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Excel 2010 Expert

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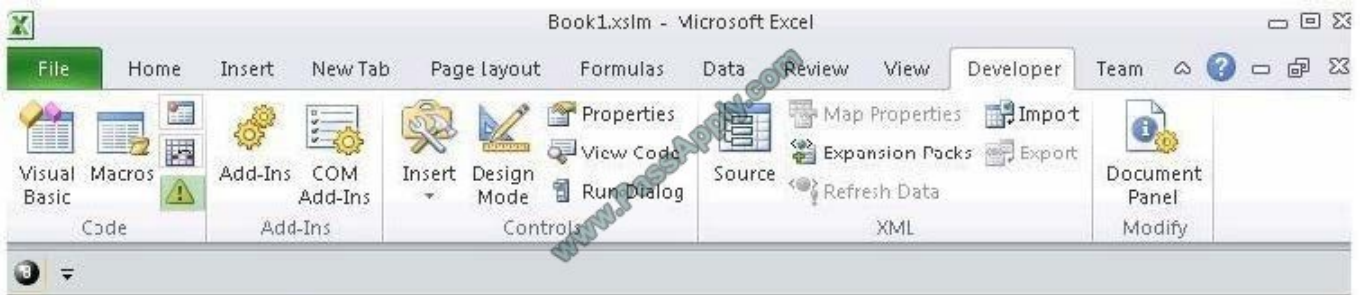⚙ **365 Days** Free Update

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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 required to set the security level temporarily for enabling all macros. Mark the option that you will choose first to accomplish the task.

Point and Shoot: Hot Area:

Correct Answer:

QUESTION 2

You work as an Office Assistant for Tech Perfect Inc. You are working in the spreadsheet of the company\\'s high selling products. You input a formula for calculating the monthly sell of a particular product but your Excel cell shows a string of # symbols instead of returning a value as shown below:

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. You are inserting a new column, next to a column that is already formatted as text.

B. The cell is not wide enough for displaying the calculated value.

C. The lookup_value or the array you are searching resides in a cell containing unseen spaces at the start or end of that cell.

D. Excel is trying to show the contents of the cell as a date or time stored as positive numeric values within Excel, but the cell contains a negative value.

Correct Answer: BD

The Cell Shows ##### error occurs because the cell is not wide enough for displaying the calculated value. The other reason is that Excel is trying to show the contents of the cell as a date or time stored as positive numeric values within Excel, but the cell contains a negative value. Answer option C 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 A 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 3

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 4

Rick works as an Office Assistant for Tech Perfect Inc. He is creating a user form through Microsoft Excel 2010. While creating forms for a number of users, he is required to repeat some of the actions multiple times. It is a very time consuming process. To resolve the issue, he has created a macro to record the sequence of actions to perform a certain task. Now, he wants to run the macro to play those exact actions back in the same order. Which of the following steps will Rick take to accomplish the task?

Each correct answer represents a part of the solution. Choose all that apply.

A. Click on the \'Macros\' icon in the \'Developer\' tab under the \'Code\' category to run a Macro.

B. The Macro will be run in any worksheet of the Workbook.
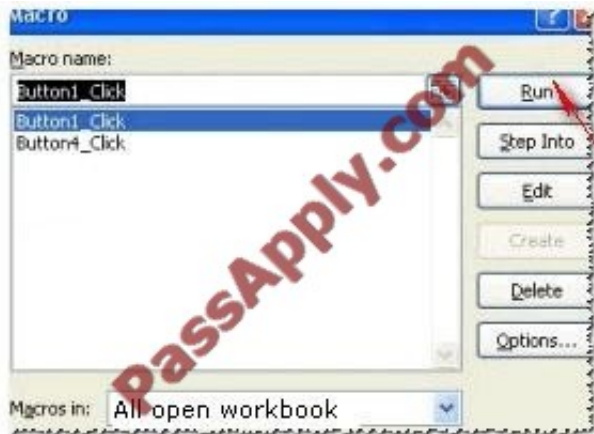
C. Put the workbook in a trusted location.

D. The Macro dialogue box appears on the screen which contains a list of Macros in it. Select the Macro to run and click the Run button.

E. Run the created Macro by using the shortcut key specified while creating the Macro.

Correct Answer: ADBE

Take the following steps to run a Macro:

1.

