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QUESTION 1

You are creating a workbook for the regional meeting of Southridge Video.

On the "Regional Sales" worksheet, in cells D4:F7, use the Fill Series feature to complete the sales projections using a linear growth rate of 500,000 per year.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select all value cells for First-Year and Second-Year Sales. Drag the fill handle to the Fifth-Year Projections column.

QUESTION 2

On the "Employees" worksheet, in cell C4, enter a formula that returns the office phone number from the "Contact_Information" cell range using an exact match for the "Region" in column B.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

In cell C4, type =M4 and press Enter.

QUESTION 3

You work for Lucerne Publishing. You are compiling sales and royalty data for authors the company represents. Configure Excel to disable all macros in the workbook without notification.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

1.

Click the File tab.

2.

Click Options.

3.

Click Trust Center, and then click Trust Center Settings.

4.

In the Trust Center, click Macro Settings.

5.

Select the Disable all macros without notification option.

6.

Click OK.

QUESTION 4

On the "Employees" worksheet, in cell F4, enter a formula that returns the employee\'s bonus from the "Years of Service Bonus" table.

Adjust the formula and then copy it to cells F5:F19.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select cell F4.

Enter the following formula:=INDEX($I$2:$I$7,MATCH(B4,$H$2:$H$7,1),1) Press Enter.

QUESTION 5

On the "2019 Visitors" worksheet, modify the conditional formatting rule to format rows for parks that have a "Size" greater than 1,000 square miles.

A. See explanation below.

B. PlaceHolder

C. PlaceHolder

D. PlaceHolder

Correct Answer: A

Select the entire dataset.

Go to Home ?gt; Conditional Formatting ?gt; Highlighting Cell Rules ?gt; Greater Than.. / Less Than..

Select the `Greater than\\' option. In the dialogue box, enter the number in the field on the left. The intent is to highlight cells that have a number greater than this specified number.

Specify the format to be applied to the cells that meet the condition by using the drop-down on the right, or specify your own format using the Custom Format option.

Click OK.

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