# 77-427<sup>Q&As</sup>

Excel 2013 Expert Part One

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**QUESTION 1**

You work as an Office Assistant for Media Perfect Inc. You have created a spreadsheet in Excel 2013 and shared it with the other employees of the company. You select the Encrypt with Password option as a protection measure for the document you are sharing. Now, you have to specify a password in the Password box in the Encrypt Document dialog box appeared for editing the document. But you have forgotten the password. What will happen in this situation?

A. You will use a new password.

B. You will ask Microsoft to retrieve the password.

C. You will fetch the password from the list in which you have saved it.

D. You will create a new document.

Correct Answer: C

The various Protect Workbook options are as follows:

1.

Mark as Final: This option is used to make the document read-only. When a spreadsheet is marked as final, various options such as typing, editing commands, and proofing marks are disabled or turned off and the spreadsheet becomes

read-only. This command helps a user to communicate that he is sharing a completed version of a spreadsheet. This command also prevents reviewers or readers from making inadvertent modifications to the spreadsheet.

2.

Encrypt with Password: When a user selects the Encrypt with Password option, the Encrypt Document dialog box appears. In the Password box, it is required to specify a password. Microsoft is not able to retrieve lost or forgotten

passwords, so it is necessary for a user to keep a list of passwords and corresponding file names in a safe place.

3.

Protect Current Sheet: This option is used to select password protection and permit or prohibit other users to select, format, insert, delete, sort, or edit areas of the spreadsheet. This option

protects the worksheet and locked cells.

4.

Protect Workbook Structure: This option is used to select password protection and select options to prevent users from changing, moving, and deleting important data. This feature enables a user to protect the structure of the worksheet.

5.

Restrict Permission by People: This option works on the basis of Window Rights Management to restrict permissions. A user is required to use a Windows Live ID or a Microsoft Windows account to restrict permissions. These permissions

can be applied via a template that is used by the organization in which the user is working. These permissions can also be added by clicking

Restrict Access.

6.

 Add a Digital Signature: This option is used to add a visible or invisible digital signature.

It authenticates digital information such as documents, e-mail messages, and macros by using computer cryptography. These signatures are created by specifying a signature or by using an image of a signature for establishing authenticity,

integrity, and non-repudiation.



Answer option D is incorrect. You can create a new document with the same details but it will increase the overhead and is a very time consuming process. Answer option D is incorrect. You can create a new document with the same details but it will increase the overhead and is a very time consuming process.

**QUESTION 2**

You work as an Office Assistant for Tech Perfect Inc. Your responsibility includes preparing sales reports of the company. You have created a sales report in a workbook of Excel 2013.

Your workbook includes several worksheets as shown in the image given below:

You want the sheet tabs of the sheets containing charts to appear in red color. Which of the following steps will you 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. Choose the Tab Color option from the shortcut menu.

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.

E. \Documents and Settings\Administrator\Desktop\1.JPG

Correct Answer: B

According to the question, you want the sheet tabs of the sheets containing chart to appear in red color. In order to accomplish the task, you will have to take the following steps:

**QUESTION 3**

You work as an Office Manager for Blue Well Inc. The company has a Windows-based network. You have two budget situations in which one is the worst case and the other is the best case. You want to create both situations on the same worksheet and then switch between them with the change in requirements. Which of the following will you use to accomplish the task?

A. Goal Seek

B. Data table

C. Scenario

D. Solver add-in

Correct Answer: C

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 D 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. Answer option B is incorrect. 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.

**QUESTION 4**

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

You are facing a problem that when you type in a function and press Enter, the cell shows the function as you typed it,

instead of returning the function\\\'s value as shown below:

Which of the following is the reason that is causing the above problem?

