**1.** You are working offline on some important Excel files which are saved on your PC. Your area has been subject to unexpected power-cuts. How can you ensure that you do not lose any important data if a power-cut happens?

○ Go to File, Options, Save and Tick the AutoSave checkbox.

○ Turn on the Autosave choice on the Quick Access Toolbar.

◉ Go to File, Options, Save and Tick the AutoRecover checkbox.

✓ **Correct**

Correct! By setting Excel to save a backup copy of the file you are working at regular intervals, you will have the opportunity to recover work if a power-cut causes your PC to switch off while you are editing the file. The default interval for this is 10 minutes but if the content is critical, you could reduce the time interval.
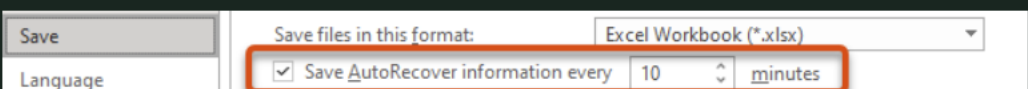
2. The worksheets that you create typically contain many Charts. As the files will be circulated to a wide audience in the organization, you want to add Alternative Text to Charts as you create them. To speed up this process, you decide to have the Alt+Text option as a separate button on the Review Ribbon. Once you have begun the process by going to File, Options, Customize Ribbon, you cannot see Alt Text as a choice in the left-hand list. What steps do you need to take to successfully add Alt+Text to the Review Ribbon?

◉ Click on the "Choose Commands From" drop down. Change the choice from Popular to All. Locate and select Alt+Text. With the Review Ribbon selected in the list to the right, click on the New Group choice. Type a name and press enter. Click the Add button between the two lists to position Alt+Text in the group.

○ Click on the "Choose Commands From" drop down. Change the choice from Popular to All. Locate and select Alt+Text and then click the Add button between the two lists to position it on the Review ribbon to the right.

○ Click on the "Choose Commands From" drop down. Change the choice from Popular to Custom Tabs and Groups. Locate Alt+Text and then click the Add button between the two lists to position it on the Review ribbon to the right.

✓ **Correct**

Correct! Alt+Text can be found on the "All Commands" list but it cannot be added immediately to the Review Ribbon. Buttons on the Ribbon must be placed in Groups, so the next step is to create a custom Group on the Review Ribbon and the final step is to Add the Alt-+Text choice to that newly created group.

3. You have created a worksheet which tracks the sales made by the Sales Team. You saved it in OneDrive and shared it with the team members. You have asked them to update their sales figures on an ongoing basis. You would like to create a Conditional Format rule so that you can check this file at any time and be immediately aware of the top three sales figures. What would be the most efficient way to do this?

○ Select the cells where the sales figures will be entered. Go to Home, Conditional Formatting and choose Data Bars.

◉ Select the cells where the sales figures will be entered. Go to Home, Conditional Formatting and Choose from Top/Bottom Rules.

○ Select the cells where the sales figures will be entered. Go to Home, Conditional Formatting and choose from Highlight Cell Rules.

✓ **Correct**

Correct! The choices given in the Top/Bottom Rules sub-menu focus on top or bottom values, or top or bottom percentages. By choosing from Top 10 from this menu and customizing it you can create a rule which monitors the values and always identifies the top three with color.
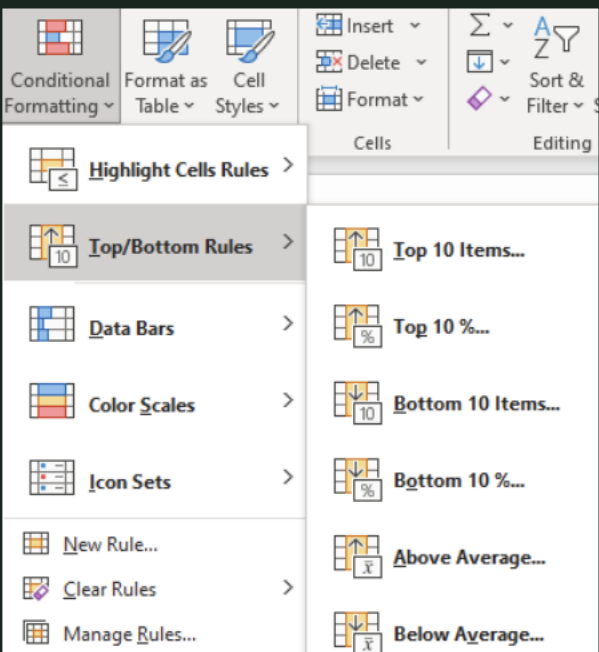
4. The Manage Rules box allows you to monitor and control the Conditional Format rules set for any cell. Which of the following are settings you can control using Manage Rules?

Select all options that apply.

☑ See what rules are applied to a cell.

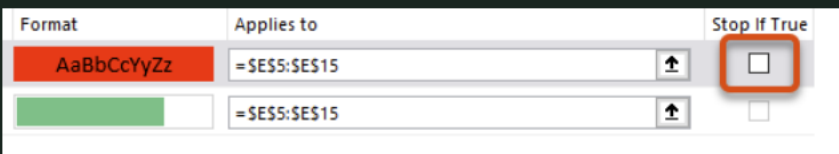✓ **Correct**

Correct! The list of rules that you see in the Manage Rules dialog will all be applied to the cell in the order shown.

