

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

Excel 2013 Expert Part One

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**QUESTION 1**

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.

Correct Answer: D

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.

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**QUESTION 2**

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 3

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:

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### QUESTION 4

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.

Correct Answer: AB

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.

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#### QUESTION 5

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

Correct Answer: A

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.