

## OBJECTIVE GROUP 1: MANAGE WORKSHEETS AND WORKBOOKS

### Objective 1.1: Import data into workbooks

Before you can complete these tasks, you need to copy the book's practice files to your computer. The practice files for these tasks are in the MOSExcel2019\ Objective1 practice file folder.

- Open the Excel\_1-1 workbook and do the following:
  - Prepare to import the data from the Excel\_1-1\_ContactList.txt tab-delimited text file into the workbook.
  - During the import process, transform the data as follows:
    - Use the first row of data, which starts with "FirstName," as the column headers.
    - Load the data into cell A4 of the Client Contacts worksheet.
- With the Excel\_1-1 workbook open, do the following:
  - Prepare to import the data from the Excel\_1-1\_GlobalPopulation.csv file into the workbook.
  - During the import process, transform the data as follows:
    - Remove all blank rows from the data set.
    - Use the row that starts with "Country Name" as the column header row.
    - Remove the "Indicator Name" and "Indicator Code" columns from the data set.
    - Load the data into a new worksheet.
- Save the Excel\_1-1 workbook. Then close the open workbooks.

## Objective 1.2: Navigate within workbooks

The practice file for these tasks is in the MOSExcel2019\Objective1 practice file folder.

- ▶ Open the Excel\_1-2 workbook and do the following:
  - Search the workbook for all instances of the word garden. Confirm that the search returns results from both worksheets.
  - Search the workbook for text formatted with a White font color. Change the font color to Orange to show that you found it.
- ▶ Display the Product List worksheet and do the following:
  - Move to the first cell that contains a comment.
  - Move to the cell range named berry\_bushes.
  - Move to cell F13.
  - Create a hyperlink from cell F13 to the berry\_bushes cell range.
  - Move to the cell at the intersection of the last active row and column in the worksheet.
- ▶ Display the Employees worksheet and do the following:
  - In cell C12, enter a hyperlink to the website located at [www.adventure-works.com](http://www.adventure-works.com).
  - Edit the hyperlink so that the cell displays Please visit our website instead of the URL.
- ▶ Save the Excel\_1-2 workbook. Then close the open workbooks.

### Objective 1.3: Format worksheets and workbooks

The practice file for these tasks is in the MOSExcel2019\Objective1 practice file folder.

- ▶ Open the Excel\_1-3 workbook and do the following:
- ▶ Display the Period1 worksheet and do the following:
  - Configure the worksheet to print at a Landscape orientation. Display the print preview of the worksheet to verify the settings.
  - Create a header that will print on all pages of the worksheet. In the left header section, enter the Current Date property; in the center section, enter the File Name property; and in the right section, enter the Page Number property.
  - Change the center section of the header to display the name of the worksheet instead of the workbook.
- ▶ Display the Period2 worksheet and do the following:
  - Resize columns D:O to fit their content.
  - Check the width of column D, and then set column C to the same width.
- ▶ Save the Excel\_1-3 workbook. Then close the open workbooks.

## Objective 1.4: Customize options and views

The practice file for these tasks is in the MOSExcel2019\Objective1 practice file folder.

- ▶ Open the Excel\_1-4 workbook, display the Inventory List worksheet, and do the following:
  - Add the Calculator button (which is not available on any ribbon tab) to the Quick Access Toolbar. Make it the leftmost button and insert a separator between it and the other buttons.
  - Create a Quick Access Toolbar for the current workbook only. Add the Insert Combo Chart, Insert Picture, and Insert Table buttons (all available on the Insert tab). Then display the Quick Access Toolbar below the ribbon.
- ▶ Display the My Monthly Budget worksheet and do the following:
  - Freeze rows 1 through 9 so that when you scroll the rest of the worksheet, those rows are always visible.
  - Split the worksheet so that you can display rows 1 through 9 in the top window and scroll the budget data in the bottom window.
  - Attach the keywords (tags) spending and saving to the workbook.
  - Display the My Monthly Budget worksheet in Page Layout view.
  - Select the Projected Monthly Income section of the worksheet and zoom in to display only the selected cells.
  - Display the formulas behind the data on the worksheet.
- ▶ Save the Excel\_1-4 workbook. Then close the open workbooks.

