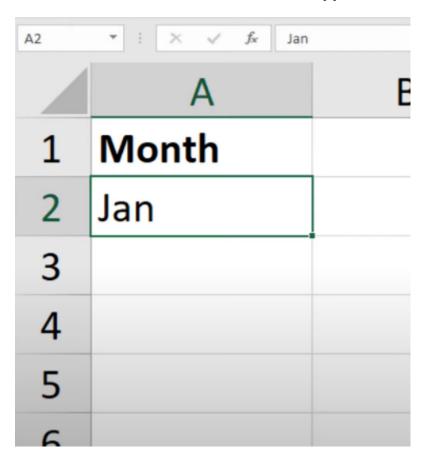
Q1. Some of your data in Column C is displaying as hashtags (#) because the column is too narrow. How can you widen Column C just enough to show all the data?

- Right-click column C, select Format Cells, and then select Best-Fit.
- Right-click column C and select Best-Fit.
- Double-click column C.
- Double-click the vertical boundary between columns C and D.

Q2. Which two functions check for the presence of numerical or nonnumerical characters in cells?

- ISNUMBER and ISTEXT
- ISNUMBER and ISALPHA
- ISVALUE AND ISNUMBER
- ISVALUE and ISTEXT

Q3. If you drag the fill handle (lower-right corner) of cell A2 downward into cells A3, A4, and A5, what contents will appear in those cells?



- Jan, Jan, Jan
- Feb, Mar, blank cell
- Feb, Mar, Apr
- FEB, MAB, APR

Q4. If cell A3 contains the text THE DEATH OF CHIVALRY, what will the function =PROPER(A3) return?

- the death of chivalry

Q5. In the worksheet below, you want to use Data > Subtotal to show a subtotal value per sport. What must you do BEFORE applying the Subtotal function?

Home From HTML		Draw V Database Query	Page Lay	Connections Properties	view View	Clear Sheapply Filter Advanced	Text Colum
N24	‡	√ fx					
	Α	В	C	D	E	F	
1				Sport	Sales		
2				Taekwondo	\$8,749		
3				Archery	\$1,577		
4				Taekwondo	\$2,399		
5				Ultimate Frisbee	\$3,710		
6				Taekwondo	\$7,997		
7				Archery	\$2,620		
8				Taekwondo	\$5,373		
9				Ultimate Frisbee	\$6,369		
10				Taekwondo	\$5,023		
11				Archery	\$9,741		
12				Taekwondo	\$5,737		
13				Archery	\$6,323		
14				Ultimate Frisbee	\$7,673		
15							

- Sort by the data in Column E.
- Format the data in Column D.
- Sort by the data in Column D.
- Format the data in Column E.

Q6. When editing a cell, what do you press to cycle between relative, mixed, and absolute cell references?
 Alt+F4 (Windows) or Option+F4 (Mac) Alt+Shift+4 (Windows) or Option+Shift+4 (Mac) Ctrl+Shift+4 (Windows) or Command+Shift+4 (Mac) the F4 (Windows) or Command+T (Mac)
Q7. You need to add a line chart showing a sales trends over the last 12 months and you have only a little space to work with. How can you convey the required information within a single cell?
 Add an image of the chart to a comment. Add a hyperlink to another worksheet that displays a chart when clicked. Add an image of the chart to the worksheet. Add a sparkline, a graphic that summarizes data visually within a single worksheet cell.
Q8. What is the best way to activate the Excel Help system?
 Right-click anywhere and select Help. Press F1 or click the Help tab in the ribbon. Press F10. all of these answers.
Q9. Which format will display the value 27,500,000 as 27.5?
 ##,###, ###.0,, 999.9,, ###,###.0,
Q10. When using Goal Seek, you can find a target result by varying _ at most.
 three inputs four inputs two inputs

• one input

Q11. In the image below, which option(s) can you select so that the appropriate field headers appear in cells A4 and B3 instead of the terms Row Labels and Column Labels, respectively?

File	e Home Insert	Draw Page Layout		Formulas	Date	i Rev	iew View Help
Subtr	The second secon	I Row Headers lank ners * Column Heade		Banded			
	Layor She	nw in Compact Form	50/	e Options			
A5		w at Compact Form	ill				
4	↓ She	pw in Outline Form		С	D	Е	F
1	[71]	ow in <u>Jabular</u> Form					
_		peat All Item Labels					
2							
3	Sum of Items	Column Labels	*				
4		NE		NW	SE	sw	Grand Total
5	Babowsky, Bill	-4	34	224	130	172	760
6	Furness, Betty		53	152	182	165	
7	Levene, Shelley		45	95	197	169	1000
8	Loman, Willy	2	07	329	322	215	
9	Moss, Dave		91	114	157	108	470
10	Pardo, Don	2	41	157	241	271	910
11	Popiel, Ron	2	59	186	185	200	830
12	Reimers, Ed	1	39	142	217	181	679
13	Roman, Barb	1	55	105	87	132	479
14	Short, Dina	1	06	113	114	110	443
15	Stout, Mary	1	01	67	178	163	509
16	Tilley, Ernest	2	03	160	198	139	700
17	Grand Total	20	134	1844	2208	2025	8111

- Show in Tabular Form
- Show in Compact Form
- Show in Compact For or Show in Outline Form
- Show in Tabular Form or Show in Outline Form

Q12. Which formula is NOT equivalent to all of the others?

- = A3+A4+A5+A6
- SUM(A3:A6)
- $\mathbf{SUM}(A3,A6)$
- = SUM(A3,A4,A5,A6)

•	MMM-YYYY
•	MMMM-YYYY
•	MMMM&"-"&YYYY
•	M-YYYY
	Which function returns a reference to a cell (or cell range) that is a ified distance from a base cell?
	OFFSET
•	VLOOKUP
	INDEX
•	- INDEX
• Q15. chan	MATCH You're working with columns whose width and font-size should not ged. Yet the columns are too narrow to display all the text in each of tool should you use to solve the problem?
Q15. chan Wha	You're working with columns whose width and font-size should no ged. Yet the columns are too narrow to display all the text in each of tool should you use to solve the problem? Sparklines
Q15. chan Wha	You're working with columns whose width and font-size should not ged. Yet the columns are too narrow to display all the text in each of tool should you use to solve the problem? Sparklines Wrap Text
Q15. chan Wha	You're working with columns whose width and font-size should not ged. Yet the columns are too narrow to display all the text in each at tool should you use to solve the problem? Sparklines Wrap Text Fill Handle
Q15. chan Wha	You're working with columns whose width and font-size should not ged. Yet the columns are too narrow to display all the text in each of tool should you use to solve the problem? Sparklines Wrap Text
Q15. chan Wha	You're working with columns whose width and font-size should not ged. Yet the columns are too narrow to display all the text in each of tool should you use to solve the problem? Sparklines Wrap Text Fill Handle Centered Alignment
Q15. chan Wha	You're working with columns whose width and font-size should not ged. Yet the columns are too narrow to display all the text in each of tool should you use to solve the problem? Sparklines Wrap Text Fill Handle Centered Alignment Of the four chart types listed, which works best for summarizing times
Q15. chan Wha • • • Q16. base	You're working with columns whose width and font-size should not ged. Yet the columns are too narrow to display all the text in each of tool should you use to solve the problem? Sparklines Wrap Text Fill Handle Centered Alignment Of the four chart types listed, which works best for summarizing tid data?
Q15. chan Wha • • • Q16. base	You're working with columns whose width and font-size should not ged. Yet the columns are too narrow to display all the text in each at tool should you use to solve the problem? Sparklines Wrap Text Fill Handle Centered Alignment Of the four chart types listed, which works best for summarizing tid data? pie chart

C9		* > \sqrt{x} =	SUM(C2:C8)			
4	Α	В	С	D	Е	F
1						
2			2015	2016	2017	2018
3		Grid Tie Inverters	97	149	137	115
4		Batteries	364	295	380	273
5		Solar Panels	536	742	963	642
6		Wind Harversters	466	306	323	455
7		Landscape Lighting	1,560	1,860	1,815	1,915
8		Lightbulbs	2,508	2,541	2,784	2,589
9		Total	7,546	7,909	8,419	8,007

- The AutoSum formulas refer to the column to the left of their cells.
- The AutoSum formulas exclude the bottom row of data.
- The AutoSum formulas include the year at the top of each column in the calculation. The formula bar clearly shows it's the dates (top row) included, along with the total (bottom) row. Thus, the bottom row of data is not excluded.
- The AutoSum formulas include their own cells, creating a circular reference.

