



77-888^{Q&As}

Excel 2010 Expert

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QUESTION 1

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.

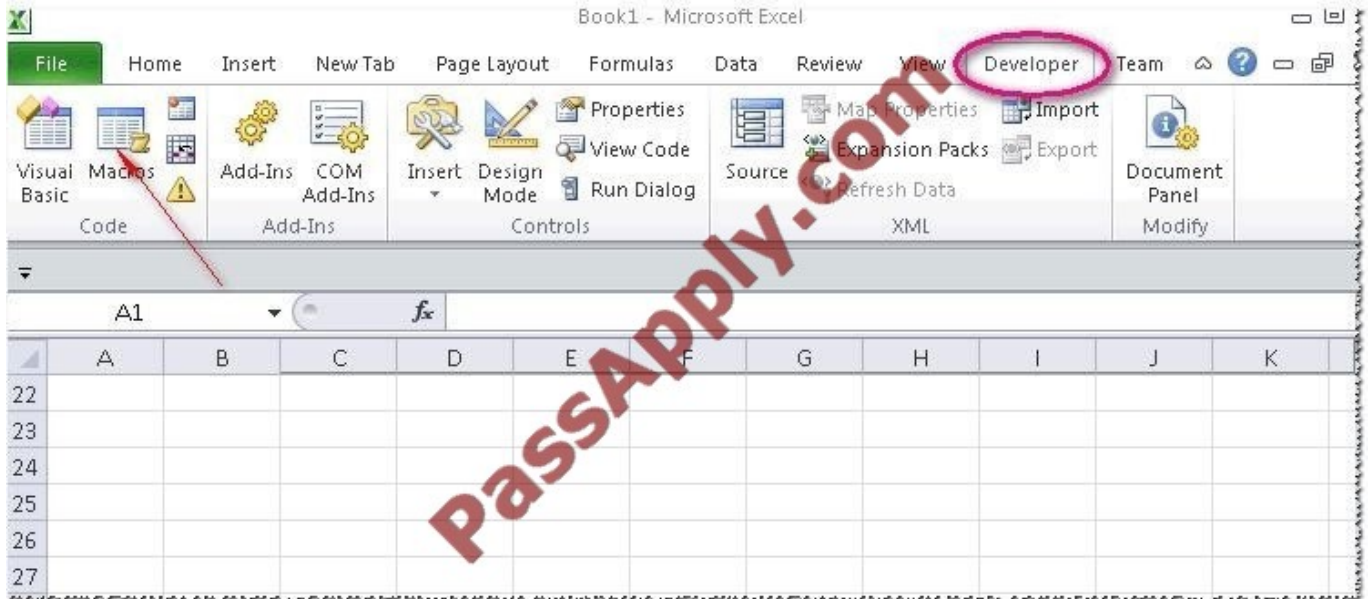
The Macro dialogue box appears on the screen which contains a list of Macros in it. Select the Macro to run and click the Run button.

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 2

Rick works as an Office Assistant for Tech Perfect Inc. He is creating a report through Microsoft Excel 2010. Rick wants to interact with cell data but his computer does not contain VBA code and few features of his computer are still Excel 5.0 features. Which of the following will Rick use to accomplish the task?

- A. Accounting template
- B. Trust Center
- C. Form control
- D. Evaluate Formula

Correct Answer: C

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

QUESTION 3

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. Some employees have changed some data in the worksheet of the company. You want to identify changes that were made to the data in the workbook and then take a decision whether to accept or reject those changes. For this purpose, it is required to access and use the stored change history. Which of the following will you use to accomplish the task? Each correct answer represents a complete solution. Choose all that apply.

- A. History tracking
- B. Onscreen highlighting
- C. Slicer-enabled highlighting
- D. Reviewing of changes

Correct Answer: BAD

The following ways are provided by Excel to access and use the stored change history:

1.

Onscreen highlighting: It is used when a workbook does not contain many changes and a user wants to see all changes at a glance.

2.

History tracking: It is used when a workbook has many changes and a user wants to investigate what occurred in a series of changes.

3.

Reviewing of changes: It is used when a user is evaluating comments from other users. Answer option C is incorrect. This is an invalid answer option.

QUESTION 4

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 5

Rick works as an Office Assistant for Tech Perfect Inc. The company has a Windows-based network. Rick wants to display data series, categories, data markers, and axes in the report. Which of the following actions will Rick take to accomplish the task?

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

Correct Answer: D

The PivotChart report is used to provide a graphical representation of data in a PivotTable report in an interactive way. Whenever a user creates the PivotChart report, PivotChart report filters are displayed in the chart area. These are used for sorting and filtering the underlying data of the PivotChart report. Changes made to the layout and data in the associated PivotTable report are immediately reflected in the layout and data in the PivotChart report. The PivotChart report shows data series, categories, data markers, and axes in the same way as the standard charts do. It is possible to change the chart type and other options such as titles, legend placement, data labels, and chart location. 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 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 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 B is incorrect. A PivotTable report is used to



summarize large amounts of data, to analyze numerical data, and to answer unexpected questions about data.

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