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Topic Break Down

Topic	No. of Questions
Topic 1, Clothing Orders	5
Topic 2, Sales SummaryCase Study Exhibit.	5
Topic 3, Class ScheduleCase Study Exhibit.	6
Topic 4, Book SalesCase Study Exhibit.	6
Topic 5, Insurance PoliciesCase Study Exhibit.	6
Topic 6, Enrollment	7
Total	35

QUESTION NO: 1 - (SIMULATION)

CORRECT TEXT

On the "Region 1" worksheet, perform a multi-level sort, Sort table data by "Product" (A to Z) and then by "Total Sales" (Largest to Smallest).

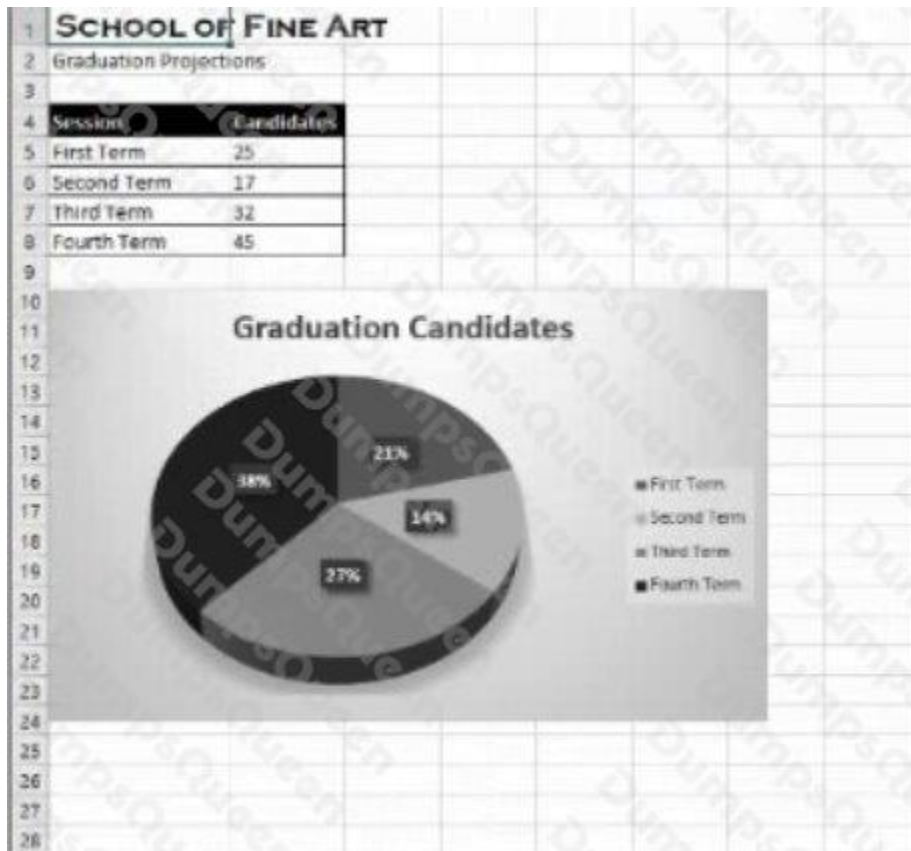
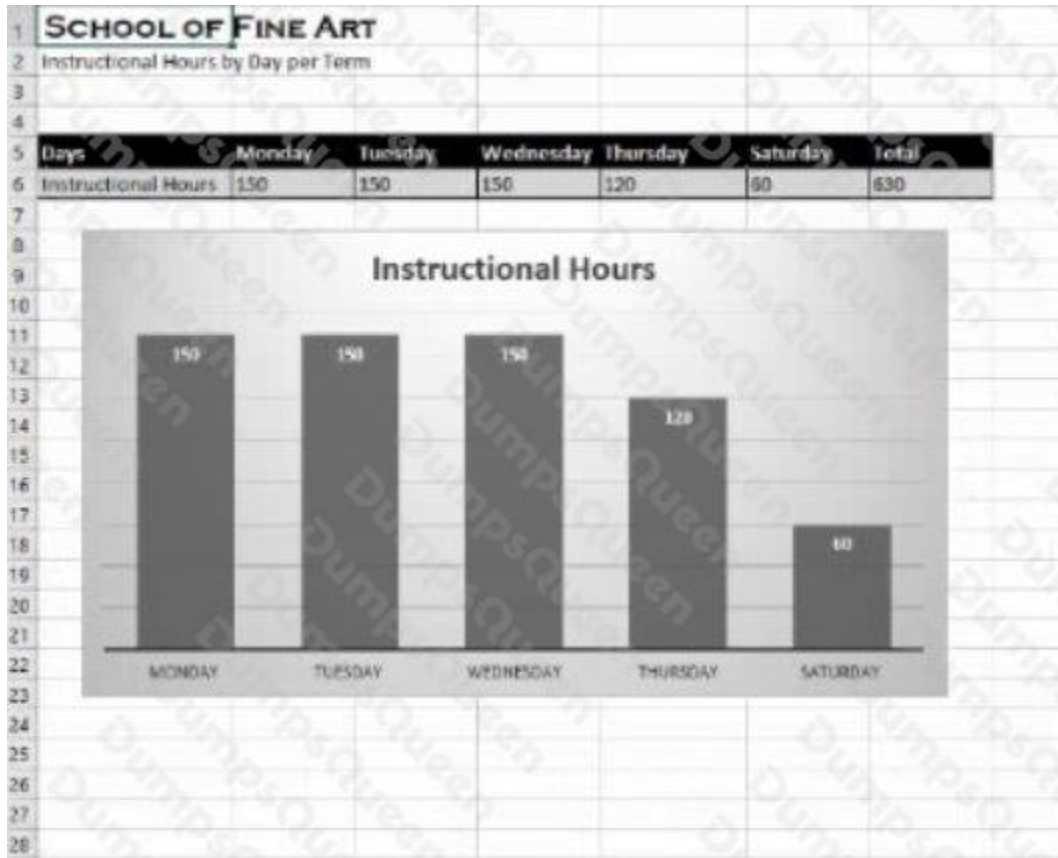
ANSWER: Check the Solution below.