Q18. The text filter in column A is designed to display only those rows where column A entry has a particular attribute. What is this attribute?

1	Α	В	С				
1	Product ID	Sales _.	Introduced				
2	7083DOM	12,286	3/7/2008				
3	6632GLO	108,245	12/8/2009				
4	4395HOL	25,501	12/20/2004				
Show rows where: Product ID begins with And Or Use ? to represent any single character Use * to represent any series of characters							
9	1014LLL	107,334	0/1/2000				
10	2644FLO	116,692	9/21/1995				
11	1182GAL	11,401	3/9/1999				
12	5831GIL	50,873	9/27/1996				

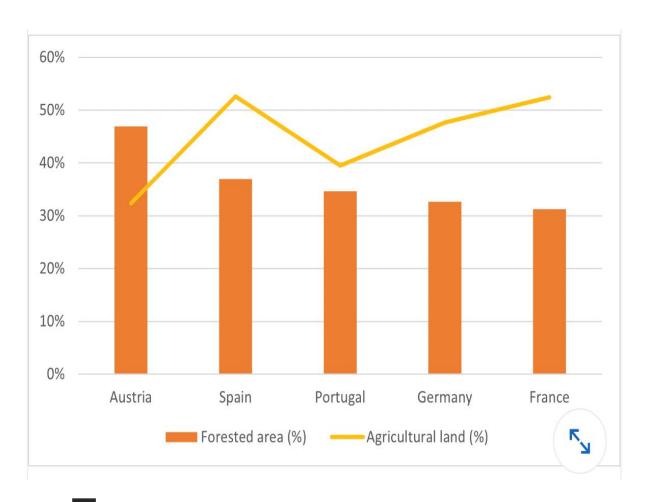
- The second character in the cell is 9.
- The number 9 appears one or more times within the cell.
- The cell is comprised of 9 characters.
- The number 9 appears once and only once within the cell.

Q19. An organization chart, which shows the hierarchy within a company or organization, is available as _ that is included with Excel.

- a 3D model
- SmartArt
- Treemap chart
- a drawing object

a drop-down list of values from which users can choose. Which feature should you use?
Protect Worksheet
Conditional Formatting
Allow Users to Edit Ranges
Data Validation
Q21. To round up a value to the nearest increment of your choice, such as the next five cents, what function should you use?
• ROUNDUP
• MAX
• ROUND
• CEILING
Q22. Which function returns the largest value amongst all values within the range H2:H30?
• =MAX(H2:H30)
• = MAXIMUM(H2:H30)
• = LARGE(H2:H30,29)
• = UPPER(H2:H30,1)
Q23. Which chart type can display two different data series as a different series type within the same chart?

Q20. You want to be able to restrict values allowed in a cell and need to create



- XY chart
- clustered column
- bubble chart
- Combo chart

Q24. In the image below, what does clicking the button indicated by the green arrow do?

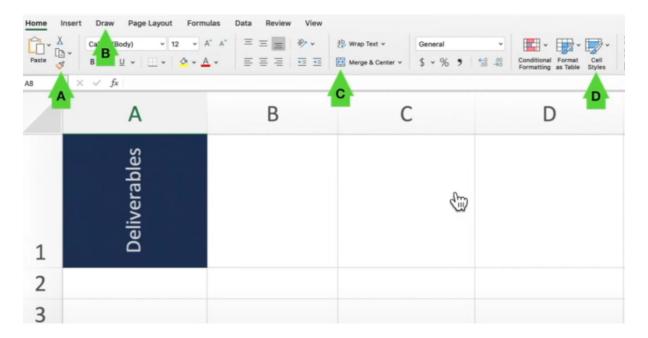
E17	× ✓ fx			
A	— A	В	С	D
1	Employee ID	Wage	Deduction	Amt Payable
2	9876	\$56,650	\$15,862.00	\$40,788.00
3	1209	\$66,700	\$18,676.00	\$48,024.00
4	4440	\$80,220	\$22,461.60	\$57,758.40
5	8161	\$43,288	\$12,120.64	\$31,167.36
6	6040	\$45,800	\$12,824.00	\$32,976.00
7	1447	\$67,500	\$18,900.00	\$48,600.00

- Hides or shows the formula bar.
- Selects all.
- Hides or shows the ribbon.
- Selects objects.

Q25. Which formula returns the value in cell A1 of the worksheet named MySheet?

- =MySheet!A1
- =MySheet_A1
- =MySheet&A1
- =MySheet@A1

Q26. In the worksheet below, you want to copy the formatting of cell A1 into cells B1:D1. Which approach (see arrows) accomplishes this the most efficiently?



- . 🔲 B
- . 🗆
- . 🔽 A
- . 🔲 D

Q27. Which formula correctly counts the number of numeric values in both B4:E4 and G4:I4?

- =COUNT(B4:E4&G4:I4)
- COUNT(B4:E4,G4:I4)
- =COUNT(B4:E4 G4:I4)
- COUNT(B4:I4)

Q28. After activating a chart, which sequence adds a trendline to the chart?

- In the Format group, select Trendline from the Insert Shapes list.
- Click outside the plot area and select Add Trendline
- Click inside the plot and select Forecast.
- Right-click a data series and select Add Trendline.

Q29. Which Excel add-in will help you find a target result by varying multiple inputs to a formula?

Goal Seek

	Power Pivot
	Data Analysis
. [Solver
	/hat tool would you use to prevent the input in a cell of a date outside a c range?
	Protect Workbook
	Watch Window
. [Data Validation
•	Filter
	hen you sort a list of numerical value into ascending or descending the value in the middle of the list is the
	mode
. [modulus
	average
. [median
Q32. W cell?	hich format setting does not change the background appearance of a
. [Cell style
	Fill color
	Pattern style
. [Font color
Q33. In	Excel, what do most formulas begin with?
	■ :
•	
Q34. Y	ou need to determine the commission earned by each Sales Rep, based

on the Sales amounts in B3:B50 and the Commission rate specified in cell A1.

You want to enter a formula in C3 and copy it down to C50. Which formula should you use?

C Α В 1 8.5% 2018 Commission **Commission Earned** 2 Sales Rep 2018 Sales 3 Jordan Hinton \$123,938.00 Lilah Douglas 4 \$5594,810.00 Karyn Reese 5 \$235,954.00 Chiquita Walsh 6 \$684,760.00 =\$A1*B3 =\$A\$1*B3 =A1*\$B3

Q35. If you start a date series by dragging down the fill handle of a single cell that contains the date 12/1/19, what will you get?

- a series of consecutive days following the initial date
- a series of days exactly one month apart
- a series of days identical to the initial date
- a series of days exactly one year apart

Q36. To discover how many cells in a range contain values that meet a single criterion, use the _ function.

