



77-427^{Q&As}

Excel 2013 Expert Part One

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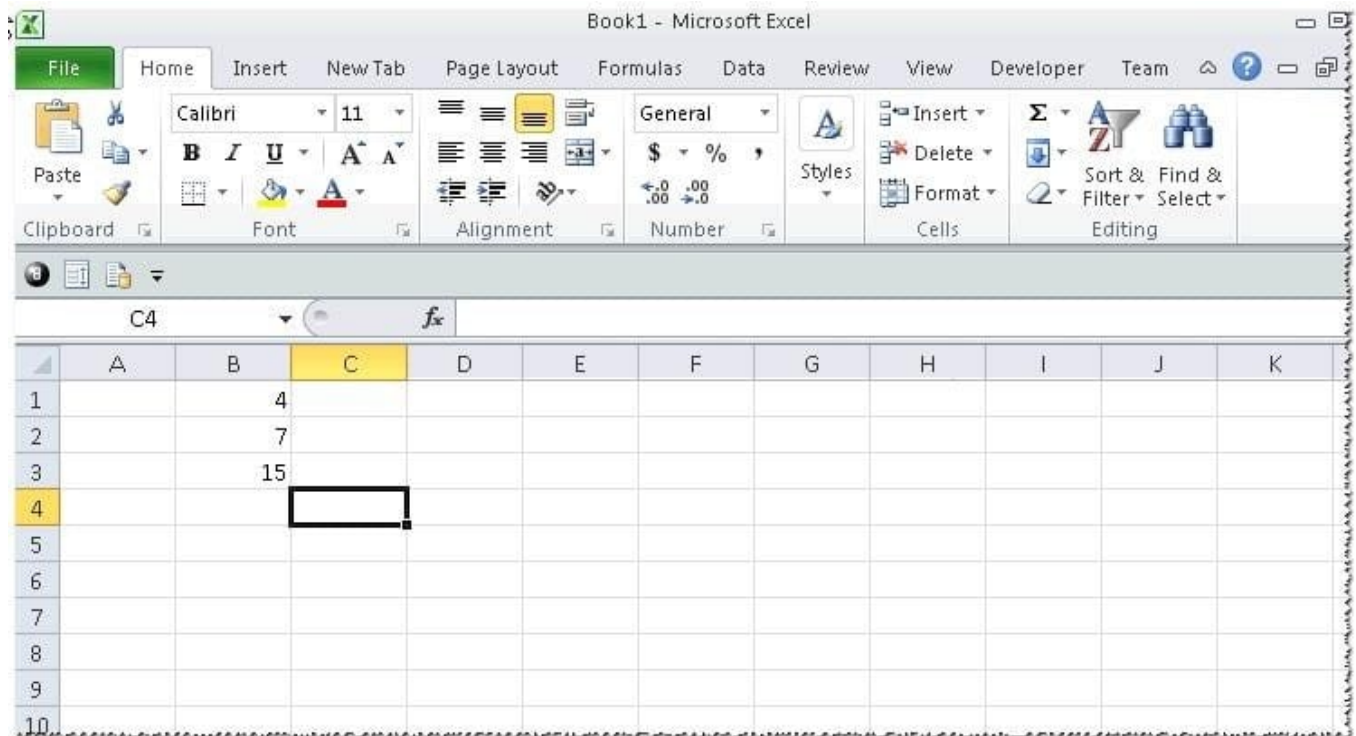
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QUESTION 1



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 2

You work as an Office Manager for Blue Well Inc. The company has a Windows-based network. You have a formula that uses one or two variables or multiple formulas that all use one common variable. You want to examine a range of possibilities at a glance. Which of the following will you use to accomplish the task?

- A. Goal Seek
- B. Solver add-in
- C. Data table
- D. Scenario

Correct Answer: C

A data table is used to see all the outcomes in one place. It is defined as a type of what-if analysis tools. It is used if a user has a formula that uses one or two variables or multiple formulas that all use one common variable. It is used to examine a range of possibilities at a glance and since the user focuses on only one or two variables, results are easy to read and share in tabular form. If automatic recalculation is enabled, it is possible to recalculate the data in data tables immediately and as a result, the user always gets fresh data. Answer option D is incorrect. A scenario is defined as a type of what-if analysis tools. It is a set of values saved by Excel and can be substituted automatically in cells on a worksheet. A user can create and save different groups of values on a worksheet and then switch to any of these new scenarios to view different results. Scenario reports are not automatically recalculated. If the user changes the values of a scenario, those changes will not be displayed in an existing summary report and he must create a new summary report to show the reflection of the changed report. Answer option A is incorrect. Goal Seek is defined as a type of what-if analysis tools. It is used if a user knows the result that he wants from a formula, but he is not sure what input value the formula needs to get that result. It works with only one variable input value. Answer option B is incorrect. The Solver add-in is used if a user knows the result that he wants from a formula, but he is not sure what input value the formula needs to get that result. It is used for more than one input value. It works with a group of cells related to the formula in the objective cell.

