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QUESTION 1

On the "New Policies"

Correct Answer: A

Select a blank cell and press insert. Pick win/loss sparklines. Select the data range. Click and drag the bottom right corner for more.

QUESTION 2

On the 'Enrolment Summary'

Correct Answer: A

Select the range and type the name

QUESTION 3

On the "Authors"

Correct Answer: A

=IF(books sold>10,000, "500", "100"). Select and drag to apply to other rows

QUESTION 4

On the "Enrollment Summary"

Correct Answer: A

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

QUESTION 5

You are revising a sales summary report for Northwind Traders.

On the "Summary"

Correct Answer: A

Conditional formatting, highlight cell rules, greater than and then pick the color.



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