- COUNT
- SUMIFS
- COUNTA
- COUNTIF

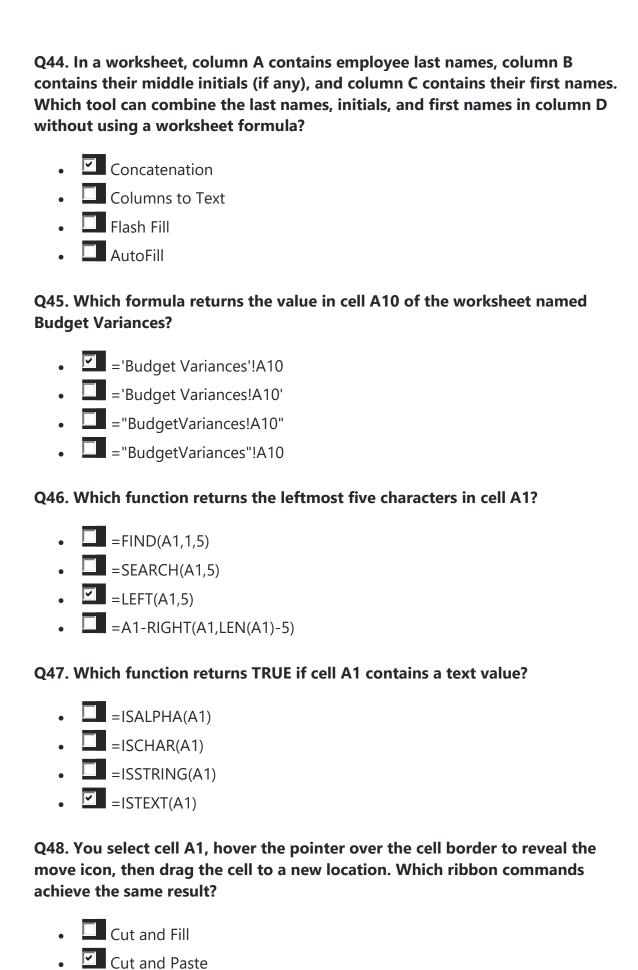
- Q37. Your worksheet has the value 27 in cell B3. What value is returned by the function = MOD (B3,6)?
 - . 4
 - . 🔲 1
 - . 🔲 5
 - . 🔽 3
- Q38. For an IF function to check whether cell B3 contains a value between 15 and 20 inclusively, what condition should you use?
 - OR(B3=>15,B3<=20)
 - AND (B3>=15,B3<=20)
 - OR(B3>15,B3<20)
 - AND(B3>15, B3<20)
- Q39. The charts below are based on the data in cells A3:G5. The chart on the right was created by copying the one on the left. Which ribbon button was clicked to change the layout of the chart on the right?



- Move Chart
- Switch Row/Column
- Quick Layout

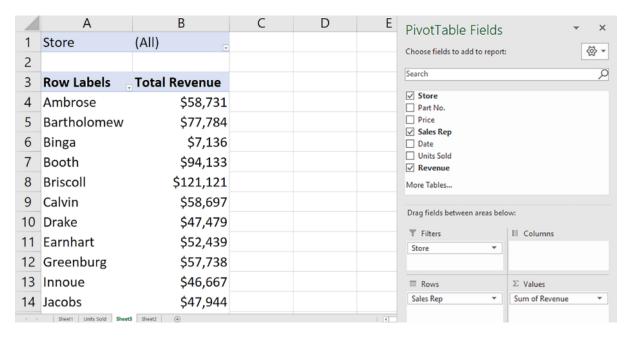
• Change Chart Type Q40. Cell A20 displays an orange background when its value is 5. Changing the value to 6 changes the background color to green. What type of formatting is applied to cell A20? Value Formatting • Cell Style Formatting • Conditional Formatting • Tabular format Q41. What does this formula do? =Sum(Sheet1:Sheet4!D18) It adds data from cell D18 of Sheet1 and cell D18 of Sheet4 It adds data from cell A1 of Sheet1 and cell D18 of sheet4 It adds all data in the range A1:D18 in Sheet1, Sheet2, Sheet3 and Sheet4 It adds data from all D18 cells in Sheet1, Sheet2, Sheet3 and Sheet4 Q42. What is the term for an expression that is entered into a worksheet cell and begins with an equal sign? function argument formula contents Q43. How does the appearance of an array formula differ from that of a standard formula? • In a worksheet cell, array formulas have a small blue triangle in the cell's upper-right corner. • A heavy border appears around the range that is occupied by the array formula. • In the formula bar, an array formula appears surrounded by curly brackets. • When a cell that contains an array formula is selected, range finders

appear on the worksheet around the formula's precedent cells.



- Copy and Transpose
- Copy and Paste

Q49. You want to add a column to the PivotTable below that shows a 5% bonus for each sales rep. That data does not exists in the original data table. How can you do this without adding more data to the table?



- Add a new PivotTable field.
- Add a calculated item
- Add a new Summarize Value By field.
- Add a calculated field.

Q50. You need to determine the commission earned by each Sales rep, based on the Sales amount in B3:B50 and the Commission rate specified in cell A1. You want to enter a formula in C3 and copy it down to C50. Which formula should you use?

1	8.5%	2018 Commission	<u> </u>	D
2	Sales Rep	2018 Sales	Commission Earned	
3	Jordan Hinton	\$123,938.00		
4	Lilah Douglas	\$594,810.00	*	
5	Karyn Reese	\$235,954.00		
6	Chiquita Walsh	\$684,760.00		
7	April Walters	\$456,125.00		
8	Chester Levine	\$412,354.00		
9	Calista Frazier	\$215,515.00		
10	Kirestin Collins	\$114,521.00		
11	Wallace Mitchell	\$874,515.00		
12	Pearl Davenport	\$965,458.00		
13	Amos Hodge	\$654,825.00		
14	Rafael Osborn	\$220,698.00		
15	Nehru Bowers	\$954,725.00		
16	Gray William	\$625,152.00		
	Bonus Inf	o Sheet1 DISCLAIME	R (+)	

- =A1*\$B3
- =A1*B3
- =\$A\$1*B3
- =\$A1*B3

Q51. The NOW() function returns the current date and time as 43740.665218. Which part of this value indicates the time?

- · 🔲 6652
- 43740.665218
- 43740
- 665218

Q52. Cell A2 contains the value 8 and cell B2 contains the value 9. What happens when cells A2 and B2 are merged and then unmerged?

- Both values are lost.
- Cell A2 contains the value 8 and cell B2 is empty.
- Cell A2 contains the value 8 and cell B2 contains the value 9.
- Cell A2 contains the value 17 and cell B2 is empty.

Q53. In the formula =VLOOKUP(A1,D1:H30,3,FALSE), the lookup value (A1) is being looked for in _.

- Column D
- columns D through H
- Column H
- Column F

Q54. An .xlsx workbook is saved into .csv format. What is preserved in the new .csv file?

- cell values only
- cell values and formats
- cell values and formulas
- cell value, formats, and formulas

Q55. Which function, when entered into cell G7, allows you to determine the sum total of annual sles for market regions 18 and greater?

A	Α	В	C	D	E	F	G
1	Representative ID Number	Avg. Call Length (Mins.)	Avg. Number of Calls	Avg. Customer Call Satisfaction Rating	Shift Code	Market Region	Annual Sales
2	58228	5.8	125.4	4.63	4	24	\$19,010
3	59536	4.1	131.7	2.69	8	10	\$17,062
4	69061	9.8	117.4	4.79	4	18	\$5,076
5	69532	8.3	66.1	2.62	8	12	\$7,095
6	70157	8.6	91.6	2.67	2	13	\$15,097
7							

- SUMIF(G2:G6,">17",F2:F6)
- =SUM(G2:G6,">=18,F2:F6)

- =SUMIF(F2:F6,">=18",G2:G6)=SUM(F2:F6,"18+",G2:G6)
- Q56. Which function, when entered into cell F2 and then dragged to cell F6, returns the performance rating text (e.g., "Good", "Poor") for each representative?

A	Α	В	С	D	E	F
1	Representative ID Number	Last Name	First Name	Annual Sales	Job Performance Evaluation	Performance Rating
2	7346524	Smith	Sandy	\$22,611	The performance rating is: Good	
3	7897721	Kim	Brian	\$14,446	The performance rating is: Average	
4	7067926	Williams	Evan	\$19,554	The performance rating is: Good	
5	7923322	Garcia	Marisella	\$11,819	The performance rating is: Poor	
6	7897822	Ang	Kelly	\$10,447	The performance rating is: Poor	

- =RIGHT(E2,LEN(E2)-27)
- =LEN(E2,MID(E2)-27)
- =LEFT(E2, LEN(E2)-27)
- =RIGHT(E2,MID(E2)-27)

Q57. What is Colors[Inventory] referring to here?

