksheet, insert a mixed reference in cell F4 so that the formula will correctly calculate the commission when copied from F4 through F11. Copy the reference down the column to verify it calculates correctly.

1. On the Employee Bonuses worksheet, select cell F4.
2. Insert the mixed reference =B\$15*E4 in cell F4.
3. Click-drag the fill handle in the lower-right corner of cell F4 down the Commission column, beginning with cell F4 and ending with cell F11.

Task2

On the Employee Bonuses worksheet, use Autofill to copy the formula in cell G4 to calculate the Total Compensation for each employee.

1. On the Employee Bonuses worksheet, select cell G4.
2. In the lower-right corner of cell G4, click-drag the fill handle down the Total Compensation column, beginning with cell G4 and ending with G11.

Task3

On the Parts worksheet, remove the row containing the salesperson named Allen.

1. On the Parts worksheet, right-click row 11 and select Delete.

Task4

On the Parts worksheet, change the style to White, Table Style Medium 1.

1. At the bottom of the workbook, click the Parts worksheet tab.
 2. Click anywhere within the table to select it.
 3. On the Home tab, in the Styles group, click Format as Table and select White, Table Style Medium 1.
- (Hint: An alternate method is to click on the Table Tools Design tab. In the Table Styles group, click the More down arrow to open the Table Styles gallery. Beneath the Medium section, select White, Table Style Medium 1.)

Task5

On the Parts worksheet, insert a Line Sparkline in cell F4 that graphs the trend of sales from Jan through Mar.

1. Select cell F4 on the Parts worksheet.
2. Select the Insert tab.
3. In the Sparklines group, click Line.
4. In the Create Sparklines pop-up window, configure the fields as follows:

Data range: B4:D4

Location range: \$F\$4

5. Click OK.

2019_Excel_201_Songs**Task1**

Navigate to the named cell range AppHeading2 and delete only the contents, leaving the empty cells.

1. Above the worksheet to the left of the formula bar, click the Name Box down arrow.
2. Select AppHeading2.
(Hint: Alternatively, on the Home tab, in the Editing group, click Find & Select, and select Go To... Select AppHeading2, then click OK.)
3. Cell range E1:F3 should be selected.
4. Right-click on the selected cells and select Clear Contents.
5. Click OK.

Task2

On the Downloads worksheet, adjust the height of row 27 to 78.

1. On the Downloads worksheet, click row 27 to select it.
2. On the Home tab, in the Cells group, click Format and select Row Height.
3. In the Row Height pop-up box, type 78.
4. Click OK.

Task3

Apply the cell style Light Blue, 40% - Accent 2 to cell A27.

1. Select cell A27.
2. On the Home tab, in the Styles group, click the More dropdown.
3. In the Themed Cell Styles section, click Light Blue, 40% - Accent 2.

Task4

Create a table with headers from cell range A3:B24 by applying the Blue, Table Style Light 10.

1. On the Downloads worksheet, click anywhere within the cell range A3:B24.
2. On the Home tab, in the Styles group, click Format as Table.
3. In the section, select Blue, Table Style Light 10.
4. In the Format As Table pop-up window, do the following:
 - a. Confirm the data field contains =\$A\$3:\$B\$24.
 - b. Confirm the My table has headers box is enabled.

5. Click OK.

Task5

Insert a Footer that displays today's date on the right, and then return to Normal view.

1. On the Insert tab, in the Text group, click Header & Footer.
2. In the Header & Footer Design tab, in the Navigation group, click Go to Footer.
3. Click the rightmost cell in the Footer.
4. On the Header & Footer Tools Design tab, in the Header & Footer Elements group, click Current Date.
5. Click outside of the Footer cells.
6. On the View tab, in the Workbook Views group, click Normal to close the Page Layout View (header and footer view).

2019_Excel_202_CountryCritters

Task1

Import PetFoods.txt located in the GMetrixTemplates folder as a table on a new worksheet.

1. On the Data tab, in the Get & Transform Data group, click From Text/CSV.
(Hint: Comma-Delimited files and Tab-Delimited files are types of Text files.)
2. In the Import Data pop-up window, browse to the GMetrixTemplates folder.
3. Select the PetFoods.txt file and click the Import button.
4. In the PetFoods.txt pop-up window, configure the following:
File Origin: accept the default - 1252: Western European (Windows)
Delimiter: Tab
Data Type Detection: Accept the default - Base on first 200 rows
5. Click the down arrow to the right of the Load button and select Load To...
6. In the Import Data pop-up window, configure the following:
Select how you want to view this data in your workbook: Table
Where do you want to put the data? New Worksheet
7. Click OK.

Task2

On the Feed Inventory worksheet, remove the hyperlink functionality but leave the text in cell C27.

1. On the Feed Inventory worksheet, select cell C27.
2. On the Insert tab, in the Links group, click Hyperlink.
3. In the Insert Hyperlink pop-up window, click Remove Link.

Task3

Remove the conditional formatting from the Inventory column on the Feed Inventory worksheet.

