



77-427^{Q&As}

Excel 2013 Expert Part One

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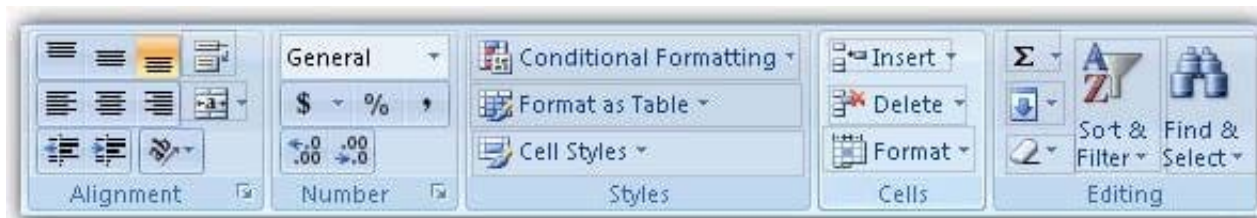


QUESTION 1

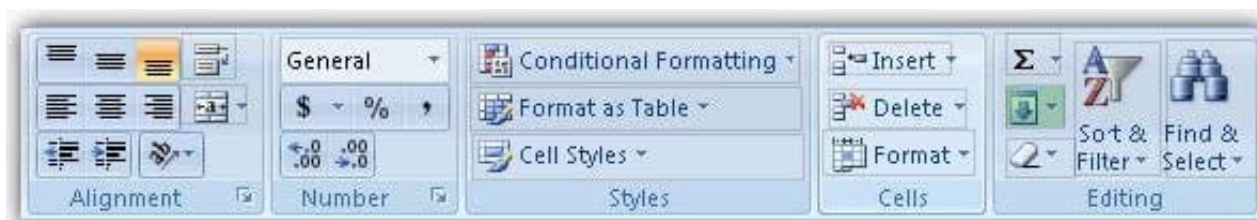
Rick works as an Office Assistant for Tech Perfect Inc. He is creating a report through Microsoft Excel 2013. He wants to fill the active cell with the content of the adjacent cell. Mark the option that he will choose to accomplish the task.



Hot Area:



Correct Answer:

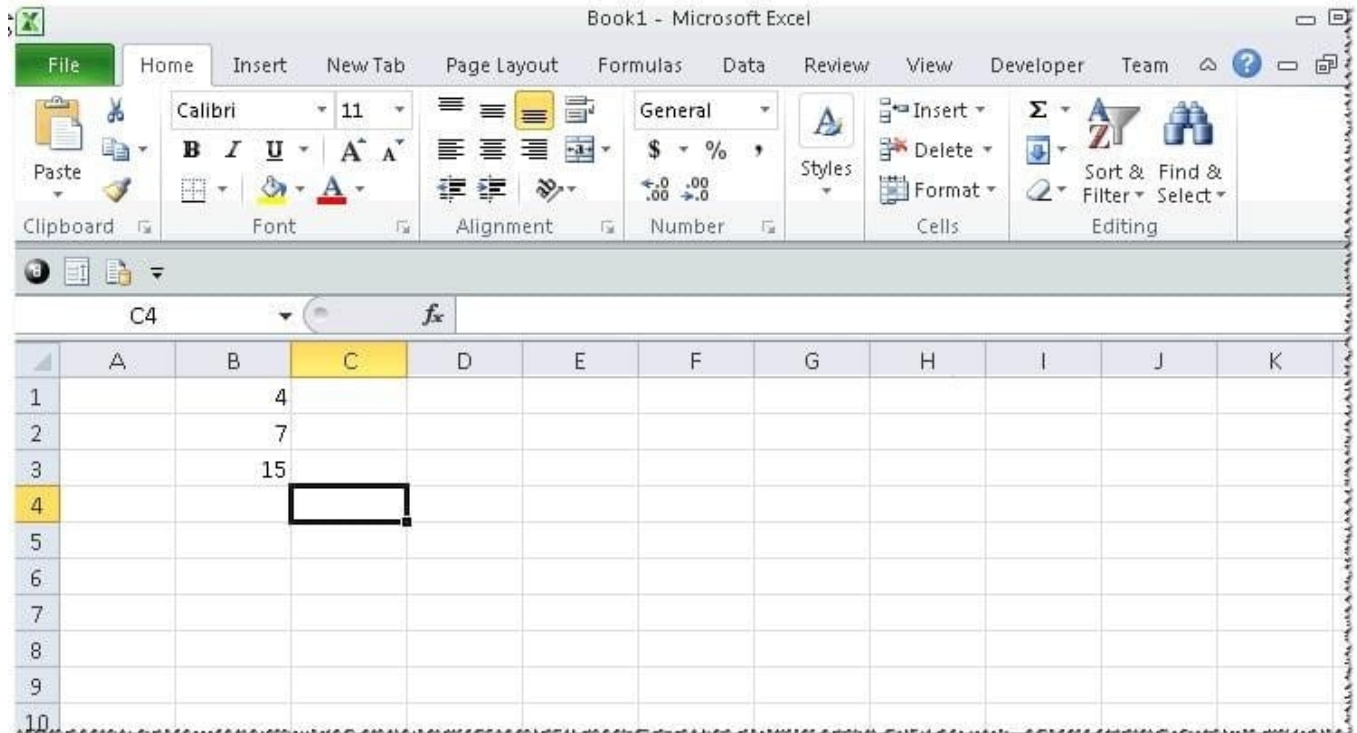


Explanation: The Fill command is used to fill the active cell with the content of the adjacent cell. The Fill command is run through Home tab > Editing group > Fill.



Click the Down, Right, Up, Left, or Series option to fill cells.

QUESTION 2



You work as an Office Assistant for Tech Perfect Inc. You are working in a spreadsheet as shown below:

You want to use Excel Transpose Function for copying the contents of cells B1:B3 into cells A5:C5.

You simply type `=TRANSPOSE(B1:B3)` into the cells A5:C5. It displays the Excel #VALUE! error message because the cells are working independently and the function will not work for each individual cell. Therefore, it is required to make the cells A5:C5 work together as an ARRAY. For this purpose, you are required to use an array formula. Which of the following steps will you take to input Excel array formulas in the spreadsheet?

Each correct answer represents a part of the solution. Choose all that apply.

- A. Type the array formula into the first cell.
- B. Highlight the range of cells that you want to use as an input in his array formula.
- C. Press CTRL-SHIFT-Tab to remove the error message.
- D. Press CTRL-SHIFT-Enter.

Correct Answer: ABD

The following steps are taken to input Excel array formulas:

1.

Highlight the range of cells that a user wants to use as an input in his array formula.

2.

Type the array formula into the first cell or make this cell editable by pressing F2 or clicking

in the formula bar if a user has already specified a value into the first cell.



3.

Press CTRL-SHIFT-Enter.

Answer option C is incorrect. This is an invalid answer option.

QUESTION 3

You work as an Office Assistant for Tech Tree Inc. You have created a report in a workbook in Microsoft Excel 2013. You have a number of PivotTables in a single report. You want to apply the same filter to all of those PivotTables. For this purpose, you are required to create a slicer in one PivotTable and share it with other PivotTables. Which of the following steps will you take to accomplish the task?

Each correct answer represents a part of the solution. Choose all that apply.

- A. In the Insert Slicers dialog box, select the check box of the PivotTable fields for which you want to create a slicer.
- B. Click Insert Slicer in the Sort and Filter group on the Options tab.
- C. Hold down CTRL, and then click the items on which you want to filter.
- D. Select the Macro enabled checkbox of the PivotTable fields for which you want to create a slicer in the Insert Security dialog box and then click OK.
- E. Click anywhere in the PivotTable report for which you want to create a slicer.

Correct Answer: ABCE

QUESTION 4

You work as a Sales Manager for Rainbow Inc. You are working on a report in a worksheet in Excel 2013. You want to insert flow-chart in the sheet. Mark the option that you will choose to insert flow- chart symbols in the report.

Explanation: In order to accomplish the task, you will have to choose the Shapes option. Shapes are simple objects provided by Microsoft Office to add them to a document. A single shape or combined multiple shapes can be inserted in the document. The Office includes simple shapes, such as lines, basic geometric shapes, arrows, equation shapes, flowchart shapes, stars, banners, and callouts. Users can add text, bullets, numbering, and Quick Styles to these shapes after inserting them in the document. Take the following steps to add a shape in a document:



Hot Area:



Correct Answer:



QUESTION 5

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You want to make a slicer available for use in another PivotTable. Which of the following steps will you take to accomplish the task?

Each correct answer represents a part of the solution. Choose all that apply.

- A. Click the Insert Slicer arrow, and then click Slicer Connections on the Options tab in the Sort and Filter group.
- B. In the Slicer Connections dialog box, clear the check box of any PivotTable fields for which you want to disconnect a slicer.
- C. In the PivotTable Connections dialog box, select the check box of the PivotTables in which you want the slicer to be available.
- D. Click the slicer that you want to share in another PivotTable.

Correct Answer: CD

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