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Microsoft

77-427 PRACTICE EXAM

Microsoft Excel 2013 Expert Part 1

Product Questions: 62

Question: 1

HOTSPOT

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You want to insert a signature line that specifies the individual who must sign. Mark the option that you will choose to accomplish the task.



Answer:



Question: 2

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.

Answer: D

Explanation:

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.

Question: 3

Rick works as an Office Assistant for Tech Perfect Inc. The company has a Windows-based network. Rick is creating a project through Microsoft Excel 2013. The project on which he is working has 98 project tasks and 57 team members. Rick wants to check the progress of his project quickly and easily. Which of the following will Rick use to accomplish the task?

- A. Gantt Chart Template
- B. Form control
- C. Trust Center
- D. Accounting template

Answer: A

Explanation:

The Gantt Chart Template Deluxe Edition for Excel is used to generate quick and easy Gantt charts that define the progress of a user's projects containing up to 100 project tasks and team members. Answer option B 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 D 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 C is incorrect. Trust Center is where a user can find security and privacy settings for Microsoft Office 2013 programs.

Question: 4

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You want to quickly filter data in a PivotTable report without opening drop-down lists to find the items that you want to filter. For this purpose, you are required to use a slicer. Which of the following are the ways that you can use to accomplish the task? Each correct answer represents a complete solution. Choose all that apply.

- A. Create a copy of a slicer connected with the PivotTable.
- B. Create a slicer connected with the PivotTable.
- C. Create a slicer by disabling Macros associated with the PivotTable.
- D. Use an existing slicer connected with another PivotTable.

Answer: A,B,D

Explanation:

The various ways to use or create slicers to filter PivotTable data in an existing PivotTable are as follows:

Create a slicer connected with the PivotTable.

Create a copy of a slicer connected with the PivotTable.

Use an existing slicer connected with another PivotTable. Answer option C is incorrect. This is an invalid answer option.

Question: 5

You work as an Office Assistant for Tech Perfect Inc. You are working in the spreadsheet of the company's high selling products. You want to find out the matching values in the columns. While doing so, you get an unexpected error that when you attempt to look up or match a lookup_value within an array; Excel is not able to recognize the matching value. You want to store sets of values as text and convert sets of data to text by using Excel's Text To Columns tool. Which of the following steps will you take to accomplish the task?

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

- A. Select the Text to Columns option from the Data tab at the top of the Excel workbook.
- B. Select Text and click the Finish button in Column Data Formats.
- C. Select the Delimited option and click Next
- D. Make sure that all delimiter options are unselected, and then again click Next.
- E. Remove the unseen spaces at the start or end of the first Macro cell.
- F. Select the cells to convert their data to text.

Answer: A,B,C,D,F

Explanation:

In this situation, you will take the following steps:

Select the cells to convert their data to text.

Select the Text to Columns option from the Data tab at the top of your Excel workbook.

Select the Delimited option and click Next.

Make sure that all delimiter options are unselected, and then again click Next.

Select Text and click the Finish button in Column Data Formats.

Question: 6

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.

Answer: A,B

Explanation:

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: 7

You work as an Office Assistant for Tech Tree Inc. You have created a report in a workbook in Microsoft Excel 2013. You have included various subtotals in a worksheet in the report to verify data accuracy. You want to remove all subtotals from the sheet before you send it to your manager.

Which of the following steps will you take to accomplish the task with the least administrative effort?

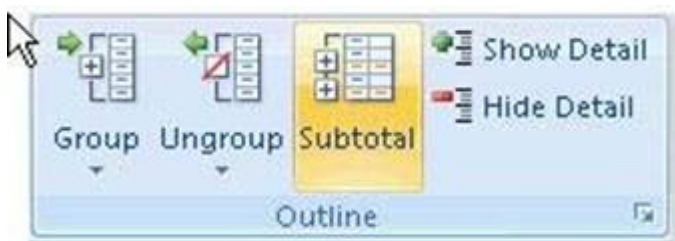
- A. Select all the subtotals. From the shortcut menu, click the Remove All Subtotals option.
- B. Hide the rows containing subtotals.
- C. Open the Subtotal dialog box by clicking the Subtotal option in the Outline group on the Data tab. Click the Remove All button.
- D. Delete all the rows containing subtotals.

Answer: C

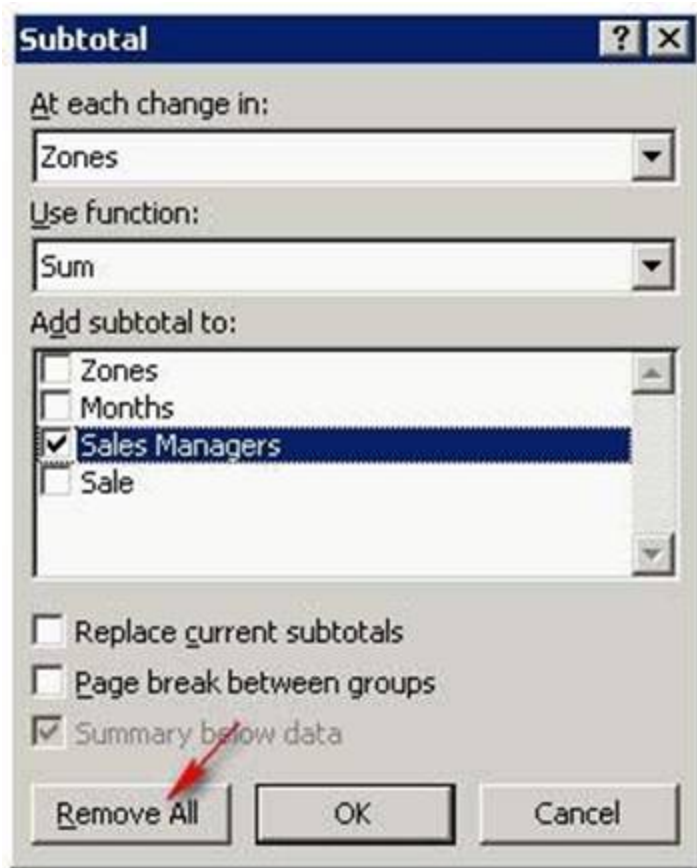
Explanation:

According to the question, you have to remove all subtotals from the worksheet with the least administrative effort. You can remove all subtotals from a worksheet at a time. For this, take the following steps: Open the Subtotal dialog box by clicking the Subtotal option in the Outline group on the Data tab.

Click the Remove All option.



Answer option A is incorrect. No such option is provided in Excel 2013.



Answer option B is incorrect. Although this will hide the rows containing the subtotals, the contents will remain there and can be made visible by using the Unhide row option. Moreover, the question specifically specifies to remove all subtotals from the sheet. Answer option D is incorrect. Although this step will accomplish the task, it will involve a lot of administrative burden of selecting each row and deleting it manually.

Question: 8

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	B	C	D
1	#####			
2				
3				
4				
5				

- 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.

Answer: B,D

Explanation:

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: 9

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	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 Spar
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)

Answer: A

Explanation:

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.

Question: 10

You work as an Office Manager for Blue Well Inc. The company has a Windows-based network. You have two budget situations in which one is the worst case and the other is the best case. You want to create both situations on the same worksheet and then switch between them with the change in requirements. Which of the following will you use to accomplish the task?

- A. Goal Seek
- B. Data table
- C. Scenario
- D. Solver add-in

Answer: C

Explanation:

A scenario is defined as a type of what-if analysis tools. It is a set of values saved by Excel and can be substituted automatically in cells on a worksheet. A user can create and save different groups of values on a worksheet and then switch to any of these new scenarios to view different results. Scenario reports are not automatically recalculated. If the user changes the values of a scenario, those changes will not be displayed in an existing summary report and he must create a new summary report to show the reflection of the changed report. Answer option A is incorrect. Goal Seek is defined as a type of what-if analysis tools. It is used if a user knows the result that he wants from a formula, but he is not sure what input value the formula needs to get that result. It works with only one variable input value. Answer option D is incorrect. The Solver add-in is used if a user knows the result that he wants from a formula, but he is not sure what input value the formula needs to get that result. It is used for more than one input value. It works with a group of cells related to the formula in the objective cell. Answer option B is incorrect. A data table is used to see all the outcomes in one place. It is defined as a type of what-if analysis tools. It is used if a user has a formula that uses one or two variables or multiple formulas that all use one common variable. It is used to examine a range of possibilities at a glance and since the user focuses on only one or two variables, results are easy to read and share in tabular form. If automatic recalculation is enabled, it is possible to recalculate the data in data tables immediately and as a result, the user always gets fresh data.

Question: 11

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

Answer: C

Explanation:

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 2013. 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: 12

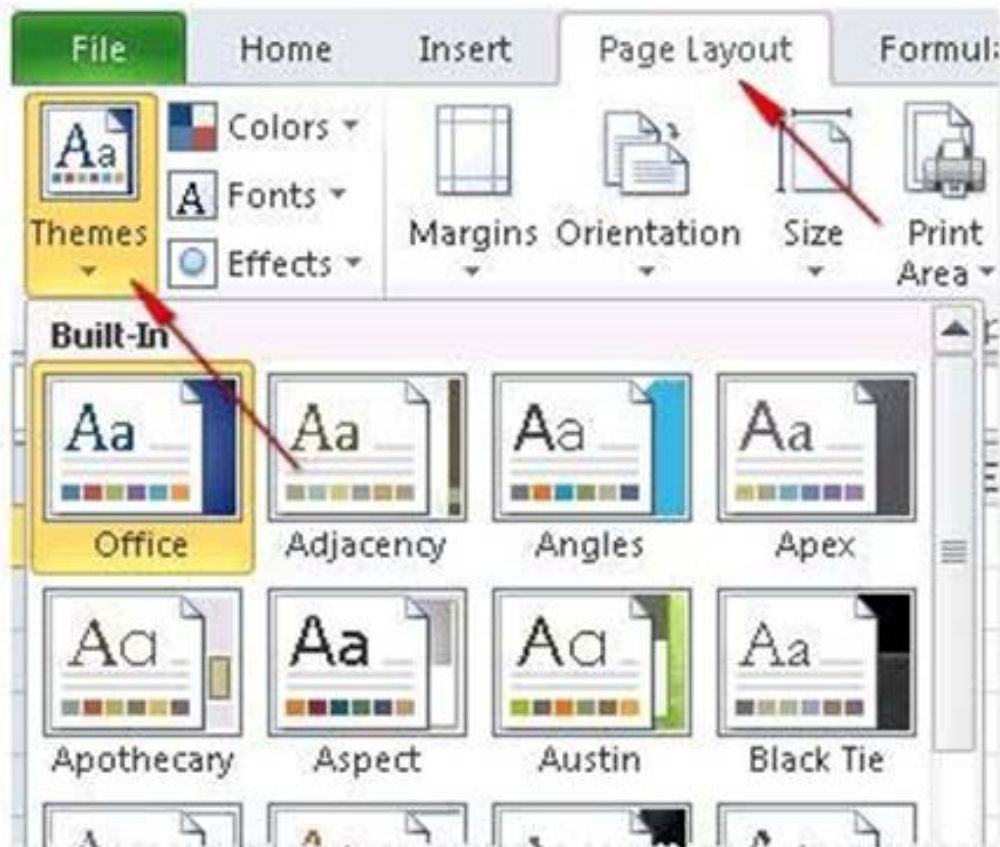
You work as a Sales Manager for Rainbow Inc. Your responsibility includes preparing sales report of the Sales department. You use Microsoft Excel 2013 to prepare sales reports. You have created a quarterly sales report of the department. After entering required data and inserting charts, you want to give a professional look to the document. You want to produce the document with soothing graphic effects, soft fonts, and light colors. Which of the following steps will you take to accomplish the task with least administrative burden?

