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Excel 2013 Expert Part One

Microsoft 77-427

Version Demo

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SIMULATION

Use a function to insert a value in a cell.

Cell range E2:E44

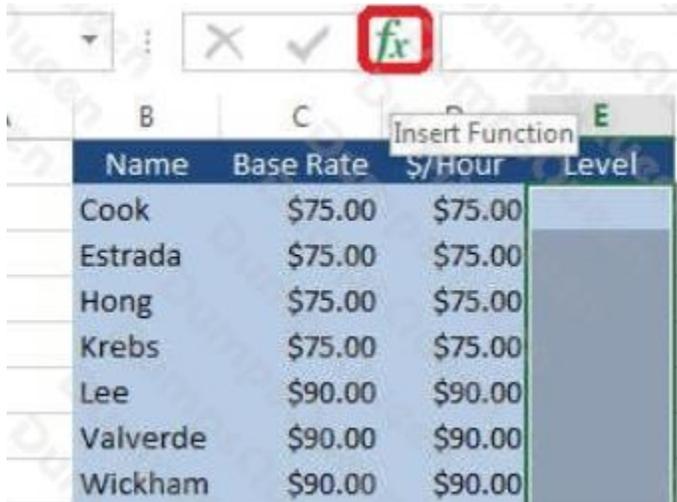The "Level" of each employee

Function LOOKUP (vector form)

Lookup_value: "$/Hour" (Column D)

Lookup_Vector: Lower Limit row from table.

**ANSWER: Use the following steps in explanation.**

Explanation:

Step 1: Click cell E2, and click the Insert Function button.

	B	C	D	E
	Name	Base Rate	$/Hour	Level
	Cook	$75.00	$75.00	
	Estrada	$75.00	$75.00	
	Hong	$75.00	$75.00	
	Krebs	$75.00	$75.00	
	Lee	$90.00	$90.00	
	Valverde	$90.00	$90.00	
	Wickham	$90.00	$90.00	

Step 2: In the Insert Function dialog box select Category Lookup & Reference, select function LOOKUP, and click the OK button.
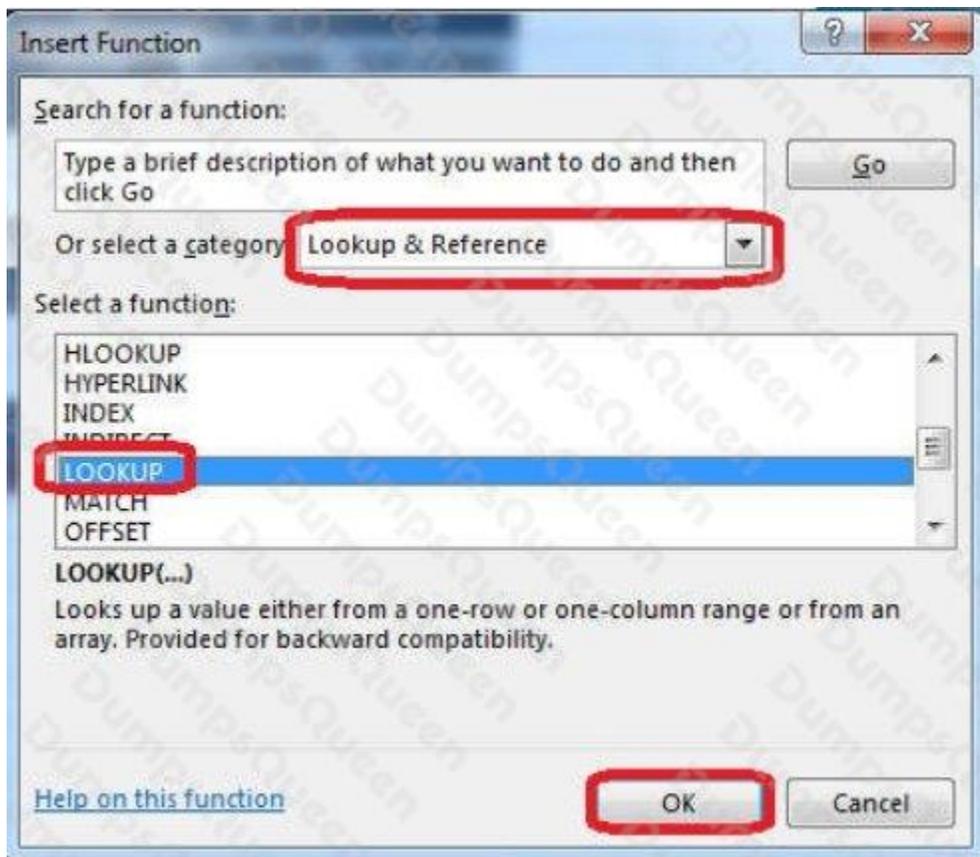
Step 3: In the Select Arguments dialog box make sure lookup, value, lookup vector, result vector is select and click OK.
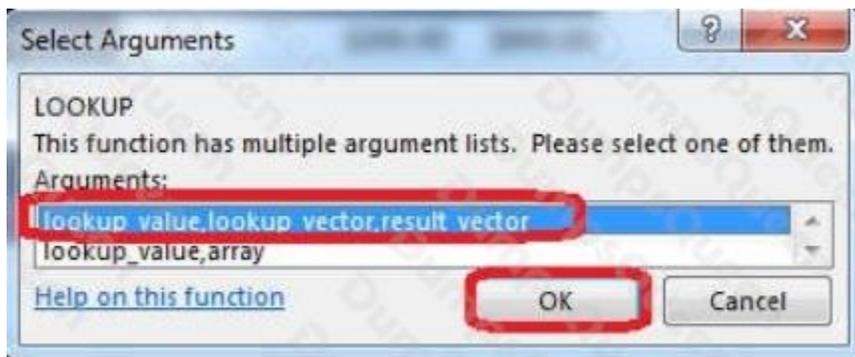
Step 4: For Lookup_value click cell D2, for Lookup_vector select cells I12:K12, for Result vector cells I11:K11, and click the OK button.

