77-427^{Q&As}

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Excel 2013 Expert Part One

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QUESTION 1

You work as a Sales Manager for Maini Industries. Your company manufactures and sells

construction equipment. You have to create a report that will show the highest selling items of

each month. The report will be in the following format:

	A	B	C	D	E	F	G	H
1	Month 2007 ▾	Max Sale (ItemID) ▾	Item Name ▾	Total Sale ▾				
2	January	101	Props	$2,000.00		ItemID ▾	Item Name ▾	
3	February	101	Props	$3,450.00			101 Props	
4	March	103	Vertical Spans	$4,532.00			102 Scaffoldings	
5	April	105	QuickWedge	$4,000.00			103 Vertical Spans	
6	May	101	Props	$5,540.00			104 Horizontal Spans	
7	June	101	Props	$6,503.00			105 QuickWedge	
8	July	104	Horizontal Spans	$7,021.00				
9	August	104	Horizontal Spans	$6,880.00				
10	September	104	Horizontal Spans	$7,010.00				
11	October	105	QuickWedge	$7,500.00				
12	November	101	Props	$7,510.00				
13	December	105	QuickWedge	$8,535.00				

In a workbook, you create a table named Item_table as shown below:

ItemID ▾	Item Name ▾
101	Props
102	Scaffoldings
103	Vertical Spans
104	Horizontal Span
105	QuickWedge

You fill in the required entries in the workbook.

	A	B	C	D
1	Month 2007	Max Sale (ItemID)	Item Name	Total Sale
2	January	101		$2.000.00
3	February	101		$3.450.00
4	March	103		$4.532.00
5	April	105		$4.000.00
6	May	101		$5.540.00
7	June	101		$6.503.00
8	July	104		$7.021.00
9	August	104		$6.880.00
10	September	104		$7.010.00
11	October	105		$7.500.00
12	November	101		$7.510.00
13	December	105		$8.535.00

For the third column of the sheet, you want to use formulas to fill in the values. You want the

cells in the third column to get automatically filled with the names corresponding to ItemID in the second column. You want the exact values to be filled in the column. You select the C2 cell in the third column.

Which of the following formulas will you enter in order to accomplish the task?

A. =VLOOKUP(B2,Item_table,2,FALSE)

B. =VLOOKUP(B2,Item_table,2,TRUE)

C. =VLOOKUP(2,Item_table,B2,FALSE)

D. =VLOOKUP(2,Item_table,B2,TRUE)

Correct Answer: A

In order to accomplish the task, you will use the following formula:

=VLOOKUP(B2,Item_table,2,FALSE)

Answer option B is incorrect. According to the question, you want the exact values in the column.

The TRUE value in the range_lookup argument provides the approximate match. Answer options C and D are incorrect. The VLOOKUP functions used in the formulas have wrong syntaxes.

QUESTION 2

Which of the following is used to display a trend based on adjacent data in a clear and compact

graphical representation by taking up a small amount of space?

A. Trendline

B. Line chart

C. Sparkline

D. Backstage view

Correct Answer: C

A sparkline is defined as a tiny chart in the background of a cell. Unlike charts on an Excel Worksheet, sparklines are not objects. It is used because data presented in a row or column is useful, but patterns can be hard to spot at a glance. It is used to display a trend based on adjacent data in a clear and compact graphical representation by taking up a small amount of space. The benefit of using the sparklines is that these can be printed when a user prints a worksheet that contains them. This feature is not available in charts. Answer option D is incorrect. The Microsoft Office Backstage view is used to replace the traditional file menu with a new approach that uses In and Out features for efficiency. The improved Ribbon enables users to access their preferred commands rapidly and create custom tabs to personalize the way they work. Answer option A is incorrect. A trendline is defined in Excel 2013. It is a data visualization tool to display the trend of a particular data range. It is used to show the slope of data points in a chart. There are various types of trendlines, such as linear trendlines, exponential trendlines, and linear forecast trendlines. Answer option B is incorrect. Excel provides a column chart facility to display data that is arranged in columns or rows on a worksheet. Line charts are used to display continuous data over time, set against a common scale. In a line chart, category data is distributed along the horizontal axis, and all value data is distributed along the vertical axis. Line charts are ideal for showing trends in data at equal intervals.

A line chart should be used where category labels are text, and are representing evenly spaced Values such as months, quarters, or years.

QUESTION 3

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You want to get the trend of the Business data range. For this purpose, you want to use trendlines in the chart. Which of the following steps will you take to apply the trendlines in the chart?