Explanation:

Click sort and filter. Press custom sort and add levels to sort by.

SCHOOL OF FINE ART						
Class Offerings						
title	section	Days	Hours	Location	Instructor	
Drawing I	11057	Monday	3:15-6:15 p.m.	Room 24	Zuber	
	11033	Wednesday	5:30-8:30 p.m.	Room 26	Jordan	
Drawing II	11733	Tuesday	2:15-5:15 p.m.	Room 24	Zuber	
	11350	Thursday	3:15-6:15 p.m.	Room 26	Taft-Rider	
	11850	Tuesday	5:30-8:30 p.m.	Room 24	Zuber	
Painting I	12045	Monday	3:15-6:15 p.m.	Room 31	Spencer	
	11881	Wednesday	5:30-8:30 p.m.	Room 33	Smith-Bates	
Painting II	11049	Tuesday	2:15-5:15 p.m.	Room 31	Norred	
	11989	Thursday	3:15-6:15 p.m.	Room 33	Okada	
	11649	Tuesday	5:30-8:30 p.m.	Room 31	Norred	
Sculpture I	11526	Monday	3:15-6:15 p.m.	Room 18	Moon	
	11760	Wednesday	5:30-8:30 p.m.	Room 18	Lorenzen	
Photography I	12020	Monday	2:15-6:15 p.m.	Room 15	Wong	
	11797	Wednesday	5:30-8:30 p.m.	Room 15	Koch	
Photography II	11304	Thursday	4:15-7:15 p.m.	Room 15	Tejani	
Studio Art	11207	Saturday	8:30-11:30 a.m.	Room 01	Smith-Bates	
	11078	Saturday	2:30-4:30 p.m.	Room 01	Tejani	
Art and Culture	11047	Monday	3:15-6:15 p.m.	Room 04	Smith-Bates	
	11058	Tuesday	5:30-8:30 p.m.	Room 04	Koch	
Art History	12025	Wednesday	3:15-6:15 p.m.	Room 04	Cabello	
	12047	Thursday	5:30-8:30 p.m.	Room 04	Cabello	

SCHOOL OF FINE ART						
Enrollment						
Title	Days	Hours	Last Term	Current Term	Next Term	Total
Drawing I	Monday	3:15-6:15 p.m.	26	25	28	
	Wednesday	5:30-8:30 p.m.	27	25	27	
Drawing II	Tuesday	2:15-5:15 p.m.	35	31	25	
	Thursday	3:15-6:15 p.m.	30	32	26	
	Tuesday	5:30-8:30 p.m.	31	29	28	
Painting I	Monday	3:15-6:15 p.m.	32	35	29	
	Wednesday	5:30-8:30 p.m.	30	28	31	
Painting II	Tuesday	2:15-5:15 p.m.	26	29	28	
	Thursday	3:15-6:15 p.m.	28	30	26	
	Tuesday	5:30-8:30 p.m.	35	35	26	
Sculpture I	Monday	3:15-6:15 p.m.	32	30	28	
	Wednesday	5:30-8:30 p.m.	29	31	25	
Photography I	Monday	3:15-6:15 p.m.	35	32	29	
	Wednesday	5:30-8:30 p.m.	32	27	29	
Photography II	Thursday	4:15-7:15 p.m.	32	27	33	
Studio	Saturday	8:30-11:30 a.m.	22	22	17	
	Saturday	1:30-4:30 p.m.	21	23	19	
Art and Culture	Monday	3:15-6:15 p.m.	35	32	33	
	Tuesday	5:30-8:30 p.m.	30	31	32	
ART HISTORY	Wednesday	3:15-6:15 p.m.	32	34	35	
	Thursday	5:30-8:30 p.m.	30	31	33	



QUESTION NO: 2 - (SIMULATION)

CORRECT TEXT

On the "Summary" worksheet, in cell B15, use a function to display the highest sales amount from the "Total Sales" column.

ANSWER: SendusyourSuggestionsonit

QUESTION NO: 3 - (SIMULATION)

CORRECT TEXT

On the "Prices" worksheet, in the "Tax column, enter a formula that multiplies the value in the "Unit Price" column by cell L2.

ANSWER: ChecktheSolutionbelow.

QUESTION NO: 4 - (SIMULATION)

CORRECT TEXT

On the "Enrollment Summary" worksheet, apply the Style 7 chart and the Monochromatic Palette 6 color to the chart.

ANSWER: ChecktheSolutionbelow.

Explanation:

:

Click and press chart design. Press chart 7. Click change colors.

QUESTION NO: 5 - (SIMULATION)

CORRECT TEXT

On the "Instructional Hours" worksheet, adjust the width of columns B,G to exactly 12.

ANSWER: ChecktheSolutionbelow.

Explanation:

:

Home tab, cells group, click format. Click column width.