=SUMIFS(Colors[Inventory], Colors[Colors], "Orange")

- the Inventory worksheet in the Colors workbook
- Inventory column in the Colors table
- The Colors worksheet in the Inventory workbook
- the named range Colors[Inventory], which does not use Format as Table Feature

Table[Column] can be used instead of cell references (C2:C7). Reference

Q58. Which VLOOKUP function, when entered into cell L2 and then dragged to cell L5, returns the average number of calls for the representative IDs listed in column J?

A	Α	В	С	1	J	K	L
1	Representative ID Number	Avg. Call Length (Mins.)	Avg. Number of Calls		Representative ID Number	Hire Date	Avg. Number of Calls
2	41186	9.3	139.2		44389	9/29/19	
3	41888	6.1	132.4		41888	9/24/19	
4	42434	7.5	129.5		42886	6/10/15	
5	42886	8.3	136.0		41186	11/17/19	
6	43027	4.9	126.9				
7	44389	7.0	108.8				

- =VLOOKUP(A2,J2:L5,1,FALSE)
- =VL00KUP(J2,A\$2:C\$7,1,FALSE)
- =VLOOKUP(J2,A\$2:C\$7,3,FALSE)
- =VLOOKUP(J2,A2:C7,3,FALSE)

because we are interested in the value of the 3rd column of the table

Q59. Which formula calculates the total value of a single row of cells across a range of columns?

- = SUBTOTAL(C1:Y15)
- SUM(15L:15Z)
- SUM(C15:Y15)
- =SUM(C11:C35)

the sum of columns C to Y for the same row 15

Q60. Which value is returned when you enter =LEN(C3) into cell F3?

1	Α	В	C	D	E	F
1	Representative ID Number	Last Name	First Name	Avg. Customer Call Satisfaction Rating	Job Performance Evaluation	
2	7158626	Jones	Mac	1.14	The performance rating is: "2"	
3	7346524	Smith	Sandy	3.15	The performance rating is: "7"	
4	7067926	Williams	Evan	2.50	The performance rating is: "4"	
5	7684222	Brown	Kim	2.51	The performance rating is: "7"	
6	7518924	Ngyuen	My	3.83	The performance rating is: "4"	

- . 🗖 🗸
- . **I**
- . 🔲 3
- . 💷 2

Q61. How can you create the lower table from the top one when the tables are not linked?

1	Α	В	C	D	Е
1					
2					
3	Sales	Jan-18	Feb-18	Mar-18	Apr-18
4	France	1,525	1,925	1,447	1,485
5	Spain	985	1,622	1,291	990
6	UK	629	700	1,246	720
7	Portugal	875	1,302	940	1,960
8					
9			- 11		
10					
11					
12	Sales	France	Spain	UK	Portugal
13	Jan-18	1,525	985	629	875
14	Feb-18	1,925	1,622	700	1,302
15	Mar-18	1,447	1,291	1,246	940
16	Apr-18	1,485	990	720	1,960

- Select Paste Special > Values.
- Select Paste Special > Transpose.
- Use the TRANSPOSE function
- Click Switch Rows & Columns

because it needs to be transposed without creating a reference

Q62. Which function returns the number of characters in a text string in cell A1?

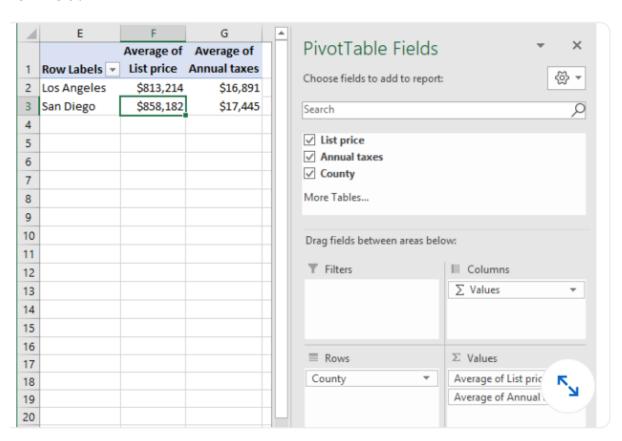
- =RIGHT(A1)-LEFT(A1)+1
- =LEN(A1)
- =EXACT(A1)
- = CHARS(A1)

Q63. Which formula, when entered into cell D2 and then dragged to cell D6, calculates the average total number of minutes spent on phone calls for each representative?

	A	В	C	D	E
1	Representative ID Number	Avg. Call Length (Mins.)	Avg. Number of Calls	Avg. Total Number of Mins. Spent on Calls	Avg. Customer Call Satisfaction Rating
2	63408	6.8	132.9		4.77
3	62586	9.0	141.5		1.20
4	54742	7.0	86.6		4.71
5	68022	9.3	55.8		4.90
6	62848	8.3	90.1		4.95

- =B\$2*C\$2
- =\$C\$2/\$B\$2
- =C2/B2
- =B2*C2

Q64. The PivotTable below has one row field and two column fields. How can you pivot this table to show the column fields as subtotals of each value in the row field?



• On the PivotTable itself, drag each Average field into the row fields area.

- Right-click a cell in the PivotTable and select PivotTable Options > Classic PivotTable layout.
- In the PivotTable Fields pane, drag Sum Values from the Columns section to a location below the field in the Rows section.
- In the PivotTable Fields pane, drag each field from the Sum Values section to the Rows section.

Reference

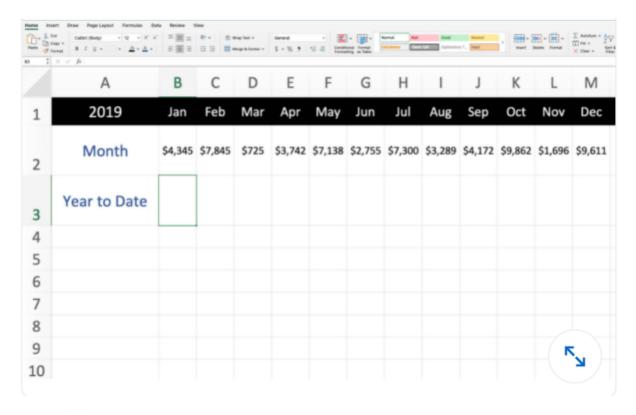
Q65. Which Excel feature allows you to hide rows or columns with an easily visible expand/collapse?



Country	Life expectancy
MLaos	67.6
M China	76.7
WVietnam	75.3
W Cambodia	69.6
MNew Zealan	d 81.9
Mongolia	69.7
MBrunei	75.7

- grouping
- filtering
- Iniding
- **u** cut and paste

Q66. Monthly revenues of 2019 are entered in B2:M2, as shown below, To get year-to-date running total revenues, what formula should you enter in B3 and autofill through M3?



- =SUMIF(\$B\$2:\$M\$2,"COLUMN(\$B\$2:\$M\$2)<=COLUMN())")
- SUM(\$B2:B2)
- =SUM(OFFSET(\$A1,0,0,1,COLUMN()))
- □ =B2+B3

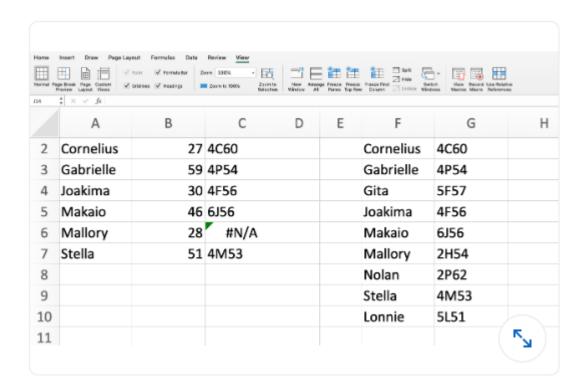
we are calculating the running total here

Q67. From which field list was the pivotTalble created?