Step 5: Click cell E2, click in cell reference I12 in the formula field, and press the F4 key (to make I12 an absolute reference.

Step 6: Make K12, I11 and K11 absolute references using F4 in the same way. Result will be:

Step 7: Click cell E2, and copy downwards to E44.

Result will be like:

Name	Base Rate	$/Hour	Level
Cook	$75.00	$75.00	1
Estrada	$75.00	$75.00	1
Hong	$75.00	$75.00	1
Krebs	$75.00	$75.00	1
Lee	$90.00	$90.00	1
Valverde	$90.00	$90.00	1
Wickham	$90.00	$90.00	1
Carvallo	$120.00	$120.00	1
Tejani	$120.00	$120.00	1
Melo	$125.00	$125.00	1
Arnold	$135.00	$135.00	1
Zuber	$140.00	$140.00	1
DeVoe	$160.00	$160.00	1
Barber	$330.00	$330.00	2
Akin	$350.00	$350.00	2
Sullivan	$375.00	$375.00	2
Svensk	$380.00	$380.00	2
Riis	$675.00	$675.00	2
Stratsma	$695.00	$695.00	2
Leonetti	$725.00	$725.00	2
Gilchrist	$730.00	$730.00	2
Jain	$750.00	$750.00	2
Klimov	$1,600.00	$1,600.00	3
Fischer	$1,650.00	$1,650.00	3
Iwamura	¥7,825.00	$79.27	1
Miconi	¥7,825.00	$79.27	1

QUESTION NO: 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 & 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.

ANSWER: C D

Explanation:

References: https://support.office.com/en-us/article/use-slicers-to-filter-data-249f966b-a9d5-4b0fb31a-12651785d29d

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QUESTION NO: 3

You work as an Office Assistant for Dreams Unlimited Inc. You use Microsoft Excel 2013 for creating various types of reports. You have created a report in the format given below:

	A	B	C	D
1	Sales Person ▼	Exceeded Jan Quota ▼	Exceeded Feb Quota ▼	Exceeded Mar Quota ▼
2	Mark	Yes	No	No
3	Sarah	Yes	Yes	No
4	David	Yes	Yes	Yes
5	Sasha	No	Yes	Yes
6	Formula	Description (result)		
		Counts how many sales people exceeded both their January and February Quota		
7				

In the A7 cell, you are required to put a formula so that it can fulfill the description provided in the B7 cell.

Which of the following formulas will provide the required result?