- A. Use the SmartArt option.
- B. Create a new workbook through a template. Copy all data and charts of the report to the new workbook.
- C. Choose one of the pre-built themes.
- D. Select all the text of the document. Change font style to Verdana and font color to light gray. Use vibrant colors for charts.

Answer: C

Explanation:

In order to accomplish the task, you will have to choose one of the pre-built themes. Document themes work on the overall design of the entire document. It enables users to specify colors, fonts, and variety of graphic effects in a document. Themes change the look and feel of the document.



Microsoft Excel 2013 comes with a large collection of pre-built themes. Users can create their own themes for a document. Themes can be specified through Page Layout > Themes. Answer option A is incorrect. The SmartArt option does not produce soothing graphic effects, soft fonts, and light colors. Answer options B and D are incorrect. These options involve manual processing. Therefore, any formatting done manually will increase the administrative burden.

Question: 13

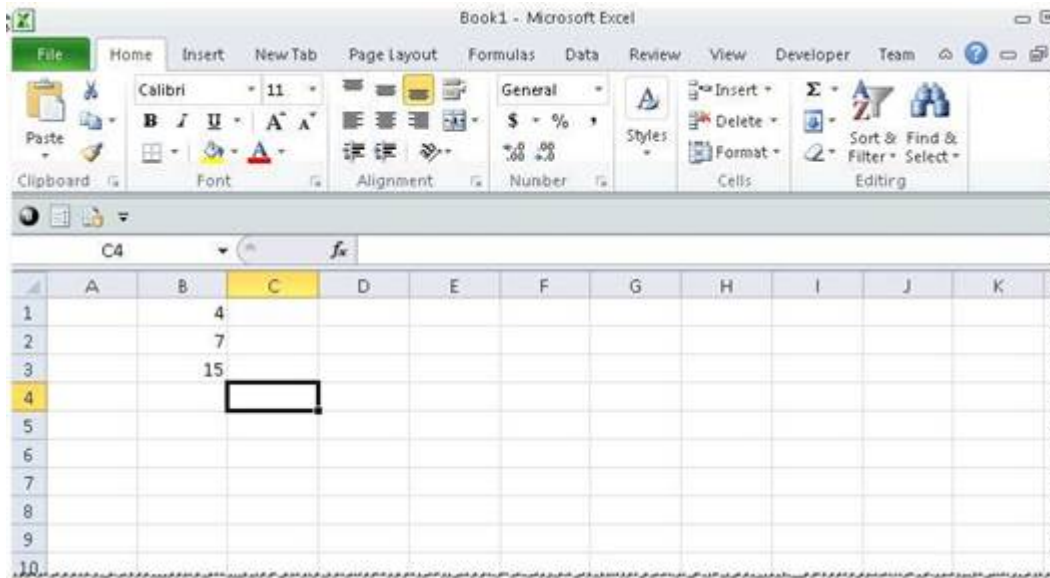
You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You want to filter data in a PivotTable report without opening drop-down lists to find the items that you want to filter. For this purpose, you are using a slicer. After filtering the data, you want to disconnect the slicer. You have clicked anywhere in the PivotTable report. Which of the following steps will you take next to accomplish the task?

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

- A. Clear the check box of any PivotTable fields for which you want to disconnect a slicer.
- B. Right-click the slicer, and then click Remove <Name of slicer>.
- C. Click the Insert Slicer arrow, and then click Slicer Connections on the Options tab in the Sort & Filter group.
- D. Click the slicer, and then press Delete.

Answer: A,C

Question: 14



You work as an Office Assistant for Tech Perfect Inc. You are working in a spreadsheet as shown below:

You want to use Excel Transpose Function for copying the contents of cells B1:B3 into cells A5:C5.

You simply type `'=TRANSPOSE(B1:B3)'` into the cells A5:C5. It displays the Excel #VALUE! error message because the cells are working independently and the function will not work for each individual cell. Therefore, it is required to make the cells A5:C5 work together as an ARRAY. For this purpose, you are required to use an array formula. Which of the following steps will you take to input Excel array formulas in the spreadsheet?

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

- A. Type the array formula into the first cell.
- B. Highlight the range of cells that you want to use as an input in his array formula.
- C. Press CTRL-SHIFT-Tab to remove the error message.
- D. Press CTRL-SHIFT-Enter.

Answer: A,B,D

Explanation:

The following steps are taken to input Excel array formulas:

Highlight the range of cells that a user wants to use as an input in his array formula.

Type the array formula into the first cell or make this cell editable by pressing F2 or clicking in the formula bar if a user has already specified a value into the first cell.

Press CTRL-SHIFT-Enter.

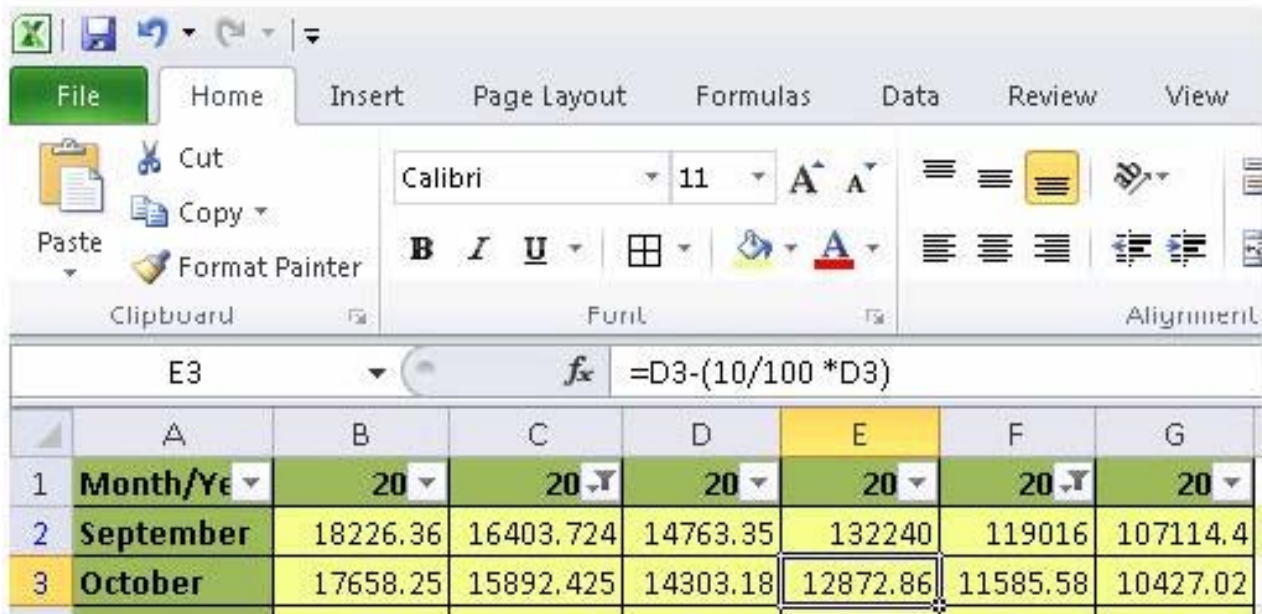
Answer option C is incorrect. This is an invalid answer option.

Question: 15

HOTSPOT

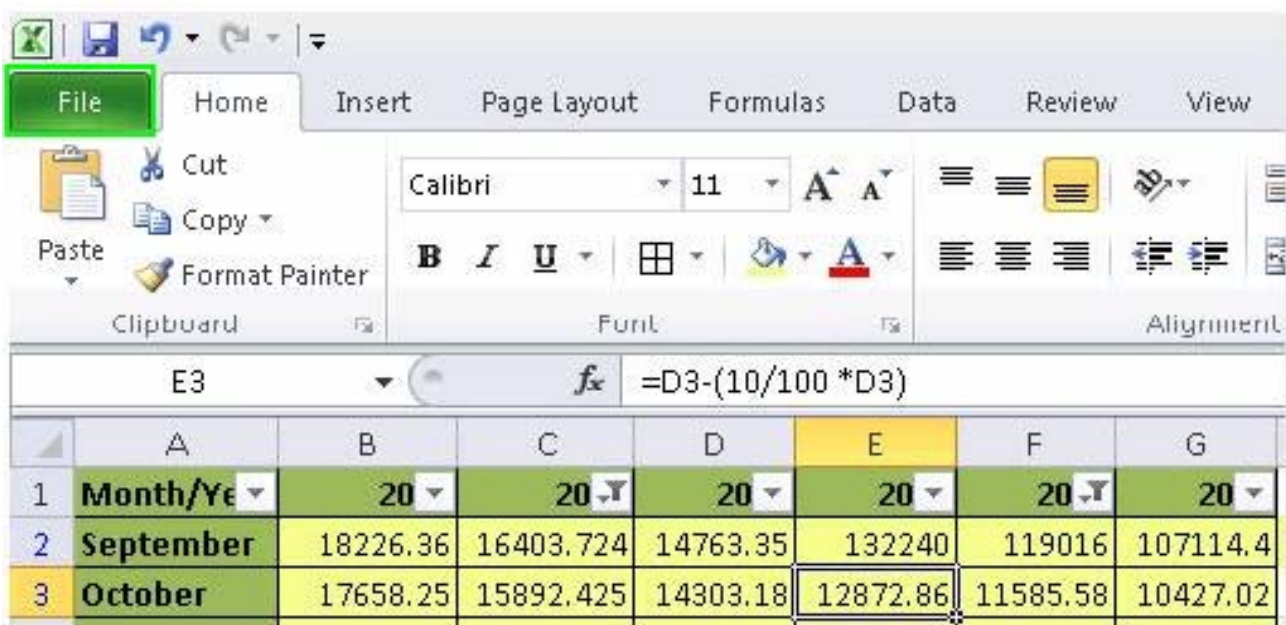
You work as a technician in Tech Perfect Inc. The Network Administrator of the company installs the Microsoft Excel 2013 application on the network. You open the application and see various changes in Excel 2013. You have to open an existing worksheet through the application. You are unable to find the Office button.