QUESTION 3

Rick works as an Office Assistant for Tech Perfect Inc. He is responsible for preparing sales

reports of the company. He has created a sales report in a workbook of Excel 2013 and this workbook contains various worksheets as shown in the image given below:



Rick wants the sheet tabs of the sheets containing charts to appear in red color. Which of the following steps will Rick



take to accomplish the task?

- A. Select the sheets containing charts. Select the Colors option in the Themes group on the Page Layout page.
- B. Select the sheets containing charts. Right-click on the sheet tabs.
- C. Select the sheets containing charts. Right-click on the sheet tabs. Choose the Sheet Color Option from the shortcut menu.
- D. Select the sheets containing charts. Select the Effects option in the Themes group on the Page Layout page.

Correct Answer: B

According to the question, Rick wants the sheet tabs of the sheets containing charts to appear in red color. In order to accomplish the task, he will take the following steps:

1. Select the sheets containing charts.
2. Right-click on the sheet tabs. Choose the Tab Color option from the shortcut menu.



Answer options A and D are incorrect. These steps will not affect the appearance of the sheet tabs. Answer option C is incorrect. This is an invalid answer option.

QUESTION 4



Rick works as an Office Assistant for Tech Perfect Inc. The company has a Windows- based network. He is creating a form through Microsoft Excel 2013. He wants to enable worksheet forms to satisfy the flexible design requirements and to customize their appearance, behavior, fonts, and other characteristics. Which of the following will Rick use to accomplish the task?

- A. Form control
- B. Accounting template
- C. Trust Center
- D. ActiveX control

Correct Answer: D

ActiveX controls are used on worksheet forms, with or without the use of VBA code, and on VBA UserForms. They are used when a user needs more flexible design requirements than those provided by Form controls. They have extensive properties that can be used to customize their appearance, behavior, fonts, and other characteristics. The user can control different events that occur when an ActiveX control is interacted with. He can also write macros that respond to events associated with the ActiveX controls. When a user interacts with the control, the VBA code runs to process any events that occur for that control. The ActiveX controls cannot be added to chart sheets from the user interface or to XLM macro sheets. It is not possible to assign a macro to run directly from the ActiveX control. 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 B 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 C is incorrect. Trust Center is where a user can find security and privacy settings for Microsoft Office 2013 programs.

QUESTION 5

Rick works as an Office Assistant for Tech Perfect Inc. He is creating a user form through

Microsoft Excel 2013. While creating forms for a number of users, he is required to repeat some of the actions multiple times. It is a very time consuming process. To resolve this issue, he wants to record the sequence of actions to perform a certain task and to play them back in the same order.

Which of the following actions will Rick take to accomplish the task?

- A. He will use the Trust Center bar.
- B. He will use the Evaluate Formula tool.
- C. He will put the workbook in a trusted location.
- D. He will create and run a macro.

Correct Answer: D

A macro is defined as a tool that permits a user to automate tasks and add several functionalities to forms, reports, and controls. For example, if a user adds a command button to a form, he associates the button's OnClick event to a macro,



and the macro consists of the commands that are to be performed by the button each time it is clicked. The macro records the user's mouse clicks and keystrokes while he works and lets him play them back later. The macro can be used to

record the sequence of commands that the user uses to perform a certain task. When the user runs the macro, it plays those exact commands back in the same order.

Answer option B is incorrect. Evaluate Formula is a formula examination tool provided by Microsoft Excel. This tool is useful for examining formulas that do not produce any error but are not generating the expected result.

Answer options A and C are incorrect. The benefit of connecting to external data from Microsoft Excel is that a user can automatically update Excel workbooks from the real data source whenever the data source is updated with new

information. It is possible that the external data connection might be disabled on the computer. For connecting to the data source whenever a workbook is opened, it is required to enable data connections by using the Trust Center bar or by

putting the workbook in a trusted location.

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