1. On the Feed Inventory worksheet, click anywhere on the table.
2. On the Home tab, in the Styles group, click Conditional Formatting.
3. Select Clear Rules and click Clear Rules from This Table.

Task4

On the Organic Feed worksheet, format the data range A3:F10 as a table that has headers. Apply the Dark Red, Table Style Medium 7 format.

1. On the Organic Feed worksheet, select cell range A3:F10.
2. On the Home tab, in the Styles group, click Format as Table to open the gallery.
3. Under the Medium section, click Dark Red, Table Style Medium 7.
4. In the Format As Table pop-up window, do the following:
 - a. Confirm the data field contains =\$A\$3:\$F\$10.
 - b. Confirm the My table has headers box is enabled.
 - c. Click OK.

Task5

On the Feed Inventory worksheet, apply Style 11 to the chart.

1. On the Feed Inventory worksheet, click on the chart to select it.
2. Click the Chart Tools Design contextual tab.
3. In the Styles group, click the More down arrow to open the Chart Styles gallery.
4. Select Style 11.

2019_Excel_203_CookieDough**Task1**

Display the Costs worksheet in the Page Layout view. Then insert a page break between row 20 Cracker Jacker and row 21 Raspberry Chocolate.

1. Select the View tab.
2. In the Workbook Views group, click Page Layout.
3. Scroll down the page and select row 21 Raspberry Chocolate.
4. On the Page Layout tab, in the Page Setup group, click Breaks.
5. Select Insert Page Break.
(Hint: The first page should now end with the flavor Cracker Jacker, and the next page should begin with the flavor Raspberry Chocolate.)
6. On the View tab, in the Workbook Views group, click Normal to return to the normal view.

Task2

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.

1. On the Profits worksheet, select cell range A2:G2.
2. On the Home tab, in the Clipboard group, click the Format Painter.
(Hint: The cursor will change to a paintbrush.)
3. At the bottom of the worksheet, click the tab of the Costs worksheet.
4. On the Costs worksheet, place the paintbrush cursor on cell A2 and click to apply the formatting.

Task3

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.

1. On the Profits worksheet, select cell A29.
(Hint: Always put your formula in the cell where you want the result to be displayed.)

2. In the Formula Bar, type =AVERAGE, then press the tab key on your keyboard.
 3. To the left of the Formula Bar, click fx to open the Function Arguments wizard.
 4. In the Function Arguments wizard, configure the following:
Number1: B4:B26
 5. Click OK.
- (Hint: The formula in cell A29 should be =AVERAGE(B4:B26). The result displayed should be 1.73.)

Task4

On the Profits worksheet, include the Total Profit data on the Flavor Expenses, Income, and Profit chart.

1. On the Profits worksheet, click in the center of the chart to select it.
 2. Click the Chart Tools Design contextual tab.
 3. In the Data group, click Select Data.
 4. In the Select Data Source pop-up window, in the left window pane, click the box Total Profit to enable it.
 5. Click OK.
- (Hint: Total Profit should now be added to the legend representing the third column on the chart.)

Task5

Filter the Profits worksheet to display only flavors with a Cost that is Above Average.

1. On the Profits worksheet, click the autofilter down arrow on the Cost heading.
2. Hover over Number Filters and click Above Average.

2019_Excel_204_Rooms**Task1**

Add Open to the Quick Access Toolbar.

1. Above the ribbon, click the Customize Quick Access Toolbar down arrow.
2. Click Open.

Task2

Add the value New Rates to the Title property of the document.

1. Click the File tab.
2. Locate the list of Properties on the right side of the Info page.
3. In the Title property field, type New Rates.
4. Click the return arrow in the upper-left corner of the Info window to return to the worksheet.

Task3

Set cells A1:F10 so that they will be the only cells that print.

1. Select cell range A1:F10.
 2. On the Page Layout tab, in the Page Setup group, click Print Area and select Set Print Area.
- (Hint: You can check your print area setting under the File tab by selecting Print and viewing it in the Preview pane.)

Task4

Save the Rooms worksheet as a webpage named Rent_Prices.htm to the Gmetrix Templates folder.

1. Select the File tab.
2. In the left pane, select Save As, and browse to the GMetrixTemplates folder.
3. In the Save As pop-up window, configure the following:
File name: Rent_Prices
Save as type: Web Page (*.htm, *.html)
4. Under Save: select Publish.
5. In the Publish as Web Page dialog box, select All Contents of Rooms.
6. Click Publish.
(Hint: If prompted to keep using the format, click Yes.)

Task5

On the Rooms worksheet, configure the heading row in the table (row 2) so that entries wider than the column wrap to multiple lines.

1. On the Rooms worksheet, select row 2.
2. On the Home tab, in the Alignment group, click Wrap Text.

2019_Excel_205_GovernmentSurplus**Task1**

On the Sold worksheet, insert a new column before column A.

1. On the Sold worksheet, select column A by clicking the A at the top of the column.
2. Right-click on the column and select Insert.

Task2

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 pane.

1. On the Sold worksheet, select row 7.
(Hint: When splitting views, select the row below the last row you want to appear in the top pane.)
2. On the View tab, in the Window group, click Split.