(missing screenshot)

- Tows:event, donor / values: Sum of amount
- Columns: event / row:donor / values: Sum of amount
- I rows:donor, event / values: Sum of amount
- filter: event / row:donor / values: Sum of amount

Q68. In the worksheet shown below, cell C6 contains the formula=VLOOKUP(A6,\$F\$2:\$G\$10,2,FALSE). What is the most likely reason that #N/A is returned in cell C6 instead of mallory's ID (2H54)



- The absolute/relative cell references in the formula are wrong
- Cell A6 is not actualy text its a formula that need to be copied and pasted as a value
- Column C in the lookup range is not sorted properly
- A trailing space probably exist in cell A6 or F7

Q69. What is the difference between pressing the delete key and using the clear command in the Home tab's Editing group?

- deletes removes the entire column or row. Clear removes the content from the column or row
- deletes removes formulas, values and hyperlinks. clear removes formulas, values, hyperlinks, formats, comments and notes
- Delete removes the cell itself, shifting cells either up or to the left. Clear removes content and properties but does not muves cells
- Delete removes formulas and values. clear removes formulas, values, hyperlinks, formats, comments and notes

Q70. What is the intersection of a worksheet row and column?

- cell
- selection

- element
- Scalar

Q71. In this PivotTable, the continuous variable weight is shown in the Row field. Another continuous variable is in the Sum Values field. It is important to reduce a long list of body weights to a smaller set of weight categories. How do you do this?

1	A	8	C	D		E
1	Weight	Height				
2	164	67		Row Labels	7	Average of Height
3	180	64		103-112		68.3
4	118	66		113-122		63.5
5	123	66		123-132		66.4
6	147	66		133-142		67.0
7	131	75		143-152		70.0
8	103	67		163-172		64.0
9	191	71		173-182		69.0
0	145	66		183-192		73.3
1	195	71		193-202		71.0
2	130	60		Grand Total		68.1
13	123	69				
4	119	61				
5	151	76				
6	105	70				
17	123	60				
8	132	60				
19	183	76				
20	191	73				
21	136	67				
22	109	75				
23	179	76				
24	147	66				

- Use weight as a filter field as well as a row field in the PivotTable.
- Use IF() to show weight by categories instead of by pounds.
- Click the *Row Labels* arrow and select *Group*.
- Right-click any row field value in the PivotTable and select *Group*.

Q72. How can you drill down into a PivotTable to show details?

- Select the cell into which you want to drill down, right-click, and select *Show Summary*.
- Select the cell into which you want to drill down, right-click and select *Drill-down*.
- Select the cell into which you want to drill down and double-click.

• Select the cell into which you want to drill down, right-click and select *Show Details > Summary Page*

Q73. To ensure the VLOOKUP function returns the value of an exact match, what do you need to enter into the Range_lookup field?

Function Arguments	?	\times
VLOOKUP		
Lookup_value	<u>★</u> = any	
Table_array	1 = number	
Col_index_num	1 ■ number	
Range_lookup	↑ = logical	
	= n of a table, and then returns a value in the same row from a colu	ımn yo
ooks for a value in the leftmost columpecify. By default, the table must be s	= n of a table, and then returns a value in the same row from a colu	
ooks for a value in the leftmost colum pecify. By default, the table must be s Lookup_value	= n of a table, and then returns a value in the same row from a colu orted in an ascending order. is the value to be found in the first column of the table, and cal	
ooks for a value in the leftmost colum pecify. By default, the table must be s	= n of a table, and then returns a value in the same row from a colu orted in an ascending order. is the value to be found in the first column of the table, and cal	

- . \Box 0
- . 🗖 1
- FALSE
- TRUE

Q74. Cell D2 contains the formula =B2-C2. What is the fastest way to copy that formula into cells D3:D501 (the bottom of the data set)?

	Α	В	С	D	Е
1	ID	Wage	Deduction	Amt Payable	
2	8787	\$66,700	\$18,676.00	\$48,024.00	
3	7487	\$80,220	\$22,461.60		
4	9337	\$43,288	\$12,120.64		
5	1851	\$45,800	\$12,824.00		
6	6979	\$67,500	\$18,900.00		
7	9630	\$112,400	\$31,472.00		
					K

- Right-click D2 and select *Fill Down*.
- Click D2's fill handle and drag it down to D501.
- On the ribbon's *Data* tab, select *Flash fill*.
- Double-click D2's fill handle.

Q75. This data needs to be sorted by Group, then by Last Name, then by First Name. How do you accomplish this?

	Α	В	С	D	E	F	G
1							
2		First Name	Last Name	Group			
3		Maria	Garrett	Α			
4		Quincy	Rose	В			
5		Mike	Blankenship	Α			
6		Marisa	Powell	Α			
7		Octavius	Costas	В			
8		Wolfgang	Ruskin	В			
9		Theo	La Croix	В			
10		Christina	Lowe	Α			
11		Sakura	Price	В			
12		Во	Andrews	Α			
13		Ryan	Qiang	Α			
14							K

. **D**A

- 1. Rearrange the columns in this order: Group, Last Name, First Name.
- 2. Right-click any of the headers.
- 3. Select Sort All.
- . 🔲 B
- 1. Select any cell in the dataset.
- 2. In the Data tab, click the Sort button.
- 3. Add two levels to the default level.
- 4. Populate the Sort-by fields in this order: Group, Last Name, First Name.
- . 🗹 c
- 1. Highlight the entire dataset.
- 2. In the *Data* tab, click the *Sort* button. The headers appear.
- 3. Drag the headers into this order: Group, Last Name, First Name.
- . 🗆 D
- 1. Select a cell in the Group column, then sort.

- 2. Select a cell in the Last Name column, then sort.
- 3. Select a cell in the FIrst Name column, then sort.

Q76. How can you use Format Painter to apply the format of a single source cell to several nonadjacent destination cells?

.

- i. Right-click the source cell.
- ii. Click the Format Painter.
- iii. Right-click each destination cell.
- iv. Press Esc.

. 🔲 B

- i. Ctrl-click (Windows) or Command-click (Mac) each destination cell to select it.
- ii. Click the Format Painter.
- iii. Click the source cell.

• C

- i. Select the source cell.
- ii. Double-click the Format Painter.
- iii. Click each destination cell.
- iv. Press Esc.

. 🗖 D

- i. Select the source cell.
- ii. Right-click the Format Painter.
- iii. Click each destination cell.
- iv. Press Esc.

Q77. Which is a valid Excel formula?

- =(A5+B5)*B7
- =A3-7(B3:B5+4)
- =(A5+B5)B7
- =B3^[2*/3]

Q78. Columns D, E, and F are hidden in your worksheet. What is one way to unhide these columns?
 Select column G, then right-click and select Unhide. Select column C, then right-click and select Unhide. On the Page Layout tab, in the Rows and Columns section, select Unhide. Click and drag to select columns C and G, then right-click and select Unhide.
Q79. Before publishing a document, you want to identify issues that may make it difficult for people with disabilities to read. Which feature should you use?
 Check Accessibility Check Compatibility Protect Document Inspect Document
Q80. How do you remove the background of an inserted image?
 Select the image and, on the Picture Tools Format tab, use the Compress Picture feature. Select the image and, on the Design tab, use the Format Background feature. On the Drawing Tools Format tab, select Graphics Fill > Remove Background. Select the image and, on the Picture Tools Format tab, click the Remove Background button.
Q81. What is the result of the formula =4&3?
 ■ 43 ■ 12 ■ #VALUE! ■ 7
Q82. How do you remove everything (values, formatting, etc.) from a cell?
 Select the cell. On the Home tab, click Clear. Select the cell and press Delete. Right-click the cell and select Delete.

• Select the cell. On the Home tab, click Clear > Clear All.

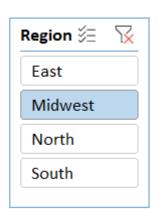
Q83. What is the difference between a workbook and a worksheet?

- An Excel file is a workbook. A workbook contains one or more worksheets.
- Nothing-these two terms mean the same thing.
- A workbook contains only data. A worksheet contains both data and formulas.
- An Excel file is a worksheet. A worksheet contains one or more workbooks.

Q84. How would you connect the slicer to both PivotTables?