## Objective 1.5: Configure content for collaboration

The practice files for these tasks are in the MOSExcel2019\Objective1 practice file folder.

➤ Open the Excel\_1-5a workbook and do the following:

Inspect the workbook for hidden properties or personal information. Review the inspection results and note the types of issues you can and can't fix from within the Document Inspector.

From the Document Inspector, remove all document properties, personal information, and hidden rows from the workbook.

Inspect the workbook for accessibility issues. Review the inspection results.

Select one instance of each issue located and review the additional information provided by the Accessibility Checker for that issue.

Fix each of the three Hard-to-read Text Contrast issues on the Data worksheet by changing the font color in the cells identified by the Accessibility Checker to Automatic (Black).

Inspect the workbook for compatibility issues. Filter the results to display only issues that affect compatibility for people using Excel 2007. Go to the threaded comment identified by the Compatibility Checker and remove it.

➤ Save the Excel\_1-5a workbook. Then close the open workbooks.

➤ Open the Excel\_1-5b workbook and do the following:

On the Sales by Category worksheet, set the print area so that only cells A1:B42 print.

Configure the page setup options to print the worksheet gridlines, which aren't shown in the worksheet.

Display the print preview of the worksheet to check your settings.

➤ Save the Excel\_1-5b workbook.

➤ With the Excel\_1-5b workbook open, do the following, accepting the default file locations:

Save a copy of the workbook with the file name Excel\_1-5b\_Compatible in a file format that can be viewed and worked on by a colleague who is using Excel 2003. Notice the features that aren't compatible with the new file format.

Save a copy of the workbook with the file name Excel\_1-5b\_Template in a file format that supports the inclusion of macros and will be available from the New page of the Backstage view so you can use it as the basis for other similar workbooks in the future.

On the New page of the Backstage view, display your Personal templates and verify that the Excel\_1-5b\_Template file is available.

## OBJECTIVE GROUP 2: MANAGE DATA CELLS AND RANGES

### Objective 2.1: Manipulate data in worksheets

The practice file for these tasks is in the MOSExcel2019\Objective2 practice file folder.

► Open the Excel\_2-1 workbook, and complete the following tasks by using the data in cells B4:G9 of the Ad Buy Constraints worksheet:

- Paste only the values and formatting into the range beginning at B18.
- Paste only the formulas into the range beginning at B25.
- Paste only the formatting (but not the content) into the range beginning at B32.
- Delete rows to move the headings to row 1.
- Delete columns to move the Magazine column to column A.
- Cut the data from the Mag3 row (B4:F4) and insert it into the Mag2 row (B3:F3).
- Move the Cost Per Ad data to the left of the Total Cost cells.
- Insert two blank cells in positions B8:B9, shifting any existing data down.
- Transpose the names in the Magazine column (cells A1:A6) to the first row of a new worksheet.
- On the Price List worksheet, do the following:
  - Using the fill handle, fill cells A2:A21 with Item 1, Item 2, Item 3, and so on through Item 20.
  - Fill cells B2:B21 with 10, 20, 30, and so on through 200.
  - Fill cells C2:C21 with \$3.00, \$2.95, \$2.90, and so on through \$2.05.
  - Copy the background and font formatting from cell A1 to cells A2:A21. Then delete the content of cell A1 (but not the cell).
- Save the Excel\_2-1 workbook and. Then close the open workbooks.

## Objective 2.2: Format cells and ranges

The practice file for these tasks is in the MOSExcel2019\Objective2 practice file folder.

- Open the Excel\_2-2 workbook, display the Employees worksheet, and do the following:
  - Merge cells A13:C14 so that the hyperlink is centered in a double-height cell across the three columns.
- On the Expense Statement worksheet, do the following:
  - Select the entire worksheet and turn on text wrapping.
  - Turn off text wrapping in only rows 4, 5, and 9.
  - Right-align the entries in column A.
  - Bottom-align the headings in row 9.
  - Apply the Angle Counterclockwise orientation to the headings in row 9.
  - Format cell K10 to display its contents as currency with a US dollar symbol and no decimal places. Then apply the same formatting to cells K11:K23.
  - Apply the 20% - Accent2 cell style to cells A9:K9.
- Save the Excel\_2-2 workbook. Then close the open workbooks.

