77-888^{Q&As}

Excel 2010 Expert

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QUESTION 1

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 at the step of adding the following lines of code to the procedure: "Private Sub Workbook_Open() MsgBox Time Worksheets("Sheet2").Range("A2").Value = Time End Sub" Which of the following are the next steps that you will take to accomplish the task? Each correct answer represents a part of the solution. Choose all that apply.

A. Under Macro Settings in the Macro Settings category, click Enable all macros, and then click OK.

B. Switch to Excel and save the workbook with the .xslm extension as a macro-enabled workbook and close it.

C. Reopen the workbook.

D. Click OK in the message box.
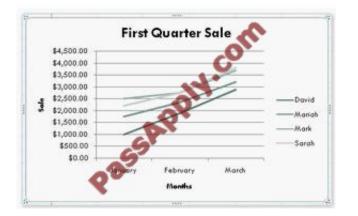
Correct Answer: BCD

QUESTION 2

Which of the following 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?

A. Trendline

B. Line chart

C. Sparkline

D. Backstage view

Correct Answer: C

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 D 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 A is incorrect. 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. 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 3

You work as an Office Assistant for Dreams Unlimited Inc. You use Microsoft Excel 2010 for creating various types of reports. You have created a report in the format given below:

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 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")

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.

QUESTION 4

Rick works as an Office Assistant for Tech Perfect Inc. He is creating a report through Microsoft Excel 2010. Rick wants to trace the project with the actual requirements. For this purpose, he is required to compare month to month, actual v budget, quarter to quarter, year to year variances. Which of the following will Rick use to accomplish the task?

A. Evaluate Formula

B. Accounting template

C. Form control

D. Trust Center

Correct Answer: B

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. Answer option C 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 anexisting macro to a control, or write or record a new

macro.

These controls cannot be added to User Forms, used to control events, or modified to run Web scripts on Web pages. Answer option A is incorrect. Evaluate Formula is the formula examination tool provided by Microsoft Excel. This tool is

useful for examining formulas that do not produce any error but are not generating the expected result.

Answer option D is incorrect. Trust Center is where a user can find security and privacy settings For Microsoft Office 2010 programs.

QUESTION 5

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 Spans
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.

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