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QUESTION 1

You are creating a workbook for VanArsdel Limited\\'s annual sales meeting.

Require that users enter the password "P@ssword" before they can make structural changes to the workbook.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

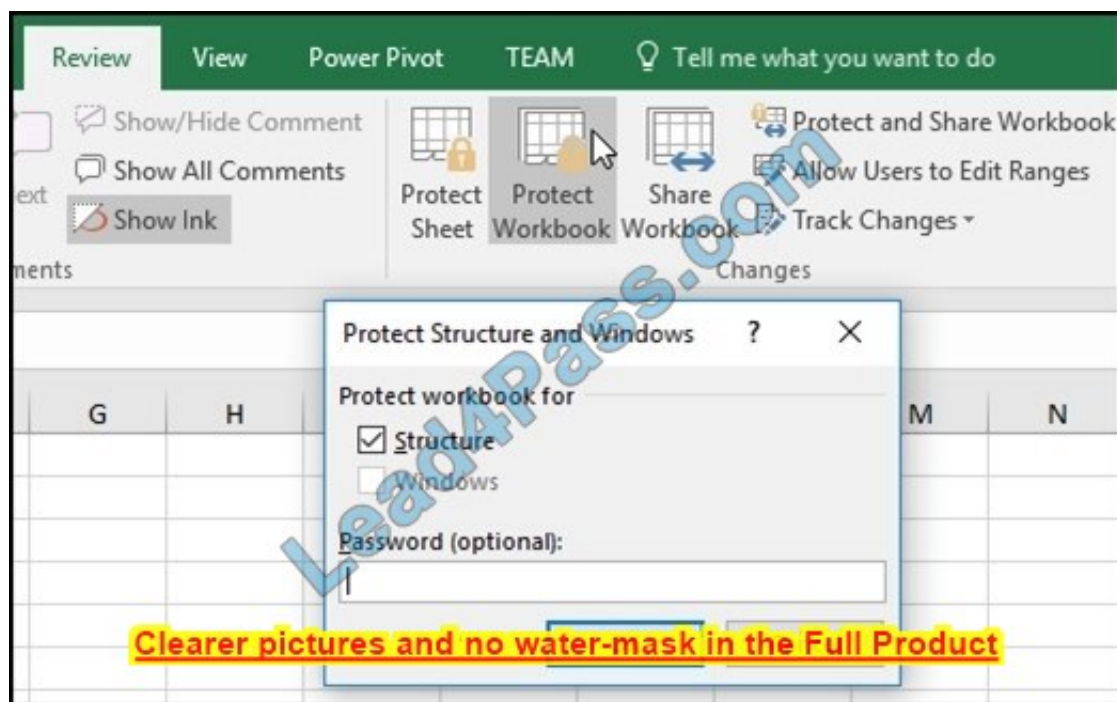D. PlaceHolder

Correct Answer: A

1.

Click Review > Protect Workbook.

2.

Enter a password in the Password box.

3.

Click OK, and retype the password to confirm it, and then click OK.

QUESTION 2

On the "Plan Analysis" worksheet, modify the PivotTable to group the data by the values in the "Full Package Price" column. Group the values in steps of 100 beginning at 0 and ending at 200.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

In the PivotTable, right-click a value and select Group.

In the Grouping box, select Starting at and Ending at checkboxes, and edit the values if needed. (0 and 200 respectively)

Under By, enter a number that specifies the interval for each group. (100)

Select OK.

QUESTION 3

On the "Royalty Analysis" worksheet, add the "Title ID" field as a PivotChart filter. Apply the filter to the chart to display only results for title ID "CO20".

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

In the PivotTable Field list, click on the field that you want to use as a Report Filter.

Drag the field into the Filters box.

On the worksheet, Excel adds the selected field to the top of the pivot table, with the item (All) showing. The values in the pivot table do not change. Click the Report Filter\\'s drop-down arrow, to see a list of items in the field.

Click on an item to select it, and click OK.

QUESTION 4

From the "Employees" worksheet, create a macro named "Header". Store the macro in the current workbook. Configure the macro to insert the "Sheet Name" in the left header cell of the active page and the "Page Number" in the right header cell.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

The Developer tab isn\'t displayed by default, but you can add it to the ribbon.

On the File tab, go to Options > Customize Ribbon. Under Customize the Ribbon and under Main Tabs, select the Developer check box.

Record a macro

1.

 In the Code group on the Developer tab, click Record Macro.

2.

 Optionally, enter a name for the macro in the Macro name box and a description in the Description box, and then click OK to start recording.

3.

 Select Page layout from the Ribbon and expand Page Setup.

4.

 Select the Header/Footer tab and click Custom Header.

5.

 In the Left section, click the Insert Sheet Name button.

6.

 In the Right section, click the Insert Page Number button.

7.

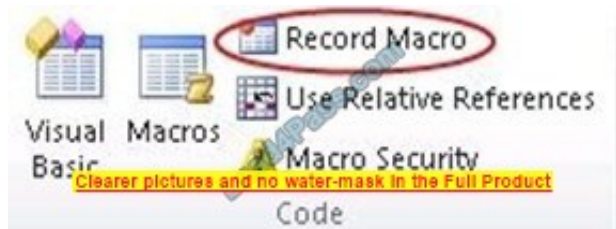 Click OK. Then click OK again.

8.

 On the Developer tab, click Stop Recording.

9.

 On the Developer tab, click Macros to view the available Macros.

10.

 Select the Macro and click Run.

QUESTION 5

On the "Popular Videos" worksheet, for cells B4:C17, create a conditional formatting rule that displays the five lowest values in bold Dark Red font.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select the entire dataset.

Go to Home ?gt; Conditional Formatting ?gt; Top/Bottom Rules ?gt; Top 10 Items (or %) / Bottom 10 Items (or %).

Select Bottom 10 items and a dialogue box will open. Change the number from 10 to 5 using the down arrow.

Specify the format to be applied to the cells that meet the condition by using the drop-down on the right and selecting the Custom Format option. In the dialog box that appears, select Bold from under Font style, then click the drop down arrow

under Color and select Dark Red from the Standard colors.

Click OK.

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