



77-427^{Q&As}

Excel 2013 Expert Part One

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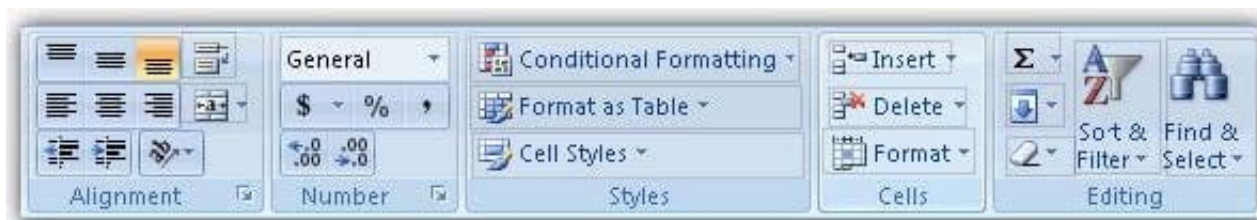


QUESTION 1

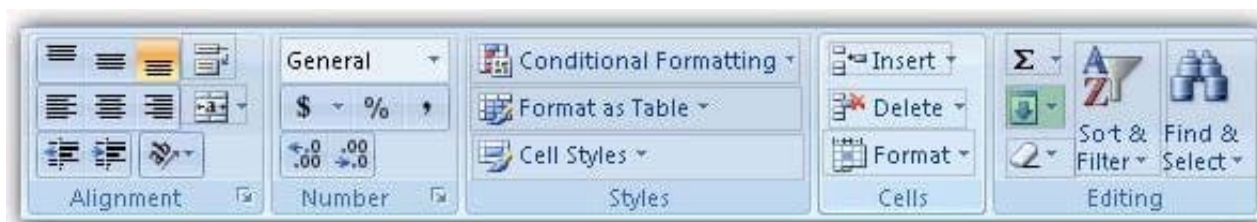
Rick works as an Office Assistant for Tech Perfect Inc. He is creating a report through Microsoft Excel 2013. He wants to fill the active cell with the content of the adjacent cell. Mark the option that he will choose to accomplish the task.



Hot Area:



Correct Answer:



Explanation: The Fill command is used to fill the active cell with the content of the adjacent cell. The Fill command is run through Home tab > Editing group > Fill.



Click the Down, Right, Up, Left, or Series option to fill cells.

QUESTION 2

You work as an Office Assistant for Tech Tree Inc. You have created a report in a workbook in Microsoft Excel 2013. You have a number of PivotTables in a single report. You want to apply the same filter to all of those PivotTables. For this purpose, you are required to create a slicer in one PivotTable and share it with other PivotTables. 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. In the Insert Slicers dialog box, select the check box of the PivotTable fields for which you want to create a slicer.
- B. Click Insert Slicer in the Sort and Filter group on the Options tab.
- C. Hold down CTRL, and then click the items on which you want to filter.
- D. Select the Macro enabled checkbox of the PivotTable fields for which you want to create a slicer in the Insert Security dialog box and then click OK.
- E. Click anywhere in the PivotTable report for which you want to create a slicer.

Correct Answer: ABCE

QUESTION 3

You work as an Office Assistant for Tech Perfect Inc. You are working in a spreadsheet. You observe that while trying to look up or match a lookup_value within an array, Excel is not able to recognize the matching value. Which of the following are the reasons that are causing the above problem?

Each correct answer represents a complete solution. Choose all that apply.

- A. The lookup_value or the array you are searching resides in a cell containing unseen spaces at the start or end of that cell.
- B. The contents of the cells that are being compared may have different data types.
- C. Excel is trying to reference an invalid cell.
- D. You are inserting a new column, next to a column that is already formatted as text.

Correct Answer: AB

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 C 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 D is incorrect. 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.

QUESTION 4



Rick works as an Office Assistant for Tech Perfect Inc. The company has a Windows- based network.

Rick has to perform the following tasks:

Summarize large amounts of data. Analyze numeric data.

Answer unexpected questions about data.

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

- A. He will create the accounting template.
- B. He will use stand-alone slicers.
- C. He will create a PivotTable report.
- D. He will configure form controls.

Correct Answer: C

A PivotTable report is used to summarize large amounts of data, to analyze numerical data, and to answer unexpected questions about data. Answer option B 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 D 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 A 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.

QUESTION 5

You work as an Office Assistant for Peach Tree Inc. Your responsibility includes creating sales incentive report of all sales managers for every quarter. You are using Microsoft Excel to create a worksheet for preparing the report. You have inserted the sales figures of all sales managers as shown in the image given below:

You have to calculate the first quarter incentives for all sales managers. The incentive percentage (provided in cell B3) is fixed for all sales managers. The incentive will be calculated on their total first quarter sales. You have to write a formula in the cell F8. Then you will drag the cell border to the cell F12 to copy the formula to all the cells from F8 to F12. In the first step, you select the F8 cell. Which of the following formulas will you insert to accomplish the task?



A. =andB3/100 * E8

B. =B3/100 * E8

C. =B3/100 * andEand8

D. =\$B\$3/100 * E8

E. =B3/100 * \$E\$8

Correct Answer: D

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

=B\$3/100 * E8

According to the question, the formula will be inserted in cell F8 and then the cell's border will be dragged to the F12 cell. Furthermore, the incentive percentage is fixed for all sales managers

and the value is provided in the cell B3. You will have to insert a formula that refers to the B3 cell as an absolute reference. For this you will have to type currency symbol (\$) before the row

name and column number. In order to accomplish the task, type the following formula in the cell F8:

=B\$3/100 * E8

When absolute reference is used for referencing a cell in a formula, dragging cell's border to another cell does not change the cell's reference. Answer options B and E are incorrect. This formula references the B3 cell as a relative reference.

After inserting the formula, when the cell's border is dragged, it will change the cell reference relatively.

Answer options A and C are incorrect. Ampersand symbol (and) is not used for referencing cells in Excel.

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