A. You are inserting a new column, next to a column that is already formatted as text.

B. Excel is trying to reference an invalid cell.

C. You are inserting a new column, next to a column containing Dates or Times.

D. The lookup_value or the array you are searching resides in a cell containing unseen spaces at the start or end of that cell.
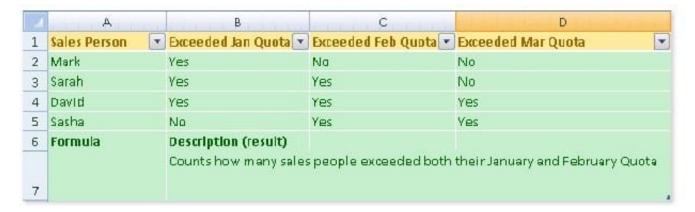
Correct Answer: A

The Excel Won\\\'t Calculate My Function error occurs when a user types in a function and presses Enter, the cell shows the function as the user typed it, instead of returning the function\\\'s value. The reason that causes this problem is that the cells containing the formula are formatted as \\\'text\\\' instead of the \\\'General\\\' type. This happens when the user inserts a new column, next to a column that is already formatted as text due to which the new column inherits the formatting of the adjacent column. Answer option D is incorrect. The Failure to Look Up Values in Excel error occurs when a user gets an unexpected error while trying to look up or match a lookup_value within an array and Excel is not able to recognize the matching value. If the lookup_value or the array the user is searching resides in a cell, the user can have unseen spaces at the start or end of that cell. This will create the situation where the contents of the two cells that the user is comparing look the same but extra spaces in one of the cells cause the cells to have slightly different content. The other reason is that the contents of the cells that are being compared may have different data types.

Answer option B is incorrect. The Lookup Function Won\\\'t Copy Down to Other Rows error occurs when a user uses a function in one cell and it works perfectly but when he attempts to copy the function down to other rows, he gets the #REF error. The #REF! error arises when Excel tries to reference an invalid cell. This error occurs if the user has referenced an entire worksheet by clicking on the grey square at the top left of the worksheet. For Excel, this reference range is 1 to 1048576. Since the references are Relative References, Excel automatically increases the row references when this cell is copied down to other rows in the spreadsheet. Answer option C is incorrect. The Cell Shows a Date or Time Instead of a Number error occurs because the cell that contains the formula is formatted as a \\\'date\\\' or \\\'time\\\' instead of a \\\'General\\\' type or a number. This situation arises because a user has inserted a new column, next to a column containing Dates or Times, the new column has \\\'inherited\\\' the formatting of the adjacent column.

**QUESTION 5**

You work as an Office Assistant for Dreams Unlimited Inc. You use Microsoft Excel 2013 for creating various types of reports. You have created a report in the format given below:

| | A | B | C | D |
|---|---|---|---|---|
| 1 | Sales Person ▾ | Exceeded Jan Quota ▾ | Exceeded Feb Quota ▾ | Exceeded Mar Quota ▾ |
| 2 | Mark | Yes | No | No |
| 3 | Sarah | Yes | Yes | No |
| 4 | David | Yes | Yes | Yes |
| 5 | Sasha | No | Yes | Yes |
| 6 | **Formula** | **Description (result)** | | |
| 7 | | Counts how many sales people exceeded both their January and February Quota | | |

In the A7 cell, you are required to put a formula so that it can fulfill the description provided in the B7 cell.

Which of the following formulas will provide the required result?

A. COUNTIF(B2:C5,"=Yes")

B. COUNTIFS(B2:C5,"=Yes")

C. COUNTIF(B2:B5,"=Yes",C2:C5,"=Yes")

D. COUNTIFS(B2:B5,"=Yes",C2:C5,"=Yes")

Correct Answer: D

In order to get the required result, you will have to insert the following formula in the B7 cell:

COUNTIFS(B2:B5,"=Yes",C2:C5,"=Yes")

Only Sarah and David have exceeded their January and February quotas, therefore the formula will provide 2 as the result.

Answer option C is incorrect. The COUNTIF function of Excel does not support multiple criteria.

Answer options A and B are incorrect. This formula will count all the cells that have the value

"Yes" in the range B2:C5. As multiple criteria are not applied in the formula, it will provide 6 as the result.

In order to get the required result, you will have to insert the following formula in the B7 cell:

COUNTIFS(B2:B5,"=Yes",C2:C5,"=Yes")

Only Sarah and David have exceeded their January and February quotas, therefore the formula will provide 2 as the result.

Answer option C is incorrect. The COUNTIF function of Excel does not support multiple criteria.

Answer options A and B are incorrect. This formula will count all the cells that have the value

"Yes" in the range B2:C5. As multiple criteria are not applied in the formula, it will provide 6 as the result.

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