### Objective 2.3: Define and reference named ranges

The practice file for these tasks is in the MOSExcel2019\Objective2 practice file folder.

➤ Open the Excel\_2-3 workbook, display the Monthly worksheet, and do the following:

Rename Table1 as MonthlySales.

➤ Display the Quarterly worksheet, and do the following:

Select cells B2:E5 and name the range QuarterlySales.

In cell H2, use the MAX() function and the range name to display the maximum value of the QuarterlySales range.

➤ Save the Excel\_2-3 workbook. Then close the open workbooks.



## Objective 2.4: Summarize data visually

The practice file for these tasks is in the MOSExcel2019\Objective2 practice file folder.

► Open the Excel\_2-4 workbook. On the Order Details worksheet, use conditional formatting to do the following to all the values in the Extended Price column:

- Apply the 3 Arrows (Colored) icon set. (Keep the default settings.)
- Add Blue data bars to the column. (Keep the default settings.)
- Fill all cells in the column that contain values greater than \$100 with Yellow.

► On the JanFeb worksheet, do the following:

- Insert a row below the times. In that row, summarize the data for each hour by using a Column sparkline.
- Apply the Colorful #4 sparkline style.
- Accentuate the First Point and Last Point data markers.

► On the MarApr worksheet, do the following:

- In column P, summarize the data for each day of March by using a Line sparkline.
- Apply the Orange, Sparkline Style Accent 6, Darker 25% style.
- Display all the data markers without placing emphasis on any specific type of data marker.

► Save the Excel\_2-4 workbook. Then close the open workbooks.

## OBJECTIVE GROUP 3: MANAGE TABLES AND TABLE DATA

### Objective 3.1: Create and format tables

The practice file for these tasks is in the MOSExcel2019\Objective3 practice file folder.

- ▶ Open the Excel\_3-1 workbook. On the 2019 Sales worksheet, do the following:
  - Convert the data range B2:M23 to a table that includes a header row and uses Table Style Medium 16.
- ▶ On the 2020 Sales worksheet, do the following:
  - Change the table style to Table Style Medium 19.
- ▶ On the Bonuses worksheet, do the following:
  - Convert the table to a data range.
  - Remove the table formatting from the data range.
- ▶ Save the Excel\_3-1 workbook. Then close the open workbooks.

### Objective 3.2: Modify tables

The practice file for these tasks is in the MOSExcel2019\Objective3 practice file folder.

- ▶ Open the Excel\_3-2 workbook, and on the Sales worksheet, do the following:
  - Configure the table style options to format alternating rows with different fill colors.
  - Configure the table style options to emphasize the first column of the table.
  - Move the July column so that it is between the June and August columns.
  - Move the Linda, Max, and Nancy rows at one time so that they are between the Kay and Olivia rows.
  - Insert a table row for a salesperson named Raina between the Quentin and Steve rows.
  - Insert a column named Dec between the Nov and Year columns.
  - Add a total row to the table.
  - Change the total row name from Total to Average.
  - Modify the cells in the Average row to calculate the average sales for each month and for the year.
  - Delete the Year column from the table.
- ▶ Save the Excel\_3-2 workbook. Then close the open workbooks.

### Objective 3.3: Filter and sort table data

The practice file for these tasks is in the MOSExcel2019\Objective3 practice file folder.

➤ Open the Excel\_3-3 workbook, and on the Bonuses worksheet, do the following:

Filter the table to display only the bonuses that were more than \$2,500.00.

➤ On the Products worksheet, do the following:

Sort the data by category (from A to Z) and, within each category, by unit price (from lowest to highest).

Sort the data in descending order by category (from Z to A) and, within each category, by product name (from A to Z).

➤ Save the Excel\_3-3 workbook. Then close the open workbooks.

## OBJECTIVE GROUP 4: PERFORM OPERATIONS

### BY USING FORMULAS AND FUNCTIONS

#### Objective 4.1: Insert references in formulas

The practice file for these tasks is in the MOSExcel2019\Objective4 practice file folder.