Task3

Configure the Vehicles worksheet so rows 1 through 3 remain visible as you scroll vertically.

On the Vehicles worksheet, select row (Hint: When freezing frames vertically, select the row below the last row you want to remain visible.)

On the View tab, in the Window group, click the Freeze Panes down arrow and select Freeze Panes.

Task4

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.

1. On the Sold worksheet, click anywhere within the table to select it.

2. On the Table Tools Design contextual tab, in the Table Styles Options group, click the Banded Rows box to enable it.

Task5

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.

1. On the Vehicles worksheet, select cell B4.
(Hint: Always put your formula in the cell where you want the result displayed.)
2. In the Formula Bar, type =LEFT, then press the tab key on your keyboard.
3. To the left of the Formula Bar, click fx to open the Function Arguments wizard.
4. In the Function Arguments wizard, configure the following:

Text: D4

Num_chars: 2

5. Click OK.

(Hint: The result should be Se.)

2019_Excel_206_Cart**Task1**

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).

1. Select cell F10 on the Qtr 2 worksheet.
2. Select the Insert tab.
3. In the Sparklines group, click Column.
4. In the Create Sparklines pop-up window, configure the fields as follows:
Data range: B10:E10
Location range: \$F\$10
5. Click OK.
6. On the Sparkline Tools Design tab, in the Style group, click the More down arrow to open the Style gallery. Select Gold, Sparkline Style Accent 2, Darker 25%.
7. In the lower-right corner of the cell, click-drag the Fill Handle from cell F11 through cell F14 to create a sparkline for each location.

Task2

Using the Move Chart feature, move the pie chart on the Qtr 2 worksheet to its own chart sheet named Qtr 2 Chart.

1. On the Qtr 2 worksheet, click anywhere on the pie chart to select it.
2. On the Chart Tools Design contextual tab, in the Location group, click Move Chart.
3. In the Move Chart pop-up window, select New sheet: and type the name Qtr 2 Chart.
4. Click OK.

Task3

On the Qtr 1 worksheet, apply a number format to display the numbers in columns B through E to two decimal places with the US Dollar symbol (\$) left-aligned and the decimal points aligned.

1. On the Qtr 1 worksheet, select columns B through E.
2. On the Home tab, in the Number group, click the \$ symbol (this will align the symbols).

(Hint: Alternatively, click the dialog-box launcher in the lower-right corner of the Number group. On the Number tab, in the Category pane, select Accounting and configure Decimal places: 2 and Symbol: \$. Then click OK.)

Task4

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.

1. Click the Qtr 1 worksheet tab to select it.
2. Click the chart to reveal the Chart Tools tabs.
3. On the Chart Tools Design tab, in the Data group, click Switch Row/Column.

Task5

Display all of the formulas on the Qtr 2 worksheet.

1. On the Qtr 2 worksheet, select the Formulas tab.
2. On the Formulas tab, in the Formula Auditing group, click Show Formulas.

2019_Excel_207_HelpDesk**Task1**

On the Average Call Time worksheet, use an Excel feature to copy the sparkline into all the vacant cells of the Trend column.

1. On the Average Call Time worksheet, select cell G4.
2. In the lower-right corner of cell G4, click-drag the fill handle down the Trend column beginning with cell G4 and ending with cell G16.

Task2

On the Employee Hours worksheet, add a row to the table that automatically calculates the total hours worked by all employees.

1. On the Employee Hours worksheet, click on any cell in the table to select the table.
2. On the Table Tools Design tab, in the Table Style Options group, click the Total Row to enable it.

Task3

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.

1. On the Employee Hours worksheet, click cell H4.
2. In the Formula Bar, type =IF, then press the tab key on your keyboard.
3. To the left of the Formula Bar, click fx to open the Function Arguments wizard.
4. In the Function Arguments wizard, configure the following:
Logical_test: J4>40
Value_if_true: Yes
Value_if_false: No
5. Click OK.

Task4

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.

1. On the Employee Hours worksheet, select cell I4.
(Hint: Always put your formula in the cell where you want the result displayed.)
2. In the Formula Bar, type =UPPER, then press the tab key on your keyboard.
3. To the left of the Formula Bar, click fx to open the Function Arguments wizard.
4. In the Function Arguments wizard, configure the following:
Text: A4
5. Click OK.
(Hint: The result displayed should be EMILIO.)

Task5

On the Average Call Time worksheet, create a 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 of the chart to Colorful Palette 4.

1. On the Average Call Time worksheet, click the Insert tab.
2. In the Charts group, click the Insert Column Chart icon and select 3-D Clustered Column.
3. In the Chart Tools Design tab, in the Data group, click Select Data.
4. Enter the Chart Data Range: =Parts[Fri] and click the arrow at end of field twice.
5. Under Horizontal (Category) Axis Labels, click Edit. Then select cells A4 through A16 and click OK twice.
6. On the Chart Tools Design tab, in the Chart Styles group, click Change Colors and select Colorful Palette 4.
7. Move the chart to the right side of the table.