A. COUNTIF(B2:C5,"=Yes")

B. COUNTIFS(B2:C5,"=Yes")

C. COUNTIF(B2:B5,"=Yes",C2:C5,"=Yes")

D. COUNTIFS(B2:B5,"=Yes",C2:C5,"=Yes")

ANSWER: D

Explanation:

In order to get the required result, you will have to insert the following formula in the B7 cell:
COUNTIFS(B2:B5,"=Yes",C2:C5,"=Yes") Only Sarah and David have exceeded their January and February quotas, therefore the formula will provide 2 as the result.

Incorrect Answers:

Answer options A, B: This formula will count all the cells that have the value "Yes" in the range B2:C5. As multiple criteria are not applied in the formula, it will provide 6 as the result. In the A7 cell, you are required to put a formula so that it can fulfill the description provided in the B7 cell.

Which of the following formulas will provide the required result?

C: The COUNTIF function of Excel does not support multiple criteria.

References: https://support.office.com/en-us/article/countifs-function-dda3dc6e-f74e-4aee-88bcaa8c2a866842

QUESTION NO: 4

You work as an Office Assistant for Tech Perfect Inc. You are working in a spreadsheet. You are facing a problem that when you type in a function and press Enter, the cell shows the function as you typed it, instead of returning the function's value as shown below:

Which of the following is the reason that is causing the above problem?

A. You are inserting a new column, next to a column that is already formatted as text.

B. Excel is trying to reference an invalid cell.

C. You are inserting a new column, next to a column containing Dates or Times.

D. The lookup_value or the array you are searching resides in a cell containing unseen spaces at the start or end of that cell.

ANSWER: A

Explanation:

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.

Incorrect Answers:

B: 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.

C: The Cell Shows a Date or Time Instead of a Number error occurs because the cell that contains the formula is formatted as a 'date' or 'time' instead of a 'General' type or a number. This situation arises because a user has inserted a new column, next to a column containing Dates or Times, the new column has 'inherited' the formatting of the adjacent column.

D: 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.

References: http://www.excelfunctions.net/FunctionWontCalculate.html

QUESTION NO: 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

ANSWER: A

Explanation:

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.

Incorrect Answers:

B: 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.

C: Trust Center is where a user can find security and privacy settings for Microsoft Office 2013 programs.

D: 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.

References: https://excel-gantt-chart-template-deluxe.soft112.com/

QUESTION NO: 6 - (SIMULATION)

SIMULATION

Create a PivotTable

Cell range B4:I299 on "Montly_Billing" worksheet
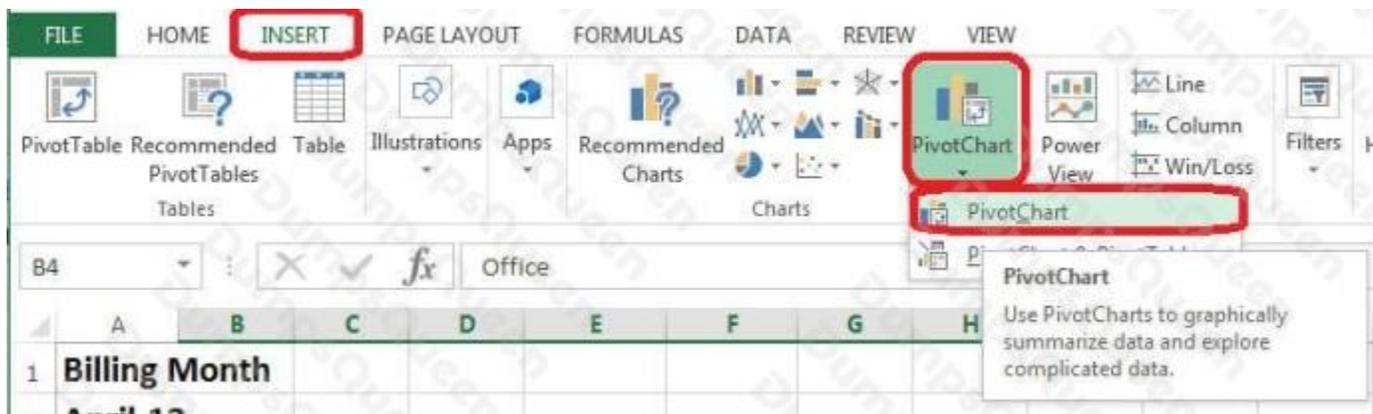
New Worksheet "Billing_Pivot"

ROWS: "Office", "Name"

