77-888^{Q&As}

Excel 2010 Expert

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QUESTION 1

You work as an Office Assistant for Tech Perfect Inc. You are working in the spreadsheet of the company\\'s high selling products. You want to find out the matching values. You get an unexpected error that when you attempt to look up or match a lookup_value within an array, Excel is not able to recognize the matching value. Which of the following steps will you take to resolve the problem? Each correct answer represents a part of the solution. Choose all that apply.

A. Remove the unseen spaces at the start or end of the first Macro cell.

B. Delete the column having the TRIM function.

C. Copy the contents of the new column and paste them on the top of the original column by using paste > special > values sequence.

D. Create a new column subsequent to the one with the additional spaces in it.

E. Use the TRIM function in the new column.

Correct Answer: DECB

In this situation, you will take the following steps:

1.

 Create a new column subsequent to the one with the additional spaces in it.

2.

 Use the TRIM function in the new column to get rid of extra spaces.

3.

 Copy the contents of the new column and paste them on the top of the original column by using paste > special > values sequence.

4.

 Delete the column having the TRIM function. Answer option A is incorrect. This is an invalid answer option.

QUESTION 2

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 3

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 4

You work as an Office Assistant for Media Perfect Inc. You are creating a report in Microsoft Excel 2010. The report worksheet will include the sales made by all the sales managers in the month of January.

In the worksheet, you are required to place a pictorial representation displaying the percentage of total sales made by each sales manager in January. Which of the following charts will you use to accomplish the task? A.Bar

B. Line

C. Column

D. Pie

Correct Answer: D

In order to accomplish the task, you will have to insert a pie chart in the worksheet. Excel provides a pie chart facility to display data that is arranged in one column or row on a worksheet. Pie charts display the size of items in one data series, proportional to the sum of the items.

QUESTION 5

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You are creating a chart in Excel 2010. 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 2010. 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.

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