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

A. Clear the check box of any Trendline fields to disconnect a slicer.

B. Select the type that you want from Trendline options.

C. Click the Insert Trendline arrow, and then click Trendline Connections on the Options tab in the Sort and Filter group.

D. Select a chart and then navigate to the Chart Tools Layout tab.
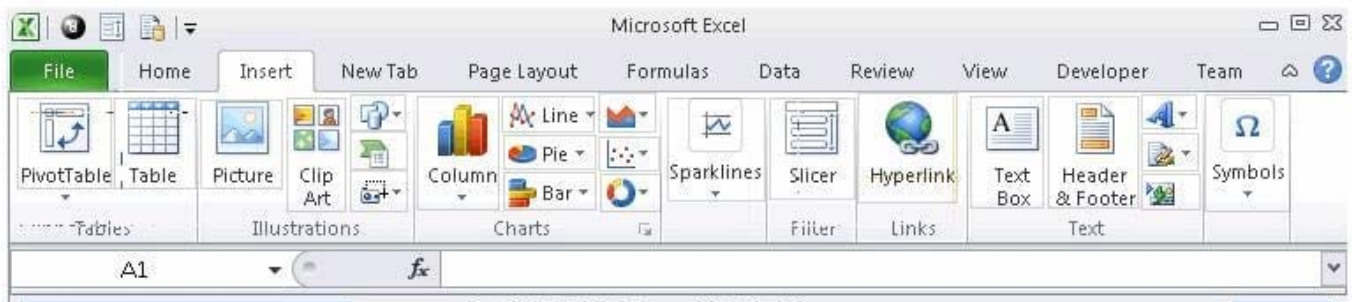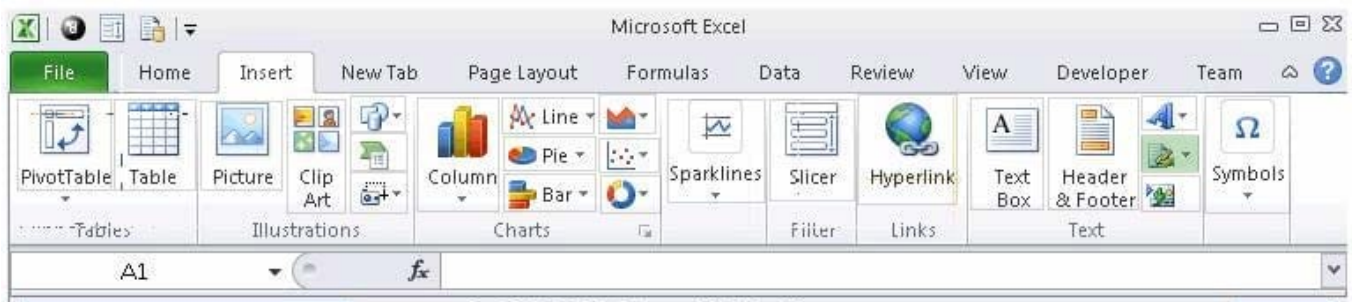
Correct Answer: BD

QUESTION 4

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You want to insert a signature line that specifies the individual who must sign. Mark the option that you will choose to accomplish the task.

Hot Area:

Correct Answer:

The following figure shows the option used to insert a signature line that specifies the individual who must sign.

QUESTION 5

You work as an Office Manager for Blue Well Inc. The company has a Windows-based network. You want to change values in cells to observe the way in which those changes are affecting the outcome of formulas in the worksheet.

Which of the following will you use to accomplish the task?

A. Form control

B. Trust Center

C. Accounting template

D. What-if analysis

Correct Answer: D

What-if analysis is defined as the process of changing values in cells to observe the way in which those changes are affecting the outcome of formulas in the worksheet. There are three types of what-if analysis tools that are named as scenarios, data tables, and Goal Seek. A user can also install the Solver add-in to accommodate more variables than Goal Seek. Answer option A is incorrect. A form control is an original control that is compatible with old versions of Excel, beginning with Excel version 5. 0. It is designed for use on XLM macro sheets. It can be used when a user wants to simply interact with cell data without using VBA code and when he wants to add controls to chart sheets. By using form controls, the user can run macros. He can attach an existing macro to a control, or write or record a new macro. These controls cannot be added to UserForms, used to control events, or modified to run Web scripts on Web pages. Answer option C is incorrect. The accounting template is used for numbering months of a financial year to period numbering. It is used to compare month to month, actual v budget, quarter to quarter, year to year variances. It is the initial point for other reports that need the use of months. Answer option B is incorrect. Trust Center is where a user can find security and privacy settings for Microsoft Office 2013 programs.