 Click on the \'Macros\' icon in the \'Developer\' tab under the \'Code\' category to run a Macro.
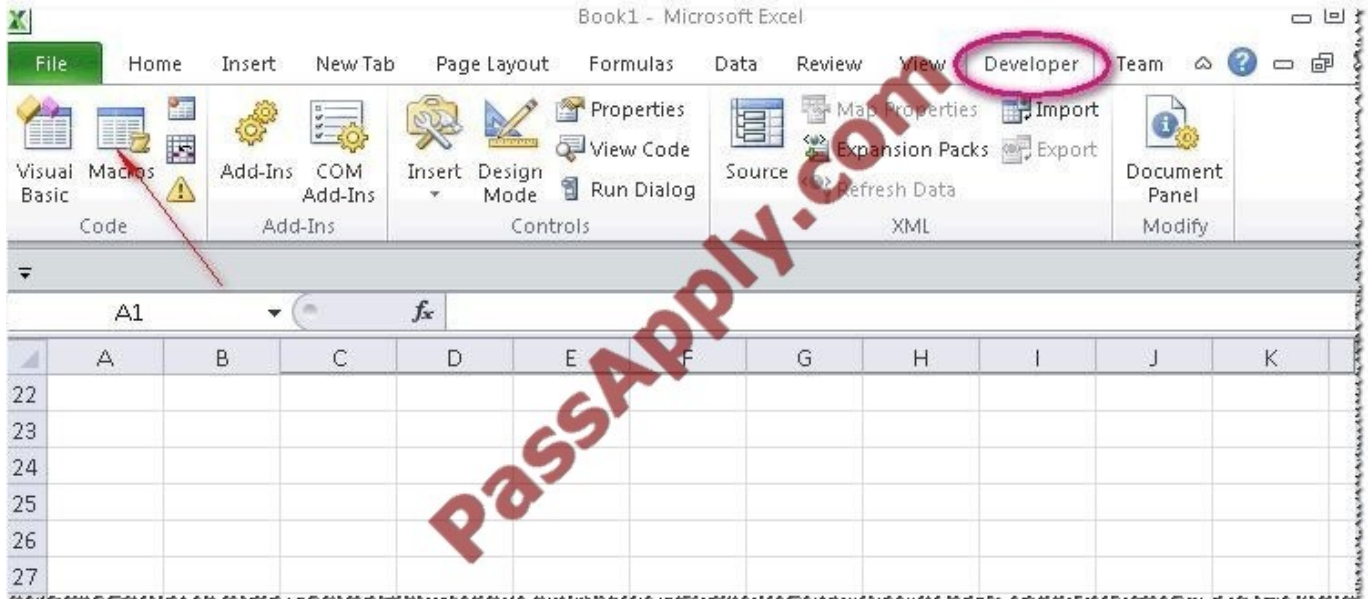
2.

 The Macro dialogue box appears on the screen which contains a list of Macros in it. Select the Macro to run and click the Run button.

3.

 The Macro will be run in any worksheet of the Workbook.

4.

 A user can run the created Macro by using the shortcut key that he has specified while creating the Macro. The macro records the user\'s mouse clicks and keystrokes while he works and lets him play them back later. The macro can be used to record the sequence of commands that the user uses to perform a certain task. When the user runs the macro, it plays those exact commands back in the same order. Answer option C is incorrect. The benefit of connecting to external data from Microsoft Excel is that a user can automatically update Excel workbooks from the real data source whenever the data source is updated with new information. It is possible that the external data connection might be disabled on the computer. For connecting to the data source whenever a workbook is opened, it is required to enable data connections by using the Trust Center bar or by putting the workbook in a trusted location.

QUESTION 5

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.

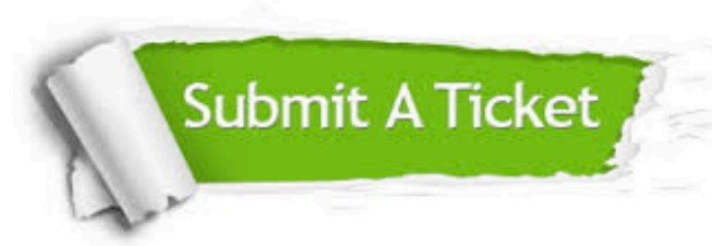To Read the Whole Q&As, please purchase the Complete Version from Our website.

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