► Open the Excel\_4-1 workbook, display the Multiplication Table worksheet, and do the following:

Create a formula in cell B2 and copy the formula to the other cells in the range B2:K11 to complete the multiplication table of the numbers 1 through 10. Use mixed referencing to ensure that the formula works when copied.

► On the Sales By Category worksheet, do the following:

In cell C7, calculate the Carnivorous sales total, using an absolute cell range reference. Then copy the formula to D7 so it returns the same result.

In cells D17, D24, and D28, calculate the sales total for each category by using a relative cell range reference.

In cell D29, use the simplest method to create a formula that returns the total sales for the four categories.

► Save the Excel\_4-1 workbook. Then close the open workbooks.

## Objective 4.2: Calculate and transform data by using functions

The practice file for these tasks is in the MOSExcel2019\Objective4 practice file folder.

- ▶ Open the Excel\_4-2 workbook. On the Sales By Region worksheet, do the following:
  - In cell A18, create a formula that returns the number of non-empty cells in the cell range named Season.
  - In cell D5, create a formula that returns the average Sales value for the Fall season.
  - In cell D9, create a formula that returns the maximum Sales value for the Spring season.
  - In cell D13, create a formula that returns the minimum Sales value for the Summer season.
  - In cell G2, create a formula that returns the average value in the cell range named Sales.
  - In cell F5, use the IF function to display the text “Excellent sales season!” if D5 is higher than G2, and otherwise leaves the cell blank.
- ▶ Save the Excel\_4-2 workbook. Then close the open workbooks.

### Objective 4.3: Format and modify text by using functions

The practice file for these tasks is in the MOSExcel2019\Objective4 practice file folder.

- Open the Excel\_4-3 workbook. On the Book List worksheet, do the following:
  - In the File By column, use a function to display the first two letters of the author's last name.
  - In the AuthorID column, use a function to display the four characters in the middle of the AccountID (the letter followed by three numbers).
  - In the Biography column, create a formula that displays a statement built from the BookTitle, AuthorFirst, AuthorLast, Publisher, and PubDate fields in the form Microsoft Excel 2019 Step by Step by Curt Frye was published by Microsoft Press in 2018. (including the period).
- Save the Excel\_4-3 workbook. Then close the open workbooks.

## OBJECTIVE GROUP 5: MANAGE CHARTS

### Objective 5.1: Create charts

The practice file for these tasks is in the MOSExcel2019\Objective5 practice file folder.

➤ Open the Excel\_5-1 workbook. On the Seattle worksheet, do the following:

Plot the air quality data as a simple two-dimensional pie chart. Do not include the Total row in the charted data.

➤ On the October Sales worksheet, do the following:

Plot the sales data as a clustered bar chart. Do not include the Total row or percentages.

➤ From the Fall Sales worksheet, do the following:

Move the chart to a new chart sheet named Fall Sales Chart.

➤ Save the Excel\_5-1 workbook. Then close the open workbooks.



## Objective 5.2: Modify charts

The practice file for these tasks is in the MOSExcel2019\Objective5 practice file folder.

- ▶ Open the Excel\_5-2 workbook. On the Fall Sales worksheet, do the following:
  - Switch the rows and columns of the chart.
  - Change the October sales amount for the Flowers category to 500.00 and ensure that the chart reflects the change.
  - Expand the data range plotted by the chart to include October and November, so that you can compare sales for the three months.
  - Add the chart title Sales by Category above the chart.
  - Above the chart, below the chart title, insert a legend that identifies the color that represents each month.
- ▶ Save the Excel\_5-2 workbook. Then close the open workbooks.

### Objective 5.3: Format charts

The practice file for these tasks is in the MOSExcel2019\Objective5 practice file folder.

➤ Open the Excel\_5-3 workbook, display the Sales worksheet, and do the following:

Apply the Layout 1 Quick Style to the chart.

Apply Style 12 (the last preset style) to the chart.

➤ On the Seattle worksheet, do the following:

Add the alternative text Pie chart displaying the air quality indicators from the adjacent table to the chart.

In the upper-left corner of the worksheet, mark the lung image as decorative.

➤ Save the Excel\_5-3 workbook. Open the Excel\_5-3\_results workbook. Compare the two workbooks to check your work. Then close the open workbooks.