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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

You work as an Office Assistant for Tech Perfect Inc. The company has a Windows-based network. You are creating a business report by using. Microsoft Excel 2013. You have arranged sales data as shown below:

	A	B	C	D	E
1			Target Achieved (In US$)		
2	#	Name	2008	2009	2010
3	1	Rick	46,900	78,000	82,000
4	2	Mark	42,500	63,500	110,500
5	3	Adam	56,120	59,200	99,700
6	4	Ada	47,200	61,500	99,900
7	5	Andy	49,000	69,200	110,250
8	6	David	47,000	71,100	111,000

You want to provide pictorial representation of the trend of the sales data in front of each row.

Which of the following actions will you take to accomplish the task with the least amount of administrative burden?

A. Use stand-alone slicers.

B. Configure form controls.

C. Create sparklines.

D. Create a PivotTable report.

Correct Answer: C

	Name	2008	2009	2010	Trends
1	Rick	46,900	78,000	82,000	
2	Mar<	42,500	63,500	110,500	
3	Adam	56,120	59,200	99,700	
4	Ada	47,200	61,500	99,900	
5	Andy	49,000	69,200	110,250	
6	David	47.000	71.100	111.000	

(Target Achieved (In US$))

In order to accomplish the task with the least amount of administrative burden, use sparklines.

Sparklines, introduced in Microsoft Office 2013, are tiny charts that can fit in a cell. The sparklines can be used to show trends in a small amount of space. The sparklines visually summarize trends alongside data.

The sparklines can be added through the Insert tab. Answer option A is incorrect. Stand-alone slicers are referenced from Online Analytical Processing (OLAP) Cube functions. These stand-alone slicers can be connected with any PivotTable

in future.

They can be added by using the slicer button on the Ribbon. They need to be manually linked into grids as required.

Answer option B 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
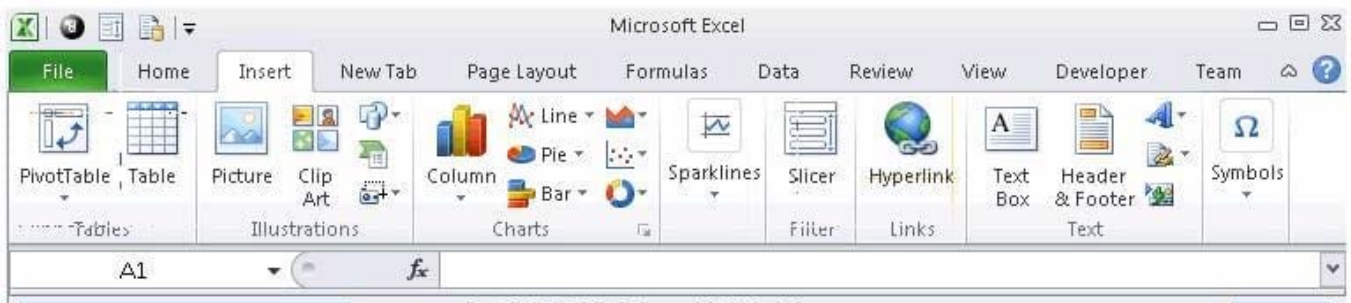
interact

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 D is incorrect. A PivotTable report is used to summarize large amounts of data, to analyze numerical data, and to answer unexpected questions about data.
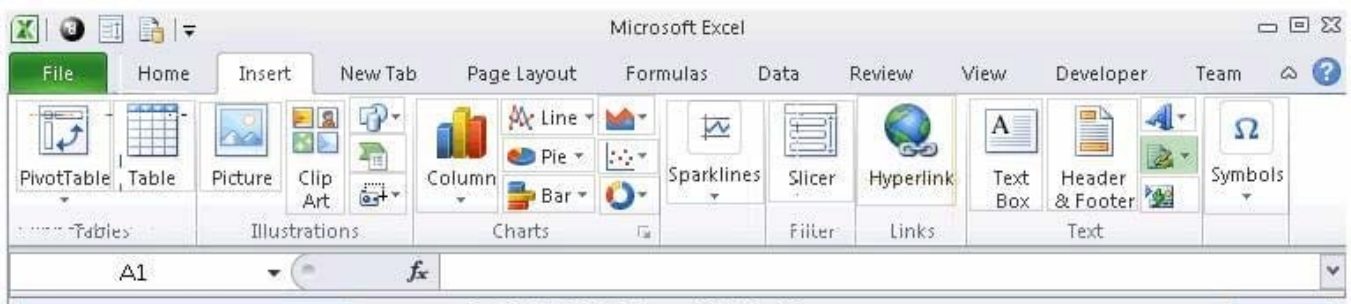
QUESTION 3

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 4

Which of the following steps will you take to merge copies of a shared workbook? Each correct answer represents a part of the solution. Choose all that apply.

A. In the Select Files to Merge into Current Workbook dialog box, click a copy of the workbook containing changes to be merged, and then click OK.

B. Click Compare and Merge Workbooks on Quick Access Toolbar.

C. Open the copy of the shared workbook to merge the changes.

D. Save the workbook if prompted.

E. Add Compare and Merge Workbooks.

F. Click Compare and Merge Workbooks on Macro Enabled Access Toolbar.

Correct Answer: ABCDE

Take the following steps to merge copies of a shared workbook:

1.

 Add Compare and Merge Workbooks.

2.

 Open the copy of the shared workbook to merge the changes.

3.

 Click Compare and Merge Workbooks on Quick Access Toolbar.

4.

 Save the workbook if prompted.

5.

 In the Select Files to Merge into Current Workbook dialog box, click a copy of the workbook containing changes to be merged, and then click OK.

QUESTION 5

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.