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 responsible for preparing sales

reports of the company. He has created a sales report in a workbook of Excel 2013 and this workbook contains various worksheets as shown in the image given below:

Rick wants the sheet tabs of the sheets containing charts to appear in red color. Which of the following steps will Rick take to accomplish the task?

A. Select the sheets containing charts. Select the Colors option in the Themes group on the Page Layout page.

B. Select the sheets containing charts. Right-click on the sheet tabs.

C. Select the sheets containing charts. Right-click on the sheet tabs. Choose the Sheet Color Option from the shortcut menu.

D. Select the sheets containing charts. Select the Effects option in the Themes group on the Page Layout page.

Correct Answer: B

According to the question, Rick wants the sheet tabs of the sheets containing charts to appear in red color. In order to accomplish the task, he will take the following steps:

1.

 Select the sheets containing charts.

2.

 Right-click on the sheet tabs. Choose the Tab Color option from the shortcut menu.

Answer options A and D are incorrect. These steps will not affect the appearance of the sheet tabs. Answer option C is incorrect. This is an invalid answer option.

QUESTION 2

Rick works as an Office Assistant for Tech Perfect Inc. He is creating a report through Microsoft Excel 2013. 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 2013 programs.

QUESTION 3

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.
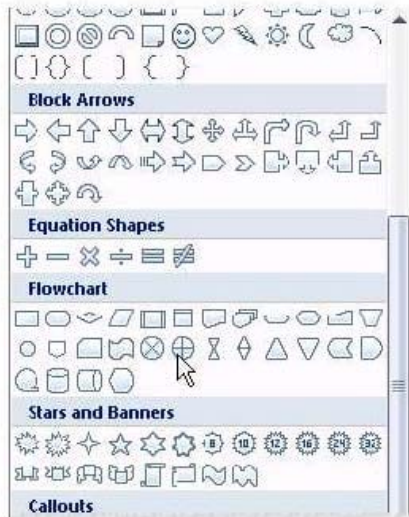
QUESTION 4

1. Click on the Shapes option in the Illustrations group on the Insert tab. This will open the list of shapes available in Microsoft Office.
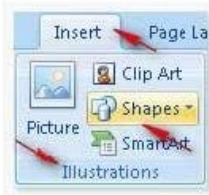
2. Choose the required shape from the list.

You work as a Help Desk Technician for Net Perfect Inc. You use Excel 2013 to create different reports for your company. Drag and drop the appropriate methods for efficient data entry in front of their descriptions.

Select and Place:

| Description	Method
The first value in a recognized series is entered in a cell. By dragging the fill handle extends the series.	PlaceHolder
Choosing this option by right-clicking the cell, will show the existing values in the cell's column. Clicking one of the values will fill the cell with the entry clicked.	PlaceHolder
Select the range of cells and type in the active cell. Using this option will fill the entire range with the same value that has been typed.	PlaceHolder
The first few letters is entered in a cell, the similar entry in the column is suggested by Excel. Press the Enter key to complete the series.	PlaceHolder
The first two values in a series are entered in two consecutive cells. By selecting both the cell and dragging the selection through the fill handle extends the series.	PlaceHolder

— Data Entry Methods Available in Excel 2007 —

AutoFill	FillSeries	AutoComplete	Pick from Drop-down List	Ctrl+Enter
1	2	3	4	5

Correct Answer:

Description	Method
The first value in a recognized series is entered in a cell. By dragging the fill handle extends the series.	1 Holder
Choosing this option by right-clicking the cell, will show the existing values in the cell's column. Clicking one of the values will fill the cell with the entry clicked.	4 Holder
Select the range of cells and type in the active cell. Using this option will fill the entire range with the same value that has been typed.	5 Holder
The first few letters is entered in a cell, the similar entry in the column is suggested by Excel. Press the Enter key to complete the series.	3 Holder
The first two values in a series are entered in two consecutive cells. By selecting both the cell and dragging the selection through the fill handle extends the series.	2 Holder

— Data Entry Methods Available in Excel 2007 —

AutoFill   **FillSeries**   **AutoComplete**   **Pick from Drop-down List**   **Ctrl+Enter**

Excel provides multiple methods for fast data entry into a worksheet. These data entry techniques help users to quickly enter data wherever required. The following methods help users in speeding-up their data entry work:

AutoFill: The AutoFill feature recognizes the series a user wants to enter and fills the series when the fill handle is dragged.

FillSeries: In FillSeries method, a user enters the first two values in a series and then by selecting both the cells and dragging the selected cells through the fill handle, extends the series. AutoComplete: The AutoComplete feature provides

users a facility to enter few words in a cell. If this entry matches with any of the entries done before in other cells, it suggests users for the same. The user can press the Enter key to get the same entry in the cell. Pick from Drop-down List: The

Pick from Drop-down List option displays the unique entries from the column of a cell. A user can choose an entry from the list to quickly fill the entry.

Ctrl + Enter: Ctrl + Enter key combination is used to quickly fill a range of cells with the same entry. For this, select a range of cells to contain the same data, type the data in the active cell, and press Ctrl + Enter keys

QUESTION 5

You work as an Office Assistant for Media Perfect Inc. You have created a report in Excel. You have inserted the following formula in a cell:

VLOOKUP(12, A2:C10, 3, FALSE)

Which of the following actions will be performed by the formula?

A. Search for the value 12 in the first column of the range, and then returns the value that is contained in the third column of the range and on the same row as the lookup value.

B. Wrong syntax used.

C. Search the value 3 in the last column of the range, and then returns the value that is in the column of the range and on the same row as the lookup value.

D. Search the value 12 in the third column of the range and then returns the value that is contained in the 12th column of the range and on the same column as the lookup value.

Correct Answer: A

The formula will search for the value 12 in the first column of the range, and then returns the value that is contained in the third column of the range and on the same row as the lookup value.