



77-888^{Q&As}

Excel 2010 Expert

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QUESTION 1

Rick works as an Office Assistant for Tech Perfect Inc. The company has a Windows-based network.

Rick has to perform the following tasks:

Summarize large amounts of data. Analyze numeric data.

Answer unexpected questions about data.

Which of the following actions will Rick take to accomplish the task?

- A. He will create the accounting template.
- B. He will use stand-alone slicers.
- C. He will create a PivotTable report.
- D. He will configure form controls.

Correct Answer: C

A PivotTable report is used to summarize large amounts of data, to analyze numerical data, and to answer unexpected questions about data.

Answer option B is incorrect. Stand-alone slicers are referenced from Online Analytical Processing (OLAP) Cube functions. These stand-alone slicers can be connected with any PivotTable in future. They can be added by using the slicer

button on the Ribbon. They need to be manually linked into grids as required.

Answer option D 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.

QUESTION 2

You work as an Office Assistant for Blue well Inc. The company has a Windows-based network. You want to create a VBA procedure for the open event of a workbook. You are at the step of adding the following lines of code to the procedure: "Private Sub Workbook_Open() MsgBox Time Worksheets("Sheet2").Range("A2").Value = Time End Sub" Which of the following are the next steps that you will take to accomplish the task? Each correct answer represents a part of the solution. Choose all that apply.

- A. Under Macro Settings in the Macro Settings category, click Enable all macros, and then click OK.
- B. Switch to Excel and save the workbook with the .xslm extension as a macro-enabled workbook and close it.
- C. Reopen the workbook.



D. Click OK in the message box.

Correct Answer: BCD

QUESTION 3

Rick works as an Office Assistant for Tech Perfect Inc. He is creating a report through Microsoft Excel 2010. He wants to fill the active cell with the content of the adjacent cell. Mark the option that he will choose to accomplish the task.

Hot Area:



Correct Answer:



Explanation: The Fill command is used to fill the active cell with the content of the adjacent cell. The Fill command is located in the Home tab > Editing group > Fill.



Click the Down, Right, Up, Left, or Series option to fill cells.



QUESTION 4

You work as an Office Assistant for Tech Perfect Inc. You are working in the spreadsheet of the company's high selling products. You input a formula for calculating the monthly sell of a particular product but your Excel cell shows a string of # symbols instead of returning a value as shown below:

The screenshot shows an Excel spreadsheet with columns A, B, C, and D, and rows 1 through 5. Cell A1 contains the text "#####". A red arrow points to cell A1. A blue watermark "Pass4Lead.com" is visible diagonally across the spreadsheet.

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. You are inserting a new column, next to a column that is already formatted as text.
- B. The cell is not wide enough for displaying the calculated value.
- C. The lookup_value or the array you are searching resides in a cell containing unseen spaces at the start or end of that cell.
- D. Excel is trying to show the contents of the cell as a date or time stored as positive numeric values within Excel, but the cell contains a negative value.

Correct Answer: BD

The Cell Shows ##### error occurs because the cell is not wide enough for displaying the calculated value. The other reason is that Excel is trying to show the contents of the cell as a date or time stored as positive numeric values within Excel, but the cell contains a negative value. Answer option C is incorrect. 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 A 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

QUESTION 5

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

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