Mark the option that you will click to accomplish the task.



	A	B	C	D	E	F	G
1	Month/Year	20	20	20	20	20	20
2	September	18226.36	16403.724	14763.35	132240	119016	107114.4
3	October	17658.25	15892.425	14303.18	12872.86	11585.58	10427.02

Answer:



	A	B	C	D	E	F	G
1	Month/Year	20	20	20	20	20	20
2	September	18226.36	16403.724	14763.35	132240	119016	107114.4
3	October	17658.25	15892.425	14303.18	12872.86	11585.58	10427.02

Question: 16

You work as an Office Assistant for Tech Tree Inc. You have created a report in a workbook in Microsoft Excel 2013. You have a number of PivotTables in a single report. You want to apply the same filter to all of those PivotTables. For this purpose, you are required to create a slicer in one PivotTable and share it with other PivotTables. Which of the following steps will you take to accomplish the task?

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

- A. In the Insert Slicers dialog box, select the check box of the PivotTable fields for which you want to create a slicer.
- B. Click Insert Slicer in the Sort & Filter group on the Options tab.
- C. Hold down CTRL, and then click the items on which you want to filter.
- D. Select the Macro enabled checkbox of the PivotTable fields for which you want to create a slicer in the Insert Security dialog box and then click OK.

E. Click anywhere in the PivotTable report for which you want to create a slicer.

Answer: A,B,C,E

Question: 17

Jack wants the rows containing the name Tom and product Jam. There are thousands of entries in the log. Plowing through all the records will be time taking. Which option can be used to view only the relevant records?

- A. Autofilter
- B. Find
- C. Sort
- D. All filter

Answer: A

Explanation:

Autofilter is used to filter the record as per the condition by hiding the rest. Defining different filters, you can compare data in multiple ways, so you can glean vital information without wasting vital time. Answer options B and D are incorrect. There are no such options defined in Excel to filter the records. Answer options C is incorrect. The Sort function is used to arrange the records in ascending or descending order.

Question: 18

Rick works as an Office Assistant for Tech Perfect Inc. The company has a Windowsbased network. He is creating a form through Microsoft Excel 2013. He wants to enable worksheet forms to satisfy the flexible design requirements and to customize their appearance, behavior, fonts, and other characteristics. Which of the following will Rick use to accomplish the task?

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

Answer: D

Explanation:

ActiveX controls are used on worksheet forms, with or without the use of VBA code, and on VBA UserForms. They are used when a user needs more flexible design requirements than those provided by Form controls. They have extensive properties that can be used to customize their appearance, behavior, fonts, and other characteristics. The user can control different events that occur when an ActiveX control is interacted with. He can also write macros that respond to events associated with the ActiveX controls. When a user interacts with the control, the VBA code runs to process any events that occur for that control. The ActiveX controls cannot be added to chart sheets from the user interface or to XLM macro sheets. It is not possible to assign a macro to run directly from the ActiveX control. Answer option A 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. 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. Trust Center is where a user can find security and privacy settings for Microsoft Office 2013 programs.

Question: 19

You work as a Finance Manager for Blue Well Inc. The company has a Windows-based network. You are using Excel spreadsheet for maintaining the financial budget and other financial calculations. You want to return the price per \$100 face value of a security that pays interest at maturity. Which of the following financial functions will you use to accomplish the task?

- A. PRICE function
- B. PPMT function
- C. PRICEMAT function
- D. PRICEDISC function

Answer: C

Explanation:

Various financial functions (reference) are as follows:

1. ACCRINT function: It is used to return the accrued interest for a security that pays periodic interest.
2. ACCRINTM function: It is used to return the accrued interest for a security that pays interest at maturity.
3. AMORDEGRC function: It is used to return the depreciation for each accounting period by using a depreciation coefficient.
4. COUPDAYBS function: It is used to return the number of days from the beginning of the coupon period to the settlement date.
5. AMORLINC function: It is used to return the depreciation for each accounting period.
6. COUPDAYS function: It is used to return the number of days in the coupon period containing the settlement date.
7. COUPDAYSNC function: It is used to return the number of days from the settlement date to the next coupon date.
8. COUPNCD function: It is used to return the next coupon date after the settlement date.
9. COUPNUM function: It is used to return the number of coupons payable between the settlement date and maturity date.
10. COUPPCD function: It is used to return the previous coupon date before the settlement date.
11. CUMIPMT function: It is used to return the cumulative interest paid between two periods.
12. CUMPRINC function: It is used to return the cumulative principal paid on a loan between two periods.
13. DB function: It is used to return the depreciation of an asset for a specified period by using the fixed-declining balance method.
14. DDB function: It is used to return the depreciation of an asset for a particular period by using the double-declining balance method.
15. DISC function: It is used to return the discount rate for a security.
16. DOLLARDE function: It is used to convert a dollar price that is expressed as a fraction into a dollar price that is expressed as a decimal number.
17. DOLLARFR function: It is used to convert a dollar price that is expressed as a decimal number into a dollar price that is expressed as a fraction.
18. DURATION function: It is used to return the annual duration of a security with periodic interest payments.
19. EFFECT function: It is used to return the effective annual interest rate.
20. FV function: It is used to return the future value of an investment.
21. FVSCHEDULE function: It is used to return the future value of a starting principal after applying a series of compound interest rates.
22. INTRATE function: It is used to return the interest rate for a fully invested security.
23. IPMT function: It is used to return the interest payment for an investment for a specified period.

24. IRR function: It is used to return the internal rate of return for a series of cash flows.
25. ISPMT function: It is used to calculate the interest paid during a particular period of an investment.
26. MDURATION function: It is used to return the Macauley modified duration for a security with an assumed par value of \$100.
27. MIRR function: It is used to return the internal rate of return in which positive and negative cash flows are financed at different rates.
28. NOMINAL function: It is used to return the annual nominal interest rate.
29. NPER function: It is used to return the number of periods for an investment.
30. NPV function: It is used to return the net present value of an investment on the basis of a series of periodic cash flows and a discount rate.
31. ODDFPRICE function: It is used to return the price per \$100 face value of a security with an odd first period.
32. ODDFYIELD function: It is used to return the yield of a security with an odd first period.
33. ODDLPRICE function: It is used to return the price per \$100 face value of a security with an odd last period.
34. ODDLYIELD function: It is used to return the yield of a security with an odd last period.
35. PMT function: It is used to return the periodic payment for an annuity.
36. PPMT function: It is used to return the payment on the principal for an investment for a particular defined period.
37. PRICE function: It is used to return the price per \$100 face value of a security that pays periodic interest.
38. PRICEDISC function: It is used to return the price per \$100 face value of a discounted security.
39. PRICEMAT function: It is used to return the price per \$100 face value of a security that pays interest at maturity.
40. PV function: It is used to return the current value of an investment.
41. RATE function: It is used to return the interest rate per period of an annuity.
42. RECEIVED function: It is used to return the amount received at maturity for a fully invested security.
43. SLN function: It is used to return the straight-line depreciation of an asset for one period.
44. SYD function: It is used to return the sum-of-years' digits depreciation of an asset for a particular period.
45. TBILLEQ function: It is used to return the bond-equivalent yield for a Treasury bill.
46. TBILLPRICE function: It is used to return the price per \$100 face value for a Treasury bill.
47. TBILLYIELD function: It is used to return the yield for a Treasury bill.
48. VDB function: It is used to return the depreciation of an asset for a specified or partial period by using a declining balance method.
49. XIRR function: It is used to return the internal rate of return for a schedule of cash flows that is not necessarily periodic.
50. XNPV function: It is used to return the net present value for a schedule of cash flows that is not necessarily periodic.
51. YIELD function: It is used to return the yield on a security that pays periodic interest.
52. YIELDDISC function: It is used to return the annual yield for a discounted security.
53. YIELDMAT function: It is used to return the annual yield of a security that pays interest at maturity.

Question: 20

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

Answer: C

Explanation:

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: 21

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.

Answer: B,C,D

Question: 22

Which of the following steps will you take to merge copies of a shared workbook? Each correct answer represents a part of the solution. Choose all that apply.

- A. In the Select Files to Merge into Current Workbook dialog box, click a copy of the workbook containing changes to be merged, and then click OK.
- B. Click Compare and Merge Workbooks on Quick Access Toolbar.
- C. Open the copy of the shared workbook to merge the changes.
- D. Save the workbook if prompted.
- E. Add Compare and Merge Workbooks.
- F. Click Compare and Merge Workbooks on Macro Enabled Access Toolbar.

Answer: A,B,C,D,E

Explanation:

Take the following steps to merge copies of a shared workbook:

Add Compare and Merge Workbooks.

Open the copy of the shared workbook to merge the changes.

Click Compare and Merge Workbooks on Quick Access Toolbar.

Save the workbook if prompted.

In the Select Files to Merge into Current Workbook dialog box, click a copy of the workbook containing changes to be

merged, and then click OK.

