77-427 Q&As

Excel 2013 Expert Part One

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QUESTION 1

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.

Correct Answer: ABDE

QUESTION 2

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

Correct Answer: B

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 3

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. Some employees have changed some data in the worksheet of the company. You want to identify changes that were made to the data in the workbook and then take a decision whether to accept or reject those changes. For this purpose, it is required to access and use the stored change history.

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

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

A. History tracking

B. Onscreen highlighting

C. Slicer-enabled highlighting

D. Reviewing of changes

Correct Answer: ABD

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

1.

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

2.

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

3.

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

QUESTION 4

You work as an Office Assistant for 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.

Correct Answer: ABCDEFGH

QUESTION 5

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 VBAprocedure in its Open event.

D. The workbook is based on the record button that is disabled by default before running the Auto_Open macro.

Correct Answer: ABC

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

1.

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.

2.

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

3.

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.

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