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Excel 2013 Expert Part One

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QUESTION 1

You work as an Office Assistant for Tech Tree Inc. You have created a report in a workbook in Microsoft Excel 2013. You want to summarize a large amount of data to analyze numerical data and to answer unexpected questions about your data in the Business Intelligence (BI) report that you are working with. For this purpose, you are required to create a 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 OK.

B. Choose Select a table or range under Choose the data that you want to analyze.

C. Select the Macro-enabled checkbox in the Insert Security dialog box, and then click OK.

D. Click PivotTable or click the arrow below PivotTable, and then click PivotTable in the Tables group on the Insert tab.

E. Click a cell in the cell range that contains data for using worksheet data as the data source.

Correct Answer: ABDE

QUESTION 2

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 want to select password protection and select options to prevent other employees from changing, moving, and deleting important data.

Which of the following options will you choose to accomplish the task?

A. Mark as Final

B. Protect Current Sheet

C. Encrypt with Password

D. Protect Workbook Structure

Correct Answer: D

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.
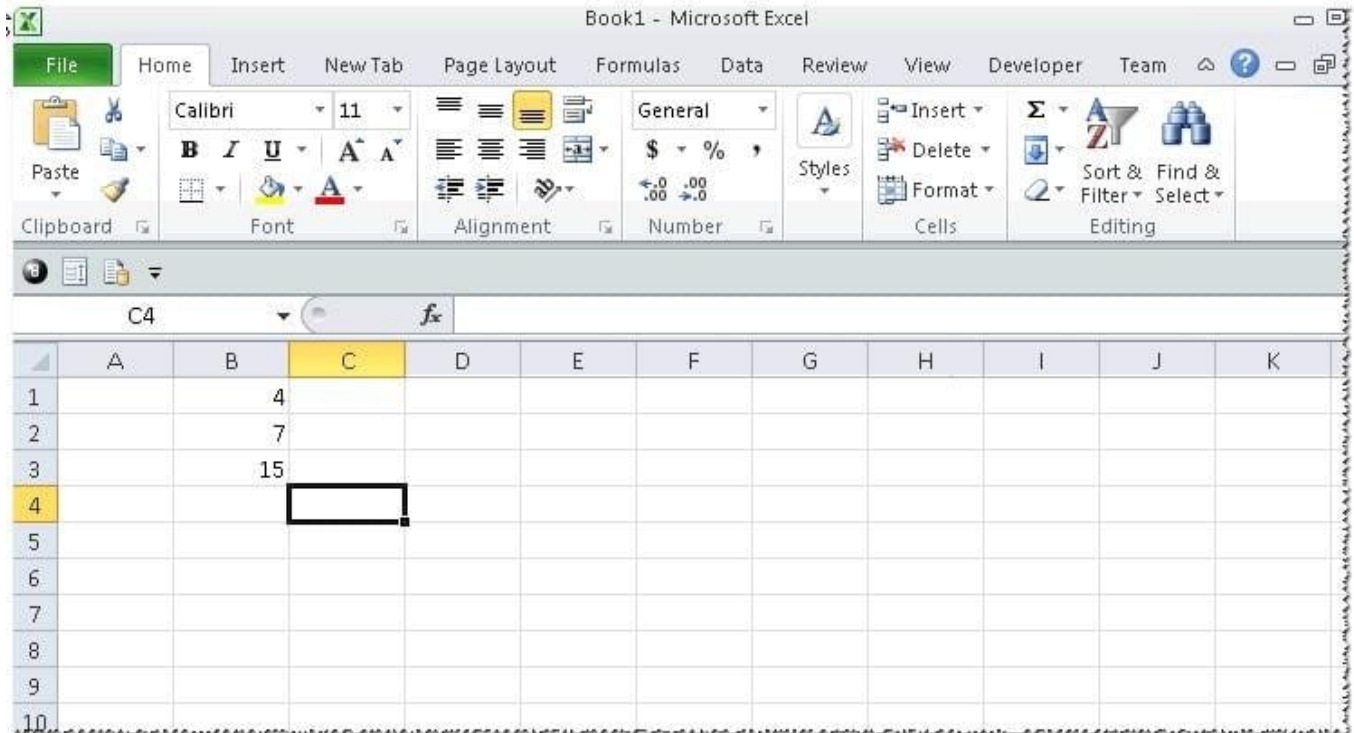
6.

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.

QUESTION 3

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.

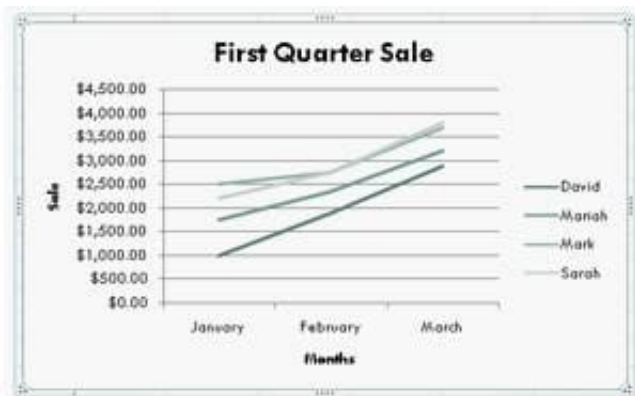Answer option C is incorrect. This is an invalid answer option.

QUESTION 4

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You are creating a chart in Excel 2013. You want to show the slope of data points in the chart to know the trend of the Business Intelligence data range. Which of the following will you use to accomplish the task?

A. Trendline

B. Sparkline

C. Backstage view

D. Line charts

Correct Answer: A

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. 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 C 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 D 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 5

You work as an Office Assistant for Blue well Inc. The company has a Windows-based network. You want to create a VBA procedure for the open event of a workbook. You are required to set the security level temporarily for enabling all macros. Mark the option that you will choose first to accomplish the task.

Hot Area:

Correct Answer:

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