Question: 23

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

Answer: A,B,D

Explanation:

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

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

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

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: 24

You work as a Sales Manager for Tech Perfect Inc. You are creating a report for your sales team Using Microsoft Excel. You want the report to appear in the following format:

	A	B	C	D	E	F
1	Sales Manager	Januray	February	March	First Quarter	Remark
2	Mark Smith	\$345.00	\$448.00	\$550.00	\$1,343.00	Well Done
3	David Jackson	\$320.00	\$390.00	\$440.00	\$1,150.00	Improve in Next Quarter
4	Ali Ahmed	\$413.00	\$428.00	\$475.00	\$1,316.00	Well Done
5	Rick Stuart	\$278.00	\$340.00	\$410.00	\$1,028.00	Improve in Next Quarter
6	Tom Alter	\$310.00	\$370.00	\$472.00	\$1,152.00	Improve in Next Quarter
7	Deepak Chopra	\$438.00	\$410.00	\$504.00	\$1,352.00	Well Done

	A	B	C	D	E	F
1	Incentive Sheet					
2						
3	Incentive Percentage	10				
4						
5						
6						
7	Name	January	February	March	First Quarter Sale	Sale Incentive
8	Mark	\$2,000.00	\$2,450.00	\$2,700.00	\$7,150.00	
9	David	\$2,100.00	\$2,200.00	\$2,300.00	\$6,600.00	
10	Mariah	\$1,950.00	\$2,150.00	\$2,310.00	\$6,410.00	
11	Sarah	\$2,300.00	\$2,700.00	\$3,100.00	\$8,100.00	
12	Sasha	\$2,500.00	\$2,840.00	\$3,400.00	\$8,740.00	

You want the Remark column to be filled through a conditional formula. The criteria to give the remark is as follows: If the sales of the First Quarter are greater than or equal to 1200, display "Well Done" If the sales of the First Quarter is less than 1200, display "Improve in Next Quarter" You have done most of the entries in a workbook. You select the F2 cell as shown in the image given below:

Which of the following conditional formulas will you insert to accomplish the task?

- A. =IF(E2>=1200,"Improve in Next Quarter","Well Done")
- B. =IF(E2<=1200,"Well Done","Improve in Next Quarter")
- C. =IF(E2>=1200,"Well Done","Improve in Next Quarter")
- D. =IF(E2>1200,"Improve in Next Quarter","Well Done")

Answer: C

Explanation:

In order to accomplish the task, you will have to insert the following formula in the F2 cell: =IF(E2>=1200,"Well Done","Improve in Next Quarter") Answer option A is incorrect. This will display the wrong messages for the given conditions. The

first expression after the logical condition is returned by the IF function when the condition is TRUE. Answer option B is incorrect. This formula will not accomplish the task as the logical condition is not correct. The specified condition in this formula is testing for values less than or equal to 1200. Whereas, the question's requirement is to evaluate values greater than or equal to 1200. Answer option D is incorrect. This formula will not accomplish the task because of the two reasons. First, the equal sign is missing in the condition. Second, the expressions are not in the correct order.

Question: 25

You work as an Office Assistant for Peach Tree Inc. Your responsibility includes creating sales incentive report of all sales managers for every quarter. You are using Microsoft Excel to create a worksheet for preparing the report. You have inserted the sales figures of all sales managers as shown in the image given below:

You have to calculate the first quarter incentives for all sales managers.

The incentive percentage (provided in cell B3) is fixed for all sales managers.

The incentive will be calculated on their total first quarter sales. You have to write a formula in the cell F8. Then you will drag the cell border to the cell F12 to copy the formula to all the cells from F8 to F12. In the first step, you select the F8 cell. Which of the following formulas will you insert to accomplish the task?

- A. =B&3/100 * E8
- B. =B3/100 * E8
- C. =B3/100 * &E&8
- D. =\$B\$3/100 * E8
- E. =B3/100 * \$E\$8

Answer: D

Explanation:

In order to accomplish the task, you will have to insert the following formula: =\$B\$3/100 * E8 According to the question, the formula will be inserted in cell F8 and then the cell's border will be dragged to the F12 cell. Furthermore, the incentive percentage is fixed for all sales managers and the value is provided in the cell B3. You will have to insert a formula that refers to the B3 cell as an absolute reference. For this you will have to type currency symbol (\$) before the row name and column number. In order to accomplish the task, type the following formula in the cell F8: =\$B\$3/100 * E8 When absolute reference is used for referencing a cell in a formula, dragging cell's border to another cell does not change the cell's reference. Answer options B and E are incorrect. This formula references the B3 cell as a relative reference. After inserting the formula, when the cell's border is dragged, it will change the cell reference relatively. Answer options A and C are incorrect. Ampersand symbol (&) is not used for referencing cells in Excel.

Question: 26

You work as an Office Assistant for Dreams Unlimited Inc. You use Microsoft Excel 2013 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.

	A	B	C	D
1	Sales Person	Exceeded Jan Quota	Exceeded Feb Quota	Exceeded Mar Quota
2	Mark	Yes	No	No
3	Sarah	Yes	Yes	No
4	David	Yes	Yes	Yes
5	Sasha	No	Yes	Yes
6	Formula	Description (result)		
		Counts how many sales people exceeded both their January and February Quota		
7				

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

Explanation:

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: 27

You work as an Office Assistant for Media Perfect Inc. You have created a spreadsheet in Excel 2013 and shared it with the other employees of the company. You want to protect the worksheet and locked cells by permitting or prohibiting other employees to select, format, insert, delete, sort, or edit areas of the spreadsheet. Which of the following options will you use to accomplish the task?

- A. Mark as Final
- B. Encrypt with Password
- C. Protect Current Sheet
- D. Protect Workbook Structure

Answer: C

Explanation:

The various Protect Workbook options are as follows:

1. Mark as Final: This option is used to make the document read-only. When a spreadsheet is marked as final, various options such as typing, editing commands, and proofing marks are disabled or turned off and the spreadsheet becomes read-only. This command helps a user to communicate that he is sharing a completed version of a spreadsheet. This command also prevents reviewers or readers from making inadvertent modifications to the spreadsheet.
2. Encrypt with Password: When a user selects the Encrypt with Password option, the Encrypt Document dialog box appears. In the Password box, it is required to specify a password. Microsoft is not able to retrieve lost or forgotten passwords, so it is necessary for a user to keep a list of passwords and corresponding file names in a safe place.
3. Protect Current Sheet: This option is used to select password protection and permit or prohibit other users to select, format, insert, delete, sort, or edit areas of the spreadsheet. This option protects the worksheet and locked cells.
4. Protect Workbook Structure: This option is used to select password protection and select options to prevent users from changing, moving, and deleting important data. This feature enables a user to protect the structure of the

worksheet.

5. Restrict Permission by People: This option works on the basis of Window Rights Management to restrict permissions. A user is required to use a Windows Live ID or a Microsoft Windows account to restrict permissions. These permissions can be applied via a template that is used by the organization in which the user is working. These permissions can also be added by clicking Restrict Access.

6. Add a Digital Signature: This option is used to add a visible or invisible digital signature. It authenticates digital information such as documents, e-mail messages, and macros by using computer cryptography. These signatures are created by specifying a signature or by using an image of a signature for establishing authenticity, integrity, and non-repudiation.



Question: 28

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

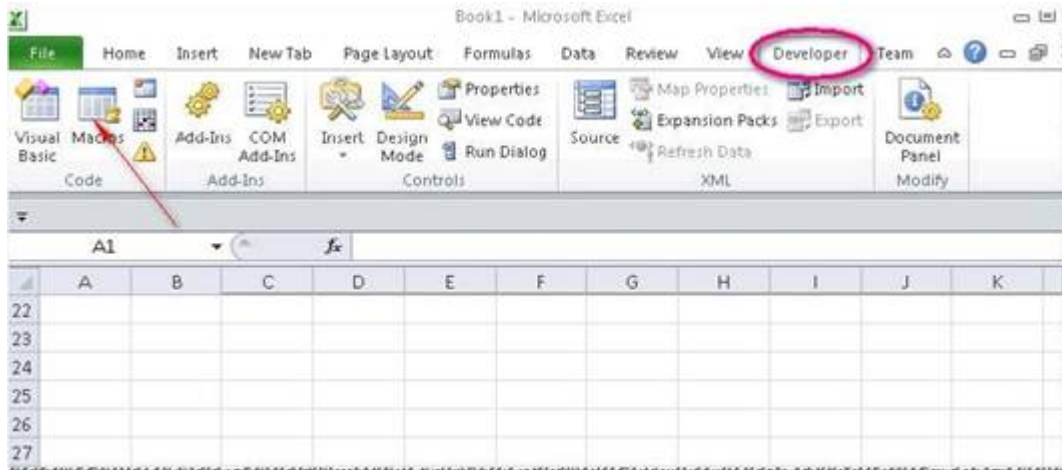
- A. Click on the 'Macros' icon in the 'Developer' tab under the 'Code' category to run a Macro.
- B. The Macro will be run in any worksheet of the Workbook.
- C. Put the workbook in a trusted location.
- D. The Macro dialogue box appears on the screen which contains a list of Macros in it. Select the Macro to run and click the Run button.
- E. Run the created Macro by using the shortcut key specified while creating the Macro.

Answer: A,B,D,E

Explanation:

Take the following steps to run a Macro:

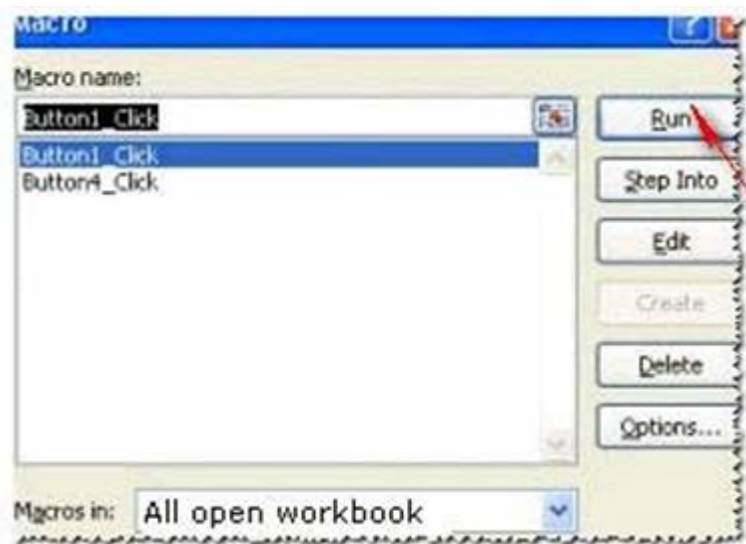
1. Click on the 'Macros' icon in the 'Developer' tab under the 'Code' category to run a Macro.



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: 29

DRAG DROP

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.