Months	▼ Sales
Jun	\$ 169
Sep	\$ 1,945
Dec	\$ 1,113
Grand Total	\$3,227
Product type	- Sales

Product type ▼ Sales				
computers	\$ 3	3,058		
paper	\$	169		
Grand Total	\$3	,227		



- You cannot use one slicer for two PivotTables.
- Right-click the slicer and select Slicer Settings.
- Merge the two PivotTables, right-click the merged PivotTable, and select Combine Slicer.
- Right-click the slicer and select Report Connections, or click Report Connections on the Slicer tab.

https://sfmagazine.com/post-entry/may-2020-excel-sharing-a-pivot-table-slicer-between-multiple-data-sets/

Q85. Which formula contains a valid absolute reference?

- =B7*\$G\$3
- \Box = (B7)*G3
- =B7*\$[G3]

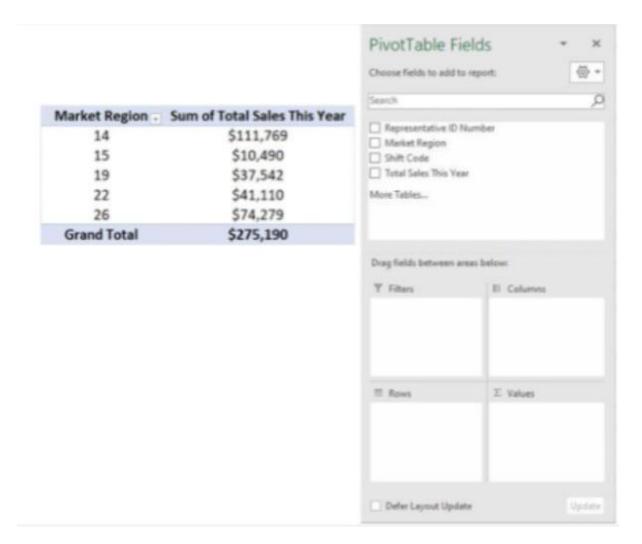
■ =B7\$*G3

Q86. What happens if you use the AutoSum button in cell H4?

1	A	В	C	D	E	F	G	Н
1			2019	Sales Re	port			
2								
3	Name	January	February	March	April	May	June	Totals
4	Fitzpatrick	\$2,185.00	\$1,345.00	\$2,547.00	\$2,566.00	\$2,940.00	\$1,588.00	
5	Granger	\$2,560.00	\$1,394.00	\$2,006.00	\$3,070.00	\$2,425.00	\$1,265.00	
6	Grice	\$2,079.00	\$2,653.00	\$1,769.00	\$2,025.00	\$1,601.00	\$3,188.00	
7	Conley	\$1,718.00	\$2,332.00	\$1,647.00	\$3,004.00	\$2,052.00	\$1,547.00	
8	Mccoy	\$1,576.00	\$2,301.00	\$3,163.00	\$2,839.00	\$3,130.00	\$ 2,506.00	
9								
10								
11								
12								

- AutoSum shows the total in the bottom-right of the page
- AutoSum will total the numbers in cells B4:G8
- AutoSum will total the numbers in cells B4:G4
- AutoSum will return a **#VALUE!** error.

Q87. To create this PivotTable, drag the _ field to the Rows area and the _ field to the Values area?



- Total Sales This Year; Total Sales This Year
- Total Sales This Year; Market Region
- Representative ID Number; Total Sales This Year
- Market Region; Total Sales This Year

Q88. Cell A1 contains the number 3. Which formula returns the text Apple?

- =SELECT(A1, "Banana", "Orange", "Apple", "Mango")
- CHOOSE(A1, "Banana", "Orange", "Apple", "Mango")
- CHOOSE(A1, "Banana", "Orange", "Apple", "Mango")
- =MATCH(A1,{"Banana","Orange","Apple","Mango"})

Q89. Which value is calculated when the formula =AVERAGE(G2:G6)/AVERAGE(C2:C6) is entered into cell H7?

4	A	В	C	D	E	F	G	Н
1	Representative ID Number	Avg. Call Length (Mins.)	Avg. Number of Calls	Avg. Customer Call Satisfaction Rating	Shift Code	Market Region	Annual Sales	
2	68022	9.3	55.8	4.90	7	21	\$12,336	
3	73465	6.1	66.5	1.14	10	14	\$27,678	
4	45296	5.0	78.8	1.70	3	24	\$17,907	
5	62047	6.7	71.7	4.85	7	12	\$5,076	
6	69061	9.8	117.4	4.79	4	18	\$26,942	
7	Averages:	7.4	78.0	3.48			\$17,988	

- average number of minutes per call
- average annual sales per minute
- average number sales
- average annual sales per call

Q90. How would you search an entire workbook with Find & Select?

- On the **Home** tab, click **Find & Select > Find > Options** (Windows) or **Find & Select > Find** (Mac). Change the **Within** drop-down to **Workbook**.
- On the **Home** tab, click **Find & Select > Find > Options** (Windows) or **Find & Select > Find** (Mac). Change the **Look in** drop-down to **Workbook**.
- On the **Home** tab, click **Find & Select > Find > Options** (Windows) or **Find & Select > Find** (Mac). Change the **Search** drop-down to **All**.
- You cannot search an entire workbook you must search the worksheets individually.

Q91. How do you create a heatmap in a table, such as this one, which is responsive to the values?

d	A	В	C	D	E
1					
2	Arrivals	Q1	Q2	Q3	Q4
3	Land	5,000	3,000	4,000	6,000
4	Air	4,000	3,000	4,000	5,000
5	Sea	1,000	0	1,000	3,000

- I map chart
- Color scales (within conditional formatting)
- manual highlighting
- data bars (within conditional formatting)

Q92. To split text across cells without using Merge & Center, click Formt Cells. The, on $\ast\ast$

Alignment** tab, click**_**.

- Text control > Merge cells
- Horizontal > Center across selection
- Data tab > Text to columns

Q93. In the worksheet below, what do the symbols in rows 4, 6, 7, and 11 indicate?

F15 💠	× ✓ fx				
	Α	В	С	D	
2	Monday, January 27, 2014				
3	Friday, October 17, 2014				
4	#######################################				
5	Thursday, June 27, 2013				
6	#######################################				
7	#######################################				
8	Tuesday, October 31, 2017				
9	Tuesday, April 2, 2019				
10	Monday, May 6, 1991				
11	#######################################				
12	Friday, May 19, 2017				

- The dates are erroneous, such as October 39, 2015.
- The columns aren't wide enough to show the full date.
- The time are incorrectly formatted as dates.
- The text is incorrectly formatted as dates.

Q94. You are determining % growth by dividing Growth by Sales. Which Excel function would you use to avoid #DIV/0! errors?

201	A	В	C	D
1				
2	Person	Sales Gr	owth 9	growth
3	James	24	1	4%
4	Sokhorn	59	3	5%
5	John	0	3	#DIV/0!
6	Jane	71	2	3%
7	Sopheak	0	3	#DIV/01

- IFERROR
- ROUND
- ISERROR
- DIVIDE

Q95. You have a worksheet in Excel that will print as 10 pages. How can you ensure that the header row is printed at the top of each page?

- Use Print Titles on the Page Layout tab.
- Use Page Setup from the Backstage View.
- Use Freeze Panes on the View tab.
- Format your data as a table; the header prints automatically.

https://support.microsoft.com/en-us/office/print-headings-or-titles-on-every-page-96719bd4-b93e-4237-8f97-d2cabb1b196a

Q96. Which value is returned when you enter this function into cell G2? =IF(SUM(F2:F6)>12, "Too Many Tardy Days", "No Tardiness Issue")

4	А	В	С	D	E	F	G	
1	Shift Code	Representative ID Number	Date of Birth	Hire Date	Days Absent	Days Tardy	Note	
2	3	60689	9/23/80	3/8/19	2	0		
3	2	61218	8/22/89	4/25/17	0	0		
4	10	61985	9/18/79	12/21/17	1	3		
5	7	62047	3/4/71	10/19/15	7	6		
6	6	62443	8/21/99	5/3/19	0	3		

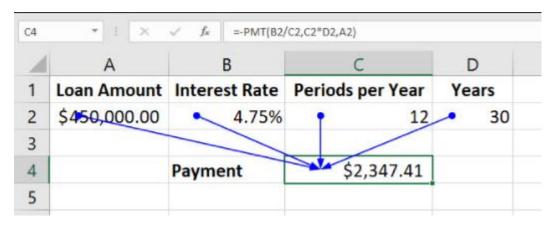
- Too Many Tardy Days
- **I**#NUM!
- No Tardiness Issue
- #REF!