☑ If there are multiple rules, stop Excel processing the list at a certain point

✓ **Correct**

Correct! The Stop if True box is a way to halt Excel's processing of the rules at a certain point. If the criteria in that rule are met, then Excel will not process any rules listed further down.

☐ Copy a rule to apply to another block of Cells.

☑ Create a Rule

✓ **Correct**

Correct! The New Rules choice in the Manage rules box will show the same dialog as the New Rules choice on the Conditional Formatting drop-down menu. You can start the process of creating a new rule from either the drop-down menu on the Home Ribbon or the Manage Rules dialog.

☑ Edit a Rule

✓ **Correct**

Correct! You can adjust a rule in the Manage Rule dialog. This includes being able to expand the area that the rule applies to as well as adjusting criteria or color choices.

5. You created a spreadsheet to track your team's Sales achievements. Now you want to create a Conditional Format Rule on the Weekly Sales column. You want it to change the color of the cell in Column E when the value in it matches or exceeds the target figure in column F. How would you do this?

	E	F
4	Weekly Sales	Weekly Goal
5	16,785.14	20,000.00
6	14,687.50	15,000.00
7	13,478.96	15,000.00
8	25,275.75	25,000.00
9	15,750.00	15,000.00
10	7,600.00	10,000.00
11	25,478.45	25,000.00
12	12,346.87	15,000.00
13	14,687.50	20,000.00
14	11,687.00	15,000.00
15	9,874.45	10,000.00

○ Select E5 to E15. Click on Home, Conditional Formatting, New Rule and use the Format All Cells Based on Their Values choice.

○ Select E5 to E15. Click on Home, Conditional Formatting, Highlight Cell Rules and use the Greater Than choice.

◉ Select E5 to E15. Click on Home, Conditional Formatting, New Rule and use the Create a Formula choice.

✓ **Correct**
Correct! The Create a Formula choice would allow you to type in the formula: =E5>F5 which would then be copied down the selected block and adjusted row on row. In each row, the Conditional Format rule would check the value in the cell in the E column and compare it to the corresponding figure in the F column. Be careful that you do not have any dollar signs in the formula as they might prevent this happening.

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6. You have been collaborating on a worksheet with a colleague and you have both contributed to a Comment thread. You decide that the conversation should be closed. You need to keep the Comments until the final review of the worksheet is completed by a more senior colleague. What would you do to indicate that the conversation is closed?

◉ Resolve the Comment Thread.

○ Delete the Comment Thread.

○ Close the Comment Thread.

✓ **Correct**
Correct! Clicking on the Ellipses and choosing to resolve the thread, will leave the Comments in place but switch to grey so that it is obvious that the Conversation has ended.

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7. Excel gives you two ways to add annotations to a cell in an Excel Workbook. You can add either a Note or a Comment to any cell. What features are available for Comments but not available for Notes?

Select all that apply.

☑ A date and timestamp.

✓ **Correct**
Correct! Comments are date and timestamped so that there is an audit trail of when something was posted. There is no date or time information on a Note unless you type it manually as you are creating the note. If you convert a Note to a Comment so that it can become a conversation, the note will still not have date or time info.

☑ Adding a Reply.

✓ **Correct**
Correct! Comments create a threaded conversation where replies are possible.

☑ Ability to use the @ symbol to notify someone of what has been said.

✓ **Correct**
Correct! You can use the @ symbol to send an email notification to a colleague that you have mentioned them. This cannot be done with a Note.

☐ Format the text with a different Font or Color.

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8. You have imported Data from an Access Database into your Excel Workbook. The Query Editor window is visible on the right-hand side of the Excel screen. Now that you have imported the data in your worksheet, you will only be working on it in Excel. You're aware that colleagues amend the original data in Access regularly, but you do not need to see those changes in the Excel copy. What should you do to ensure that the data you have brought into Excel does not update when your Colleagues change the source?

○ In the Table Design Ribbon, click on the Refresh button and click on the delete link choice.

○ Click on the Delete Query button in the top left corner of the Query Editor window.

◉ In the Table Design Ribbon, click on the Convert to Range choice in the Tools Group.

✓ **Correct**
Correct! In the Tools group, the Convert to Range choice will break the link to the original source material. It will do this by removing the Query that is the connection to the original Access file. Once this query is removed the connection will be broken and the content in Excel will no longer keep pace with any amendments made to the data in Access.

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9. A client has asked you to send information to them in a CSV format that they can import into their own accounting system. Which of the following statements are true in relation to the file you are sending to the client?

☑ The file will only contain plain text.

✓ **Correct**
Correct! The CSV file is one of the formats that removes all formatting information from a file.

☐ The columns will be separated by a Tab character.

☑ The file will only contain information from one Excel sheet.

✓ **Correct**
Correct! Excel will only export the active sheet to the CSV file. If the original Excel file has data on multiple sheets, then you would need to export them to separate, individual files.

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10. You have already created the CSV copy of the Excel file that the customer has requested. You decide to also send a PDF copy of the original file so that your customer can see the original layout. Which series of steps would be correct to complete this action?

○ Click on File, Share, and Click on the PDF icon.

◉ Click on File, Export, Click on the PDF button.

✓ **Correct**
Correct! On the Export screen, Excel will offer to export to either PDF or XPS format. Both formats will be read-only, but both will maintain the original layout of the original Excel document.