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

Answer:

Description	Method
The first value in a recognized series is entered in a cell. By dragging the fill handle extends the series.	Pl: 1 er
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.	P: 4 ler
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.	Pl: 5 er
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.	Pl: 3 er
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.	Pl: 2 er

— Data Entry Methods Available in Excel 2007 —

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

Question: 30

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.

Answer: A

Explanation:

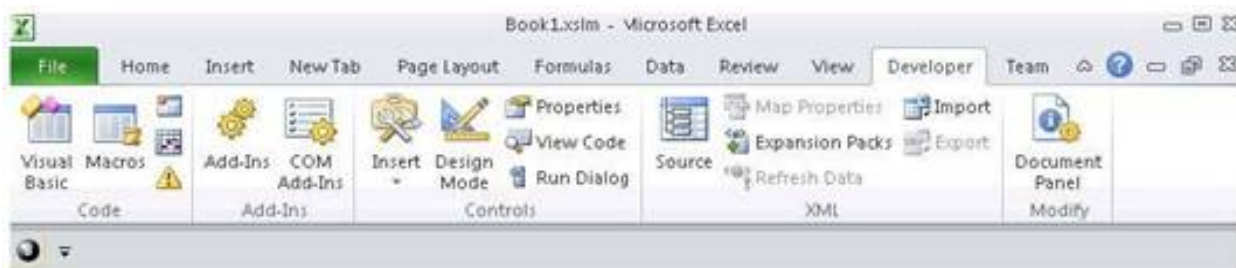
The Excel Won't Calculate My Function error occurs when a user types in a function and presses Enter, the cell shows the function as the user typed it, instead of returning the function's value. The reason that causes this problem is that the cells containing the formula are formatted as 'text' instead 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.

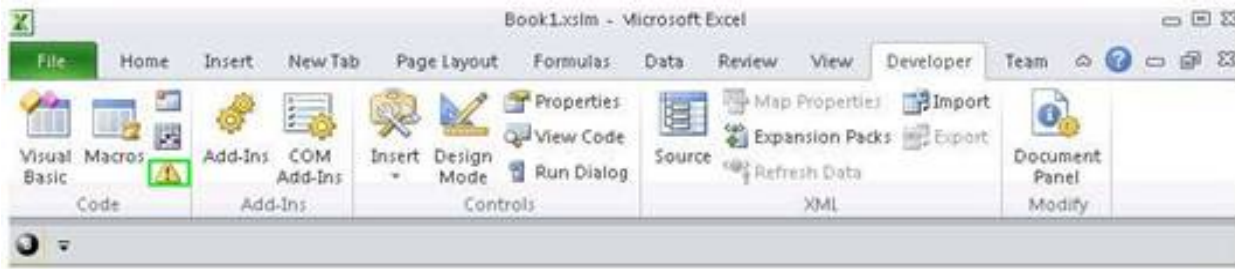
Question: 31

HOTSPOT

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.



Answer:



Question: 32

HOTSPOT

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

Excel 2013. He wants to fill the active cell with the content of the adjacent cell. Mark the option that he will choose to accomplish the task.



Answer:



Question: 33

You work as an Office Assistant for Tech Perfect Inc. Your responsibility includes preparing sales reports of the company. You have created a sales report in a workbook of Excel 2013.

Your workbook includes several worksheets as shown in the image given below:

You want the sheet tabs of the sheets containing charts to appear in red color. Which of the following steps will you 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. Choose the Tab Color option from the shortcut menu.
- 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.
- E. \Documents and Settings\Administrator\Desktop\1.JPG

Answer: B

Explanation:

According to the question, you want the sheet tabs of the sheets containing chart to appear in red color. In order to accomplish the task, you will have to take the following steps:

Question: 34

You work as an Office Assistant for Media Perfect Inc. You have created a spreadsheet in Excel 2013 and shared it with the other employees of the company. You want to select password protection and select options to prevent other employees from changing, moving, and deleting important data.

Which of the following options will you choose to accomplish the task?

- A. Mark as Final
- B. Protect Current Sheet
- C. Encrypt with Password
- D. Protect Workbook Structure

Answer: D

Explanation:

The various Protect Workbook options are as follows:

1. Mark as Final: This option is used to make the document read-only. When a spreadsheet is marked as final, various options such as typing, editing commands, and proofing marks are disabled or turned off and the spreadsheet becomes read-only. This command helps a user to communicate that he is sharing a completed version of a spreadsheet. This command also prevents reviewers or readers from making inadvertent modifications to the spreadsheet.
2. Encrypt with Password: When a user selects the Encrypt with Password option, the Encrypt Document dialog box appears. In the Password box, it is required to specify a password. Microsoft is not able to retrieve lost or forgotten passwords, so it is necessary for a user to keep a list of passwords and corresponding file names in a safe place.
3. Protect Current Sheet: This option is used to select password protection and permit or prohibit other users to select, format, insert, delete, sort, or edit areas of the spreadsheet. This option protects the worksheet and locked cells.
4. Protect Workbook Structure: This option is used to select password protection and select options to prevent users from changing, moving, and deleting important data. This feature enables a user to protect the structure of the worksheet.
5. Restrict Permission by People: This option works on the basis of Window Rights Management to restrict permissions. A user is required to use a Windows Live ID or a Microsoft Windows account to restrict permissions. These permissions can be applied via a template that is used by the organization in which the user is working. These permissions can also be added by clicking Restrict Access.
6. Add a Digital Signature: This option is used to add a visible or invisible digital signature. It authenticates digital information such as documents, e-mail messages, and macros by using computer cryptography. These signatures are created by specifying a signature or by using an image of a signature for establishing authenticity, integrity, and non-repudiation.

Question: 35

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

Answer: B

Explanation:

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 an existing 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 2013 programs.

Question: 36

You work as an Office Manager for Blue Well Inc. The company has a Windows-based network. You have a formula that uses one or two variables or multiple formulas that all use one common variable. You want to examine a range of possibilities at a glance. Which of the following will you use to accomplish the task?

- A. Goal Seek
- B. Solver add-in
- C. Data table
- D. Scenario

Answer: C

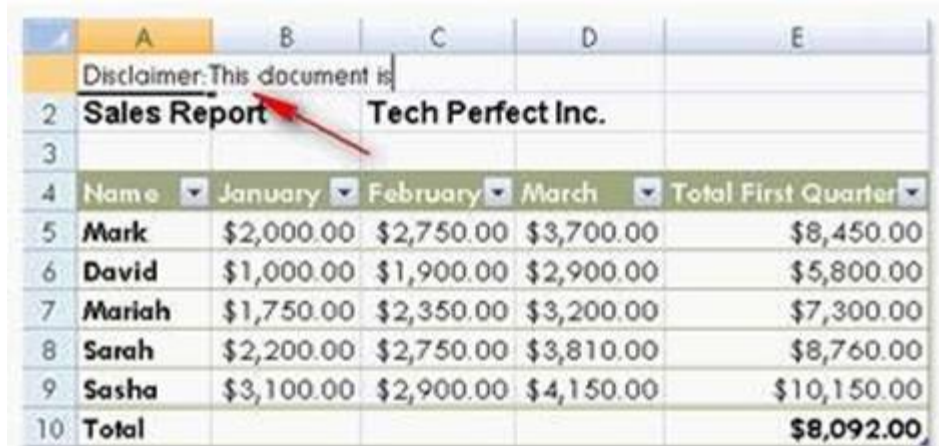
Explanation:

A data table is used to see all the outcomes in one place. It is defined as a type of what-if analysis tools. It is used if a user has a formula that uses one or two variables or multiple formulas that all use one common variable. It is used to examine a range of possibilities at a glance and since the user focuses on only one or two variables, results are easy to read and share in tabular form. If automatic recalculation is enabled, it is possible to recalculate the data in data tables immediately and as a result, the user always gets fresh data. Answer option D is incorrect. A scenario is defined as a type of what-if analysis tools. It is a set of values saved by Excel and can be substituted automatically in cells on a worksheet. A user can create and save different groups of values on a worksheet and then switch to any of these new scenarios to view different results. Scenario reports are not automatically recalculated. If the user changes the values of a scenario, those changes will not be displayed in an existing summary report and he must create a new summary report to show the reflection of the changed report. Answer option A is incorrect. Goal Seek is defined as a type of what-if analysis tools. It is used if a user knows the result that he wants from a formula, but he is not sure what input value the formula needs to get that result. It works with only one variable input value. Answer option B is incorrect. The Solver add-in is used if a user knows the result that he wants from a formula, but he is not sure what input value the formula needs to get that result. It is used for more than one input value. It works with a group of cells related to the formula in the objective cell.

Question: 37

Rick works as a Sales Manager for Tech Perfect Inc. He is creating a report in Excel 2013. He has entered data in five

worksheets in a workbook. He wants to enter a disclaimer message in the A1 cell of each sheet in the workbook as shown in the image given below: Which of the following is the easiest way to accomplish the task?



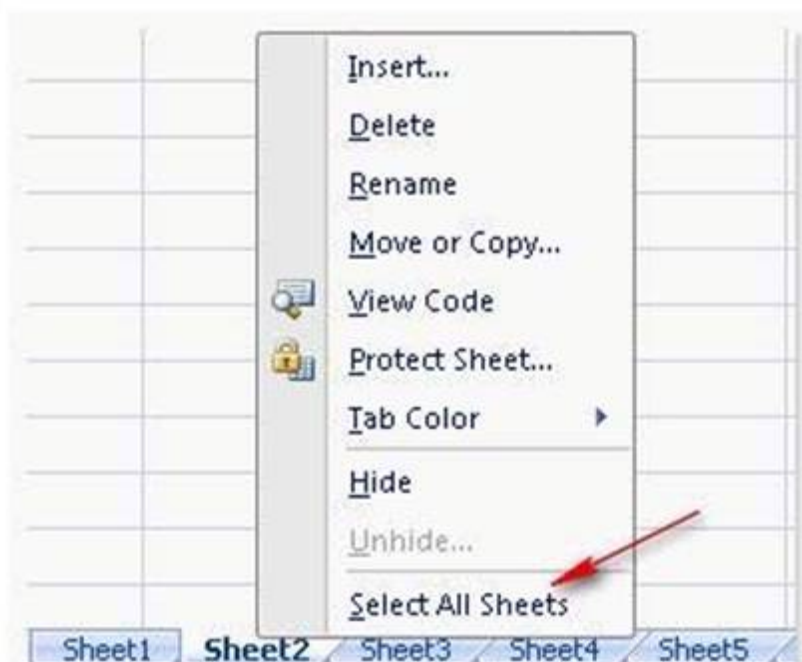
	A	B	C	D	E
1	Disclaimer: This document is				
2	Sales Report	Tech Perfect Inc.			
3					
4	Name	January	February	March	Total First Quarter
5	Mark	\$2,000.00	\$2,750.00	\$3,700.00	\$8,450.00
6	David	\$1,000.00	\$1,900.00	\$2,900.00	\$5,800.00
7	Mariah	\$1,750.00	\$2,350.00	\$3,200.00	\$7,300.00
8	Sarah	\$2,200.00	\$2,750.00	\$3,810.00	\$8,760.00
9	Sasha	\$3,100.00	\$2,900.00	\$4,150.00	\$10,150.00
10	Total				\$8,092.00

- A. Write a disclaimer message in the A1 cell of the first sheet. Copy the disclaimer message and paste it on the remaining sheets.
- B. Write a disclaimer message in the A1 cell of the first sheet. In the other sheets, insert a formula that points to the A1 cell of the first worksheet.
- C. Select all the five sheets. Click the first sheet. Write a disclaimer message in the A1 cell of the active sheet.
- D. Select all the five sheets. Write a disclaimer message in the A1 cell of the active sheet.