0 + 0 + 3 + 6 + 3 = 12. The formula only dislays "Too Many Tardy Days" when it is more than 12.

Q97. What ribbon command on the Home tab can you use to change a cell's fill color automatically, based on the value of the cell?

- Conditional Formatting
- Format
- Cell Styles
- 🔲 Fill

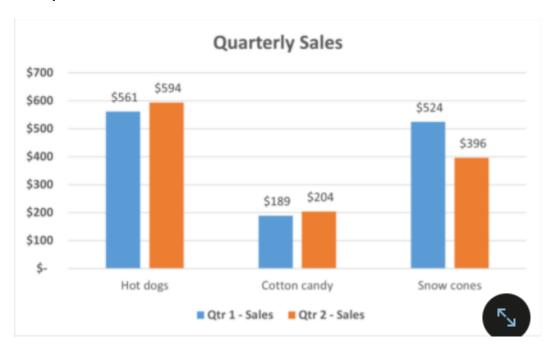
Q98. In this worksheet, how are cells A2:D2 related to cell C4?



• Cells A2:D2 are comments relating to the formula in cell C4.

- Cells A2:D2 are the source of an error in the formula in cell C4.
- Cells A2:D2 are precedents of the formula in cell C4.
- Cells A2:D2 are dependents of the formula in cell C4.

Q99. What is the name given to the numbers in or above each bar in a column chart, as shown?



- data table
- data numbers
- data labels
- data values

Q100. Which chart type provides the best visual display of the relationship between two numeric variables?

- radar chart
- box and whisker chart
- XY scatter chart
- Combo chart

Q101. To ensure that a collection of shapes are evenly spaced apart from left to right, select the shapes, click Page Layout > Align, and then click _.

Distribute Horizontally

•	Align Center
•	Distribute Vertically
•	Align Middle
Q102.	A file extension of .xlsm indicates what type of workbook?
•	macro-enabled workbook
•	XML-standard workbook
•	Excel 2003 workbook
•	workbook where macros are not allowed
	How do you remove only the conditional formatting from a cell and all other formatting intact?
	This is not possible-you can remove only all formatting from a cell.
	Select the cell. On the Home tab, click Conditional Formatting > Clear Rules > Clear Rules from Selected Cells.
•	Right-click the cell and select Delete Conditional Formatting.
•	Right-click the cell and select Remove Conditional Formatting.
	If a range name is used in a formula and the name is deleted, what ns to the formula?
• [The formula display a warning but the actual cell address is substituted for the deleted name.
•	The formula becomes invalid and displays a #NAME? error.
•	The actual cell addresses replace the original range name in the formula.
•	The formula becomes invalid and displays a #N/A error
Referer	<u>nce</u>
	You want to restrict the values entered in a cell to a specified set, such as kip, Jump. Which type of data validation should you use?
	input range
. [☑ list
	custom
	database

<u>reference</u>

Q106. You want to find the second-largest invoice in a column containing all the invoices in a given month. What function would you use?

- NEXT
- **MAX**
- LARGE
- MATCH

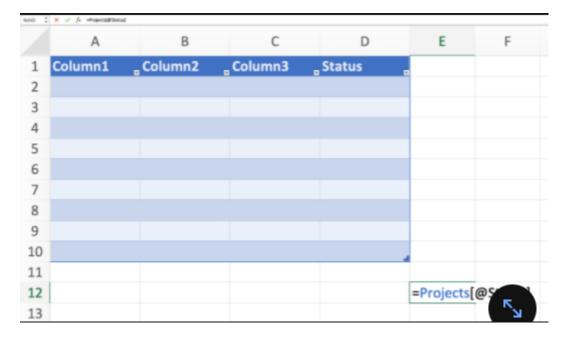
Q107. How can you see the data in column E?

1	A	В	С	D	E	F
1	First	Last	Address	City	Income	
2	Heather	Bodiford	4263 Marion Street	Shelburne	*******	
3	Roderick	Mccombs	3282 Ersel Street	Dallas	ununun	
4	Linda	Fisher	1262 Bird Spring Lane	Houston	ununun	
5	Faye	Malone	1135 Brownton Road	Parker	***************************************	
6	Eduardo	Matheson	2539 Grand Avenue	Orlando	ununun	
7	Julie	Parker	2062 Breezewood Court	Hutchinson	ununun	
8	Ramon	Weaver	3658 Snyder Avenue	Charlotte	ununun	
9	Edith	Gabaldon	1940 Watson Lane	Runge	******	
10	Robert	Hansel	4929 Red Bud Lane	Teterboro	ununun	
11	Wendy	Austin	2787 Patterson Road	Queens	******	
12	Joanne	Pulido	3773 Mount Tabor	New York	*******	

- Close the workbook without saving and reopen it.
- Turn off conditional formatting.
- On the Home tab of the ribbon, select Fit to Column.
- Expand the width of its column.

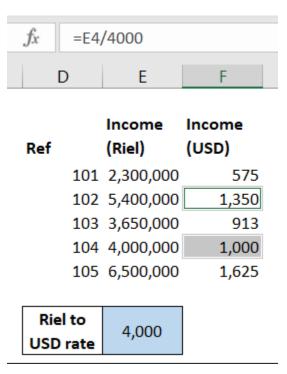
Q108. In the worksheet below, a table called Projects extends from cell A1 to D10. Cell D1 contains the text Status. Cell E12 contains the formula

=Projects[@Status]. What does this formula return?



- #VALUE!
- a blank cell
- #REF!
- . 🔲 0

Q109. Which Excel feature allows you to select all cells in the column with inconsistent formulas compared to the rest of the column?



• On the Home tab, click Go To > Special > Column differences.

- On the Formulas tab, click Trace precedents.
 On the Formulas tab, click Trace errors.
- On the Formulas tab, click show formulas

Q110. What is one way to center text in a cell?

- Right-click the cell and select **Center** (Windows) or **Center Text** (Mac).
- Select the cell and, on the **View** tab in the **Cells** section, click **Alignment** and select **Center** (Windows) or **Center Text** (Mac).
- Select the cell and, on the **Home** tab in the **Alignment** section, click **Center** (Windows) or **Center Text** (Mac).
- Change the width of the cell until the **text** is centered.

Reference

Q111. Cell D1 contains the value 7.877. You want cell D1 to display the value as 7.9 but keep the original number in calculations. How can you accomplish this?

- Click the **Decrease Decimal** button once.
- Click the **Decrease Decimal** button twice.
- Use the ROUND() function.
- In the Cells group on the Home tab, click Format > Format Cells. Then click the Alignment tab and select Right Indent.

Reference

Q112. Given the image below, what happens if you type "P" in cell A6?

	А	В
1	Salesperson	
2	Jones	
3	Perez	
4	Lee	
5	Morgan	
6		
7		

• The word "Perez" appears and immediately the active cell moves down.

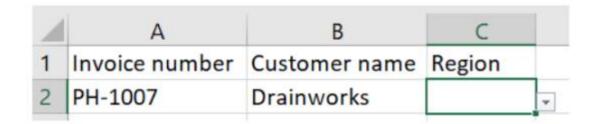
• The word "Perez" appears and the active cell remains in Edit mode.
 A pop-up list appears with the previous four names.
• The letter "P" appears.
Q113. To insert a new column to the left of a specific column, right-click the header containing the column's letter and select
Insert Column

 Paste Special Insert
Insert Column Left
<u>Reference</u>
Q114. Your transactions data set contains more than 10,000 rows. Some rows contain the same transaction. How would you remove the rows containing the identical transactions?
 Filter the relevant column, right-click the column head, and select Remove Duplicates.
This is possible only with Power Query.
• With the data selected, on the Data tab click Remove Duplicates .
This is possible only using formulas.
<u>Reference</u>
Q115. A colleague shared an excel file with you, and you want to display a worksheet that is hidden in it. How you can do that?
• On the Home tab, click Unhide .
 On the Review tab, click Unhide Sheet.
On the View tab, click New Window .
• Right-click on any worksheet tab and select Unhide
<u>Reference</u>
Q116. You have a column of dog breeds that are in all capital letters. What function would you use to convert those dog breeds so that only the first letter

of each word is capitalized?

