

## 77-427<sup>Q&As</sup>

Excel 2013 Expert Part One

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**QUESTION 1**

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

Correct Answer: D

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.

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**QUESTION 2**

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

Correct Answer: C

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 3

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.

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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#### QUESTION 4

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 and 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.

Correct Answer: CD

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#### QUESTION 5

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

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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.

Correct Answer: BC

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