Answer: D

Explanation:

In order to accomplish the task, Rick should take the following steps: Select all the five sheets. Write a disclaimer message in the A1 cell of the active sheet. Grouping of sheets is a feature provided in Microsoft Office Excel 2013. Selecting more than one sheet groups those sheets. When multiple sheets are grouped, data that a user enters or edits in the active sheet is reflected in all sheets in the group. To select all sheets, right-click a sheet tab, and then click Select All Sheets on the shortcut menu.



Users can select multiple sheets by holding the Ctrl key while clicking the sheets. Answer option C is incorrect.

Clicking the first sheet after selecting all sheets will ungroup the sheets and the message will only get inserted in the first sheet. Answer options B and A are incorrect. Both these options will work, but Rick will have to work more than required. Grouping sheets is a better option to work simultaneously on multiple sheets. Users can select multiple sheets by holding the Ctrl key while clicking the sheets. Answer option C is incorrect. Clicking the first sheet after selecting all sheets will ungroup the sheets and the message will only get inserted in the first sheet. Answer options B and A are incorrect. Both these options will work, but Rick will have to work more than required. Grouping sheets is a better option to work simultaneously on multiple sheets.

Question: 38

You work as an Office Assistant for Tech Perfect Inc. You are working in the spreadsheet of the company's high selling products. You want to find out the matching values. You get an unexpected error that when you attempt to look up or match a lookup_value within an array, Excel is not able to recognize the matching value. Which of the following steps will you take to resolve the problem? Each correct answer represents a part of the solution. Choose all that apply.

- A. Remove the unseen spaces at the start or end of the first Macro cell.
- B. Delete the column having the TRIM function.
- C. Copy the contents of the new column and paste them on the top of the original column by using paste > special > values sequence.
- D. Create a new column subsequent to the one with the additional spaces in it.
- E. Use the TRIM function in the new column.

Answer: B,C,D,E

Explanation:

In this situation, you will take the following steps:

1. Create a new column subsequent to the one with the additional spaces in it.
2. Use the TRIM function in the new column to get rid of extra spaces.
3. Copy the contents of the new column and paste them on the top of the original column by using paste > special > values sequence.
4. Delete the column having the TRIM function. Answer option A is incorrect. This is an invalid answer option.

Question: 39

You work as an Office Assistant for Tech Tree Inc. You have created a report in a workbook in Microsoft Excel 2013. You want to export XMLdata to your Excel 2013 worksheet. On exporting the XML data, the following error message appears:

"XML MAPS IN MY WORKBOOK ARE NOT EXPORTABLE"

Which of the following are the reasons that are causing the above error? Each correct answer represents a complete solution. Choose all that apply.

- A. The maxoccurs attribute is not equal to 1.
- B. The relationship of the mapped element with other elements is not preserved.
- C. The element is a recursive structure.
- D. The XML map associated with this XML table contains one or more required elements that are not mapped to the XML table.

Answer: A,B

Explanation:

The various issues with exporting XML data are as follows:

MAP CAN BE EXPORTED BUT SOME REQUIRED ELEMENTS ARE NOT MAPPED: This error occurs under the following situations: The XML map associated with this XML table contains one or more required elements that are not mapped to the XML table. The element is a recursive structure. The XML table contains a variety of mixed content.

EXCEL CANNOT SAVE THE WORKBOOK BECAUSE IT DOES NOT CONTAIN ANY XML MAPPINGS: Excel cannot save the user's workbook in the XML Data file unless one or more mapped ranges are created.

XML MAPS IN MY WORKBOOK ARE NOT EXPORTABLE: An XML mapping cannot be exported if the relationship of the mapped element with other elements is not preserved due to the following reasons: The mapped element's schema definition is contained within a sequence with the following attributes: The maxoccurs attribute is not equal to 1. The sequence has more than one direct child element defined or has an extra compositor as a direct child. Nonrepeating sibling elements with the same repeating parent element are mapped to dissimilar XML tables. Various repeating elements are mapped to the same XML table and the recurrence is not defined by an ancestor element. Child elements from various parents are mapped to the same XML table. XML schema constructs a list of lists, denormalized data, or a choice construct.

Question: 40

You work as a Project Manager for Blue Well Inc. The company has a Windows-based network. You want to rename a worksheet as Important.

Which of the following steps will you take to accomplish the task?

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

- A. Click the Insert tab and open the name sheet.
- B. Enter the name and click the OK button.
- C. Right-click on the Sheet tab and select the Rename option.
- D. Delete the old name, type the new name, and then click OK.

Answer: B,C

Question: 41

HOTSPOT

You work as a Sales Manager for Rainbow Inc. You are working on a report in a worksheet in Excel 2013. You want to insert flow-chart in the sheet. Mark the option that you will choose to insert flow- chart symbols in the report.

Explanation: In order to accomplish the task, you will have to choose the Shapes option. Shapes are simple objects provided by Microsoft Office to add them to a document. A single shape or combined multiple shapes can be inserted in the document. The Office includes simple shapes, such as lines, basic geometric shapes, arrows, equation shapes, flowchart shapes, stars, banners, and callouts. Users can add text, bullets, numbering, and Quick Styles to these shapes after inserting them in the document. Take the following steps to add a shape in a document:



Answer:



Question: 42

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.

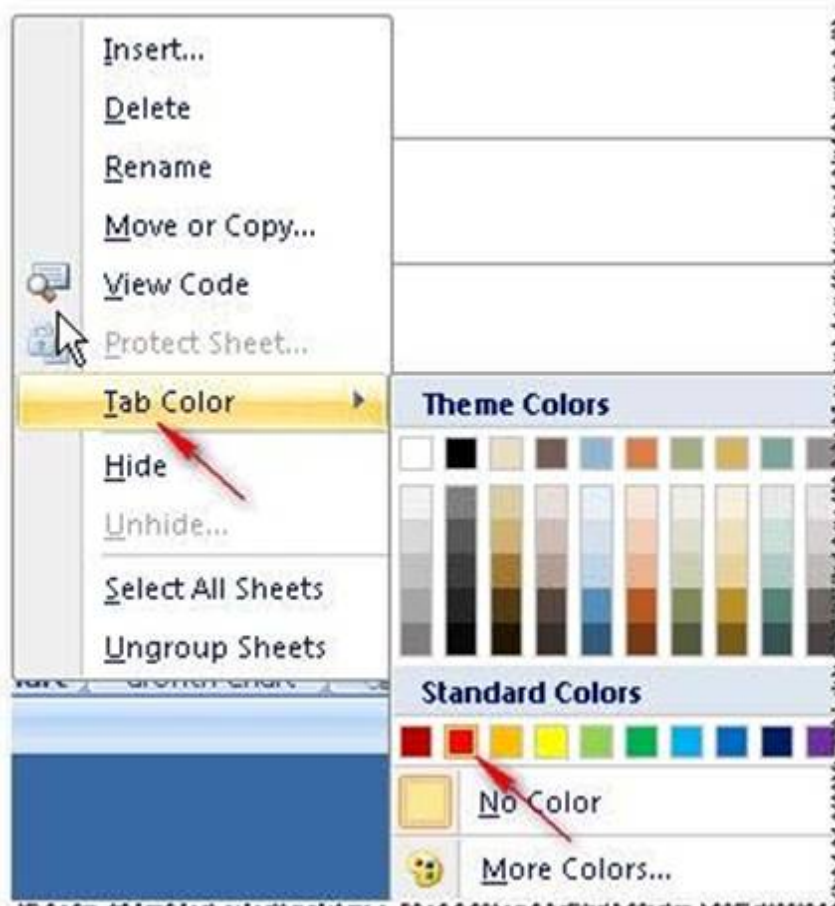
Answer: B

Explanation:

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: 43

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You want to filter data in a PivotTable report without opening drop-down lists to find the items that you want to filter. For this purpose, you are using a slicer. After filtering the data, you want to delete the slicer. Which of the following steps can you take to accomplish the task?

Each correct answer represents a complete solution. Choose all that apply.

- A. Click the slicer that you want to delete on the Options tab in the Slicer type group.
- B. Click the Macro setting, and then delete the slicer from the Macro-enabled slicers list.
- C. Click the slicer, and then press Delete.
- D. Right-click the slicer, and then click Remove <Name of slicer>.

Answer: C,D

Explanation:

Take one of the following steps to delete a slicer:

Right-click the slicer, and then click Remove <Name of slicer>.

Click the slicer, and then press Delete. Answer options B and A are incorrect. These are invalid answer options.

Question: 44

You work as an Office Assistant for Tech Perfect Inc. You are working in the spreadsheet of the company's high selling products. You are trying to intersect two ranges that do not intersect each other. Which of the following errors will be occurred in this situation?

- A. #VALUE!
- B. #NAME?
- C. #NULL!
- D. #DIV/0!