- Sentence
- Upper
- Titlecase
- Proper

Q117. In cell C2, how would you limit the user to choosing one of the company's five regions(East, Central, North, South, West)?



- Use reference tabs to create a drop-down list
- Use a PivotTable slicer to create a drop-down list
- Insert a table in the data to create a drop-down list
- Use data validation to create a drop-down list

Q118. To calculate gross pay, hours are multiplied by the hourly rate. What formula would you put in cell C4 to then able to copy that cell down to the rest of the column

4	Α	В	С
1	Hourly rate:	\$ 11.50	
2			
3	Name	Hours	Gross pay
4	Cobb, Tiffany	26	
5	Cooley, Amaya	37	
6	Glover, Kamron	36	
7	Hayes, Addisyn	28	
8	Jenkins, Case	30	
9	Jimenez, Chenglei	30	
10	Medina, Karley	31	
11	Mercer, Autumn	20	
12	Molina, Deven	33	
13	Myers, Damien	31	
14	Odonnell, Giselle	39	
15	Pace, Bradley	40	
16	Parsons, Makhi	35	
17	Rowe, Catalina	33	
18	Rowland, August	20	
19	Schultz, Sawyer	30	

- =B1*\$B\$4
 =\$B1*B4
 =B1*B4
 =\$B\$1*B4

Q119. What do blue row numbers indicate?



- The cells are selected/highlighted
- Excel's options have been changed
- Certain rows in the data set are hidden
- A filter is applied

<u>Reference</u>

Q120. Based on the data in columns D,G,H, and K below, what formula will calculate the average compensation for full-time employees who have a job rating of 5?

46	D	E	F	G	н	1	K
1	Status	Hire Date	Years	Compensation Job	Rating		
2	Hourly	1/29/2000	18	47,100	3		Full Time
3	Full Time	5/31/2015	3	96,140	2		
4	Contract	8/4/2012	6	69,350	5		
5	Half-Time	7/22/1998	20	61,770	4		
6	Full Time	6/11/2006	12	58,810	1		
7	Half-Time	1/22/1999	19	40,190	1		
8	Half-Time	11/8/2010	8	23,410	3		
9	Full Time	11/3/2011	7	65,140	4		
10	Hourly	4/9/2017	1	14,040	4		
11	Full Time	4/8/2005	13	112,600	2		
12	Full Time	7/4/2004	14	80,300	1		
13	Full Time	10/26/2009	9	120,630	4		
14	Full Time	1/25/2008	10	98,790	4		
15	Full Time	1/14/2000	18	105 280	5		

- =AVERAGEIF(D:D,K2,H:H,5,G:G)
- =AVERAGEIF(G:G,D:D,K2,H:H,5)
- = averageifs(K2,H:H,5,G:G)
- =AVERAGEIFS(G:G,D:D,K2,H:H,5)

Q121. Which feature enables you to quickly sort and reduce data to a subset?

- data validation
- conditional formatting
- advanced sort
- Filters

Q122. You have a formula in cell A1. You want to display that formula in cell B1. What function can you use in cell B1?

- TEXT
- FORMULATEXT
- ISFORMULA
- ISTEXT

Q123. You want to remove the unprintable characters and unnecessary spaces from column A. What formula would you put into cell B2 to copy down to the rest of the column?

1	A	В
1	Location	Location (revised)
2	Sarasota (Branch #14)27272	Sarasota (Branch #14)
3	Kenmore (Branch #17)22222	Kenmore (Branch #17)
4	Canton (Branch #9)22222	Canton (Branch #9)
5	Fairbanks (Branch #1)22222	Fairbanks (Branch #1)
6	White Bear Lake (Branch #22)??????	White Bear Lake (Branch #22)
7	Mahtomedi (Branch #8)22222	Mahtomedi (Branch #8)

- =ERROR.TYPE(A2)
- =CLEAN(TRIM(A2))
- CHOOSE(A2)
- =TRIM(A2)

Q114. What is the output of the formula =(8+2*3)/7?

- . 13
- **I** 7
- . 🗖 11
- . 🔲 15

Q115. The amount of sales tax on each sale is calculated as the selling price times the quantity sold times the sales tax rate. What formula would you use in celle E4 to then be able ro copy that cell to the rest of the column?

(missing screenshot)

- **□** =C4*D4*\$B\$1
- C4*D4)*B1
- C4*D4*B1
- \Box = C4*D4(*B1)

Q116. Which is not a way to edit a formula in a cell?

- Press F2.
- Select the cell and then click in the formula bar.
- Double-click the cell

• Right-click the cell and select **Edit** Q117. What dows this formula do? =SUM(Sheet1:Sheet4!D18) It adds data form all D18 cells in Sheet1, Sheet2, Sheet3, Sheet4 It adds data from cell D18 of Sheet1 and cell D18 of Sheet4 It adds alla data in the range A1:D18 in Sheet1,Shee2, Shee3, and Sheet4 It adds data from cell A1 of Sheet1 and cell D18 of Sheet4 Q118. You realize that you named a table Quraters and you want to correct it to be Quarters. How could you accomplish this? • On the Table Design tab (Windows) or Table tab (Mac), rename the table in the Table Name box. • Copy the table to another worksheet and rename it Quarters. • Right click in the table and select Rename. • On the Table Design tab (Windows) or Table tab (Mac), click Name Manager. Q119. Which function is best used to look up and retrieve data from a specific row in a table? HLOOKUP • MATCH ✓ VLOOKUP ADDRESS Q120. When you provide alt text for an image, what type of control are you including? password protection presentation

Reference

lavout

accessibility

Q121. Which tool provides the easiest way to create and insert an organizational chart into a presentation? • Charts • 3D Models • Shapes • SmartArt Reference%2C%20and%20then%20click%20OK.) Q122. You are creating a slide that shows annual rainfall in different regions of **Europe. What chart type would most effectively communicate that relationship?** • line chart • scatter chart • Die chart • map chart O123. Column A contains a list of book titles. To ensure that no book title appears more than once, first you select column A. What should you do next? • Right-click the column head and select Unique • On the **Home** ribbon, click **Clear > Duplicates** • On the **Data** ribbon, click **Remove Duplicates** • On the **Data** ribbon, click **Data Validation Q124. You want to copy only the cells that are displayed here - not the hidden cells - into another worksheet. After selecting the cells in the worksheet, how do you accomplish this? • On the View tab, select Visible cells only, Paste into the destination

• On the Home tab, clear the Hidden cells check box. Paste into the

• Copy the cells. Then in the destination worksheet, click Paste special >

• On the Home tab, click Find & Select > Go to special > Visible cells only.

destination worksheet

Paste only visible cells

Paste into the destination worksheet

Q125. You want to define a reusable process to reshape data (removing blank rows, merging columns, etc.). What toold can you use to accomplush this?
• Power Query
Data Analysis
Power Pivot
Data Modeler
Q126. You want to be able restrict values allowed in a cell and need to create a drop-down list of values from which users can choose. Which feature should you use?
Project Worksheet
Data validation
Conditional Formatting
Allow Users to Edit Ranges
Q127. Which situation will result in a #REF! error?
The cell referenced in the error message has been deleted
 A nonnumeric agument is used in a function when a numeric value is expected
A required operator is omitted in a formula
The formula contains an undefined range
Q128. Which feature allows formatting to be automatically added to new columns and rows?
AutoFormat
• Conditional formatting
• Format as Table
• PivotTable