Answer: C

Explanation:

The #NULL! error is produced by Excel when a user attempts to intersect two ranges that do not intersect each other. This error can be resolved by reviewing the formula and then either by changing the variables to ensure that the user is getting a valid intersection or by using the Excel Iferror function to identify a null range and take the required action. Answer option D is incorrect. Excel #DIV/0! is produced when a formula attempts to divide by zero and a division by zero produces infinity that cannot be represented by a spreadsheet value. This error can be corrected or overcome by using the Excel IF function to identify a possible division by zero and produce an alternative result. Answer option A is incorrect. The #VALUE! Excel formula error occurs when any of the variables in a formula is of the wrong type. To correct this error, it is required to check each individual part of the formula to make sure that the correct argument types are used. If the function contains nested functions, the best way is to copy each of the arguments into a separate cell to check what they evaluate to. If the formula contains a number of terms, break down each term further to find out its components, until the source of the error is found. Answer option B is incorrect. The #NAME? error occurs when Excel encounters text in a formula and tries to interpret that text as a reference, a named range, or a function name but is not able to recognize the text as any of these. The best way to approach the #NAME? Excel function error is to check the correct spelling of the function names, references, and named ranges and to check that the variables used as text values are entered in double quotes. If the formula contains nested functions, it is required to check the results of these individually, until the source of the error is identified.

Question: 45

You work as a Help Desk Technician for Dreams Unlimited Inc. Martha, a Sales Manager, is creating a sales report in Microsoft Excel. The report contains many worksheets. Martha has used many formulas in her report. She wants to monitor a cell which contains a formula. The formula refers to many other cells that are located in different worksheets in the report. She wants to know the effects on the cell when the values in different sheets change. She requests that you help her out to accomplish the task. Which of the following steps would you suggest she take in order to accomplish the task?

- A. Click the New Window option in the Window group on the View tab. Click the Arrange All option in the Window group on the View tab. Select the Vertical option.
- B. Select the cell which is to be monitored. On the Formulas tab in the Formula Auditing group, click Watch Window. Click Add Watch.
- C. Click the New Window option in the Window group on the View tab. Click the Arrange All option in the Window group on the View tab. Select the Cascade option.
- D. Select the cell which is to be monitored. On the Formulas tab in the Formula Auditing group, click Evaluate Formula.

Answer: B

Explanation:

In order to accomplish the task, she should take the following steps: Select the cell which is to be monitored. On the Formulas tab in the Formula Auditing group, click Watch Window. Click Add Watch. 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 an error but are not generating the expected result. Answer options A and C are incorrect. Clicking the New Window option in the Window group on the View tab opens an instance of the workbook within the Excel window. This is useful when you work on different worksheets, and at the same time you want to navigate among them.

Question: 46

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You want to make a slicer available for use in another PivotTable. Which of the following steps will you take to accomplish the task? Each correct answer represents a part of the solution. Choose all that apply.

- A. Click the Insert Slicer arrow, and then click Slicer Connections on the Options tab in the Sort & Filter group.
- B. In the Slicer Connections dialog box, clear the check box of any PivotTable fields for which you want to disconnect a slicer.
- C. In the PivotTable Connections dialog box, select the check box of the PivotTables in which you want the slicer to be available.
- D. Click the slicer that you want to share in another PivotTable.

Answer: C,D

Question: 47

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You have changed some data in the worksheet of the company. You are submitting the sell workbook of the company to the Administrator of the company for comments. Now, you want to merge input that you receive into a copy of that workbook, including the changes and comments that you want to keep. 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?

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

Answer: C

Explanation:

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

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

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

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

Question: 48

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You want to get the

trend of the Business data range. For this purpose, you want to use trendlines in the chart. Which of the following steps will you take to apply the trendlines in the chart?

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

- A. Clear the check box of any Trendline fields to disconnect a slicer.
- B. Select the type that you want from Trendline options.
- C. Click the Insert Trendline arrow, and then click Trendline Connections on the Options tab in the Sort & Filter group.
- D. Select a chart and then navigate to the Chart Tools Layout tab.

Answer: B,D

Question: 49

You work as a Finance Manager for Blue Well Inc. The company has a Windows-based network. You are using Excel spreadsheet for maintaining financial budget and other financial calculations. You want to return the depreciation of an asset for a specified period by using the fixed-declining balance method and to return the future value of a starting principal after applying a series of compound interest rates.

Which of the following financial functions will you use to accomplish the task? Each correct answer represents a complete solution. Choose all that apply.

- A. DB function
- B. NPV function
- C. DDB function
- D. FVSCHEDULE function

Answer: A,D

Explanation:

Various financial functions (reference) are as follows:

1. ACCRINT function: It is used to return the accrued interest for a security that pays periodic interest.
2. ACCRINTM function: It is used to return the accrued interest for a security that pays interest at maturity.
3. AMORDEGRC function: It is used to return the depreciation for each accounting period by using a depreciation coefficient.
4. COUPDAYBS function: It is used to return the number of days from the beginning of the coupon period to the settlement date.
5. AMORLINC function: It is used to return the depreciation for each accounting period.
6. COUPDAYS function: It is used to return the number of days in the coupon period containing the settlement date.
7. COUPDAYSNC function: It is used to return the number of days from the settlement date to the next coupon date.
8. COUPNCD function: It is used to return the next coupon date after the settlement date.
9. COUPNUM function: It is used to return the number of coupons payable between the settlement date and maturity date.
10. COUPPCD function: It is used to return the previous coupon date before the settlement date.
11. CUMIPMT function: It is used to return the cumulative interest paid between two periods.
12. CUMPRINC function: It is used to return the cumulative principal paid on a loan between two periods.
13. DB function: It is used to return the depreciation of an asset for a specified period by using the fixed-declining balance method.
14. DDB function: It is used to return the depreciation of an asset for a particular period by using the double-declining balance method.
15. DISC function: It is used to return the discount rate for a security.
16. DOLLARDE function: It is used to convert a dollar price that is expressed as a fraction into a dollar price that is

expressed as a decimal number.

17. DOLLARFR function: It is used to convert a dollar price that is expressed as a decimal number into a dollar price that is expressed as a fraction.
18. DURATION function: It is used to return the annual duration of a security with periodic interest payments.
19. EFFECT function: It is used to return the effective annual interest rate.
20. FV function: It is used to return the future value of an investment.
21. FVSCHEDULE function: It is used to return the future value of a starting principal after applying a series of compound interest rates.
22. INTRATE function: It is used to return the interest rate for a fully invested security.
23. IPMT function: It is used to return the interest payment for an investment for a specified period.
24. IRR function: It is used to return the internal rate of return for a series of cash flows.
25. ISPMT function: It is used to calculate the interest paid during a particular period of an investment.
26. MDURATION function: It is used to return the Macauley modified duration for a security with an assumed par value of \$100.
27. MIRR function: It is used to return the internal rate of return in which positive and negative cash flows are financed at different rates.
28. NOMINAL function: It is used to return the annual nominal interest rate.
29. NPER function: It is used to return the number of periods for an investment.
30. NPV function: It is used to return the net present value of an investment on the basis of a series of periodic cash flows and a discount rate.
31. ODDFPRICE function: It is used to return the price per \$100 face value of a security with an odd first period.
32. ODDFYIELD function: It is used to return the yield of a security with an odd first period.
33. ODDLPRICE function: It is used to return the price per \$100 face value of a security with an odd last period.
34. ODDLYIELD function: It is used to return the yield of a security with an odd last period.
35. PMT function: It is used to return the periodic payment for an annuity.
36. PPMT function: It is used to return the payment on the principal for an investment for a particular defined period.
37. PRICE function: It is used to return the price per \$100 face value of a security that pays Periodic interest.
38. PRICEDISC function: It is used to return the price per \$100 face value of a discounted security.
39. PRICEMAT function: It is used to return the price per \$100 face value of a security that pays interest at maturity.
40. PV function: It is used to return the current value of an investment.
41. RATE function: It is used to return the interest rate per period of an annuity.
42. RECEIVED function: It is used to return the amount received at maturity for a fully invested security.
43. SLN function: It is used to return the straight-line depreciation of an asset for one period.
44. SYD function: It is used to return the sum-of-years' digits depreciation of an asset for a particular period.
45. TBILLEQ function: It is used to return the bond-equivalent yield for a Treasury bill.
46. TBILLPRICE function: It is used to return the price per \$100 face value for a Treasury bill.
47. TBILLYIELD function: It is used to return the yield for a Treasury bill.
48. VDB function: It is used to return the depreciation of an asset for a specified or partial period by using a declining balance method.
49. XIRR function: It is used to return the internal rate of return for a schedule of cash flows that is not necessarily periodic.
50. XNPV function: It is used to return the net present value for a schedule of cash flows that is not necessarily periodic.
51. YIELD function: It is used to return the yield on a security that pays periodic interest.
52. YIELDDISC function: It is used to return the annual yield for a discounted security.
53. YIELDMAT function: It is used to return the annual yield of a security that pays interest at maturity.

Question: 50

You work as an Office Manager for Blue Well Inc. The company has a Windows-based network. You want to change values in cells to observe the way in which those changes are affecting the outcome of formulas in the worksheet.

Which of the following will you use to accomplish the task?

- A. Form control
- B. Trust Center
- C. Accounting template
- D. What-if analysis

Answer: D

Explanation:

What-if analysis is defined as the process of changing values in cells to observe the way in which those changes are affecting the outcome of formulas in the worksheet. There are three types of what-if analysis tools that are named as scenarios, data tables, and Goal Seek. A user can also install the Solver add-in to accommodate more variables than Goal Seek. Answer option A 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 C 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 B is incorrect. Trust Center is where a user can find security and privacy settings for Microsoft Office 2013 programs.

Question: 51

You work as an Office Assistant for Media Perfect Inc. You are creating a report in Microsoft Excel 2013. The report worksheet will include the sales made by all the sales managers in the month of January.

	A	B
1	Sales Report	
2		
3	Name ▾	January ▾
4	David	\$1,000.00
5	Mariah	\$1,700.00
6	Mark	\$2,500.00
7	Sarah	\$2,200.00
8	Sasha	\$3,100.00
9	Total	\$10,500.00

In the worksheet, you are required to place a pictorial representation displaying the percentage of total sales made by each sales manager in January. Which of the following charts will you use to accomplish the task?

- A. Bar
- B. Line
- C. Column
- D. Pie

Answer: D

Explanation:

In order to accomplish the task, you will have to insert a pie chart in the worksheet. Excel provides a pie chart facility to display data that is arranged in one column or row on a worksheet. Pie charts display the size of items in one data series, proportional to the sum of the items.

Question: 52

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.

Answer: A

Explanation:

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.

Question: 53

You work as an Office Assistant for Blue well Inc. The company has a Windows-based network. You are creating a hot spot on a graphic that other users can click to run a macro. Which of the following steps will you take to accomplish the task?

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

- A. To assign an existing macro to the graphic object, double-click the macro or enter its name in The Macro name box.
- B. Click the arrow next to Shape Outline, and then click No Outline. C. Right-click the created hot spot, and then click Assign Macro.
- C. To create a hot spot on the existing object, on the Insert tab, in the Illustrations group, Click Shapes, select the shape that you want to use, and then draw that shape on the existing object.
- D. Click the name of the macro in the Macro name box, click Edit, and then click OK to edit an existing macro.
- E. Click the arrow next to Shape Fill, and then click No Fill on the Format tab.
- F. Click Record, type a name for the macro in the Record Macro dialog box, and then click OK to start the recording of the macro.
- G. Select the hot spot in the worksheet to display Drawing Tools for adding the Format tab.
- H. Click Slicer, type a name for the macro in the Slicer Macro dialog box, and then click OK to start the recording of the macro.

Answer:

A,B,C,D,E,F,G,H

Question: 54

You work as an Office Assistant for Tech Tree Inc. You have created a report in a workbook in Microsoft Excel 2013. You want to summarize a large amount of data to analyze numerical data and to answer unexpected questions about your data in the Business Intelligence (BI) report that you are working with. For this purpose, you are required to create a PivotTable. Which of the following steps will you take to accomplish the task?

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

- A. Click OK.
- B. Choose Select a table or range under Choose the data that you want to analyze.
- C. Select the Macro-enabled checkbox in the Insert Security dialog box, and then click OK.
- D. Click PivotTable or click the arrow below PivotTable, and then click PivotTable in the Tables group on the Insert tab.
- E. Click a cell in the cell range that contains data for using worksheet data as the data source.

Answer: A,B,D,E

Question: 55

You work as an Office Assistant for Tech Perfect Inc. The company has a Windows-based network. You are creating a business report by using Microsoft Excel 2013. You have arranged sales data as shown below:

	A	B	C	D	E
1			Target Achieved (In US\$)		
2	#	Name	2008	2009	2010
3	1	Rick	46,900	78,000	82,000
4	2	Mark	42,500	63,500	110,500
5	3	Adam	56,120	59,200	99,700
6	4	Ada	47,200	61,500	99,900
7	5	Andy	49,000	69,200	110,250
8	6	David	47,000	71,100	111,000

You want to provide pictorial representation of the trend of the sales data in front of each row.

Which of the following actions will you take to accomplish the task with the least amount of administrative burden?

- A. Use stand-alone slicers.
- B. Configure form controls.
- C. Create sparklines.
- D. Create a PivotTable report.

Answer: C

Explanation:

		Target Achieved (In US\$)			
	Name	2008	2009	2010	Trends
1	Rick	46,900	78,000	82,000	
2	Mark	42,500	63,500	110,500	
3	Adam	56,120	59,200	99,700	
4	Ada	47,200	61,500	99,900	
5	Andy	49,000	69,200	110,250	
6	David	47,000	71,100	111,000	

In order to accomplish the task with the least amount of administrative burden, use sparklines. Sparklines, introduced in Microsoft Office 2013, are tiny charts that can fit in a cell. The sparklines can be used to show trends in a small amount of space. The sparklines visually summarize trends alongside data. The sparklines can be added through the Insert tab. 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 B 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 D is incorrect. A PivotTable report is used to summarize large amounts of data, to analyze numerical data, and to answer unexpected questions about data.

Question: 56

Rick works as an Office Assistant for Tech Perfect Inc. The company has a Windows-based network.

Rick has to perform the following tasks:

Summarize large amounts of data

a. Analyze numeric data.

Answer unexpected questions about data.

Which of the following actions will Rick take to accomplish the task?

A. He will create the accounting template.

B. He will use stand-alone slicers.

C. He will create a PivotTable report.

D. He will configure form controls.

Answer: C

Explanation:

A PivotTable report is used to summarize large amounts of data, to analyze numerical data, and to answer unexpected questions about data. Answer option B 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 D 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

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.

Question: 57

Rick works as an Office Assistant for Tech Perfect Inc. He is creating a user form through Microsoft Excel 2013. 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 this issue, he wants to record the sequence of actions to perform a certain task and to play them back in the same order. Which of the following actions will Rick take to accomplish the task?

- A. He will use the Trust Center bar.
- B. He will use the Evaluate Formula tool.
- C. He will put the workbook in a trusted location.
- D. He will create and run a macro.

Answer: D

Explanation:

A macro is defined as a tool that permits a user to automate tasks and add several functionalities to forms, reports, and controls. For example, if a user adds a command button to a form, he associates the button's OnClick event to a macro, and the macro consists of the commands that are to be performed by the button each time it is clicked. 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 B is incorrect. Evaluate Formula is a 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 options A and C are 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: 58

You work as an Office Assistant for Media Perfect Inc. You have created a spreadsheet in Excel 2013 and shared it with the other employees of the company. You select the Encrypt with Password option as a protection measure for the document you are sharing. Now, you have to specify a password in the Password box in the Encrypt Document dialog box appeared for editing the document. But you have forgotten the password. What will happen in this situation?

- A. You will use a new password.
- B. You will ask Microsoft to retrieve the password.
- C. You will fetch the password from the list in which you have saved it.
- D. You will create a new document.

Answer: C

Explanation:

The various Protect Workbook options are as follows:

1. Mark as Final: This option is used to make the document read-only. When a spreadsheet is marked as final, various

options such as typing, editing commands, and proofing marks are disabled or turned off and the spreadsheet becomes read-only. This command helps a user to communicate that he is sharing a completed version of a spreadsheet. This command also prevents reviewers or readers from making inadvertent modifications to the spreadsheet.

2. **Encrypt with Password:** When a user selects the Encrypt with Password option, the Encrypt Document dialog box appears. In the Password box, it is required to specify a password. Microsoft is not able to retrieve lost or forgotten passwords, so it is necessary for a user to keep a list of passwords and corresponding file names in a safe place.

3. **Protect Current Sheet:** This option is used to select password protection and permit or prohibit other users to select, format, insert, delete, sort, or edit areas of the spreadsheet. This option protects the worksheet and locked cells.

4. **Protect Workbook Structure:** This option is used to select password protection and select options to prevent users from changing, moving, and deleting important data. This feature enables a user to protect the structure of the worksheet.

5. **Restrict Permission by People:** This option works on the basis of Window Rights Management to restrict permissions. A user is required to use a Windows Live ID or a Microsoft Windows account to restrict permissions. These permissions can be applied via a template that is used by the organization in which the user is working. These permissions can also be added by clicking Restrict Access.

6. **Add a Digital Signature:** This option is used to add a visible or invisible digital signature. It authenticates digital information such as documents, e-mail messages, and macros by using computer cryptography. These signatures are created by specifying a signature or by using an image of a signature for establishing authenticity, integrity, and non-repudiation.



Answer option D is incorrect. You can create a new document with the same details but it will increase the overhead and is a very time consuming process. Answer option D is incorrect. You can create a new document with the same details but it will increase the overhead and is a very time consuming process.

Question: 59

Which of the following can be defined as easy-to-use filtering components containing a set of buttons that enable users to quickly filter data in a PivotTable report, without opening drop-down lists to find the items to filter?

A. Accounting templates

- B. ActiveX controls
- C. Form controls
- D. Slicers

Answer: D

Explanation:

Slicers are defined as easy-to-use filtering components containing a set of buttons that enable users to quickly filter data in a PivotTable report, without opening drop-down lists to find the items to filter. When a user uses a regular PivotTable report filter to filter on multiple items, the filter indicates only that multiple items are filtered and the user has to open a drop-down list to find the filtering details. However, a slicer clearly labels the filter that is applied and provides details so that the data displayed in the filtered PivotTable report can be easily understood. Answer option B is incorrect. ActiveX controls are used on worksheet forms, with or without the use of VBA code, and on VBA UserForms. They are used when a user needs more flexible design requirements than those provided by Form controls. They have extensive properties that can be used to customize their appearance, behavior, fonts, and other characteristics. The user can control different events that occur when an ActiveX control is interacted with. He can also write macros that respond to events associated with the ActiveX controls. When a user interacts with the control, the VBA code runs to process any events that occur for that control. The ActiveX controls cannot be added to chart sheets from the user interface or to XLM macro sheets. It is not possible to assign a macro to run directly from the ActiveX control. 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 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.

Question: 60

You work as an Office Assistant for Blue well Inc. You want to record a macro and save it with the name "Auto_Open" so that the macro will run whenever you open the workbook containing the macro.

While doing so, you observe that the Auto_Open macro fails every time. Which of the following are the causes of this?

Each correct answer represents a complete solution. Choose all that apply.

- A. The default workbook or a workbook loaded from the XLStart folder is opened before running the macro.
- B. The workbook is opened programmatically using the Open method.
- C. The workbook where a user wants to save the Auto_Open macro already contains a VBA procedure in its Open event.
- D. The workbook is based on the record button that is disabled by default before running the Auto_Open macro.

Answer: A,B,C

Explanation:

The various limitations of recording an Auto_Open macro are as follows:

If the workbook where a user wants to save the Auto_Open macro already contains a VBA procedure in its Open event, then all actions in the Auto_Open macro are overridden by the VBA procedure used for the Open event.

The Auto_Open macro will be ignored when a workbook is opened programmatically using the Open method.

The Auto_Open macro runs before any other workbooks are opened.

Therefore, if the user records actions he wants Excel to perform on the default workbook or a workbook loaded from the XLStart folder, the Auto_Open macro will fail when the user restarts Excel because it runs before the default and start-up workbooks are opened. Answer option D is incorrect. This is an invalid answer option.

Question: 61

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You are creating a chart in Excel 2013. You want to show the slope of data points in the chart to know the trend of the Business Intelligence data range. Which of the following will you use to accomplish the task?

- A. Trendline
- B. Sparkline
- C. Backstage view
- D. Line charts

Answer: A

Explanation:

A trendline is defined in Excel 2013. 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. 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 C 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 D 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: 62

You work as an Office Assistant for Tech Perfect Inc. You are working in a spreadsheet. You use a function in one cell and it works perfectly but when you attempt to copy the function down to other rows, you get the #REF error. 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. Excel is trying to reference an invalid cell.
- 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. You are referencing an entire worksheet by clicking on the grey square at the top left of the worksheet.

Answer: B,D

Explanation:

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 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.