VALUES: Sum of "Charge", Average of "Duration", Count of "Duration"
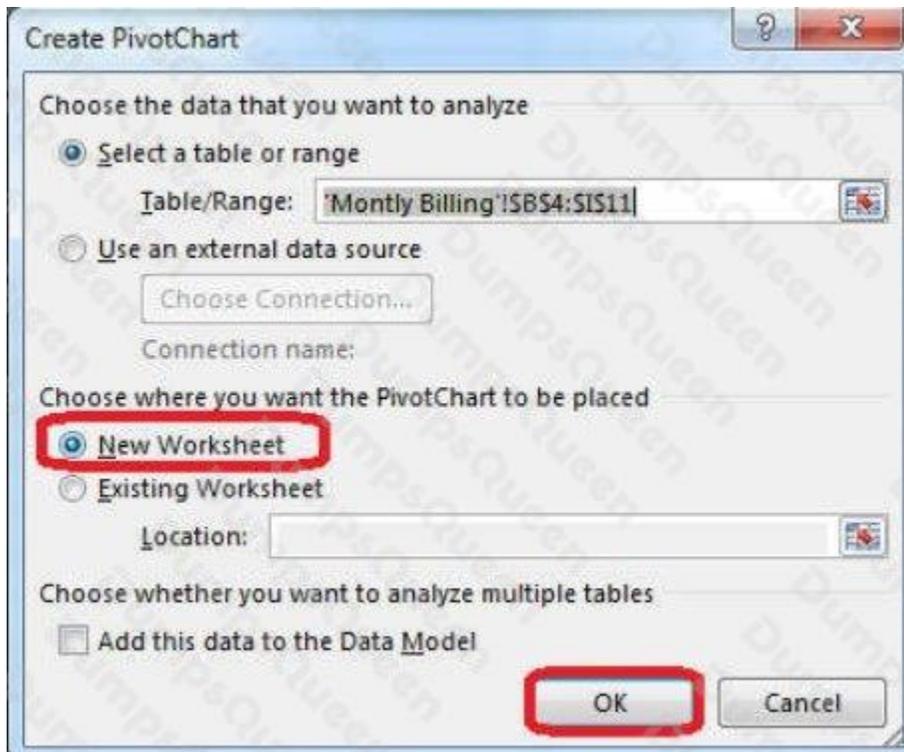
ANSWER: Use the following steps in explanation.

Explanation:

Step 1: In the name box type B4:I299 (or Click cell B4, shift-click cell I299).

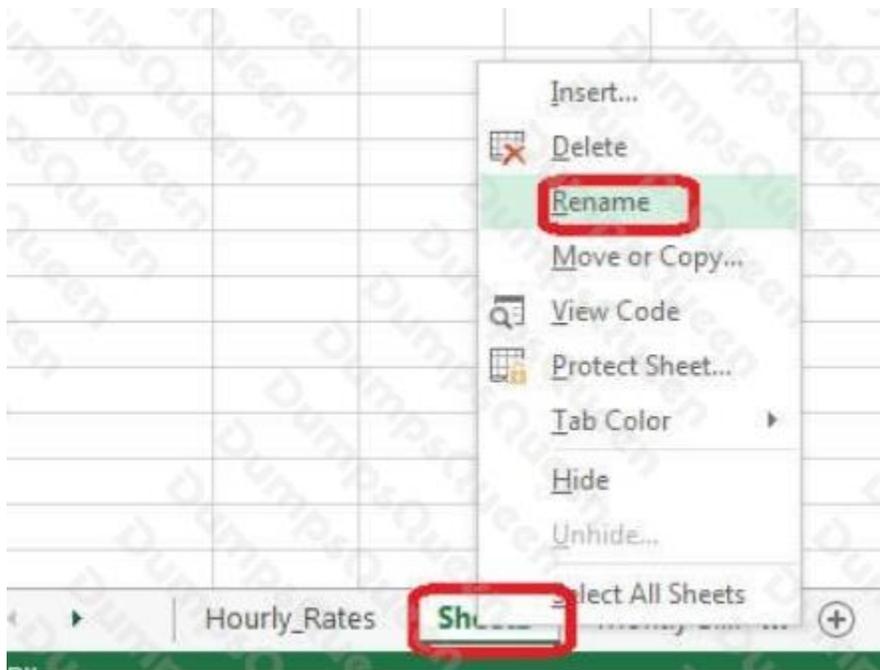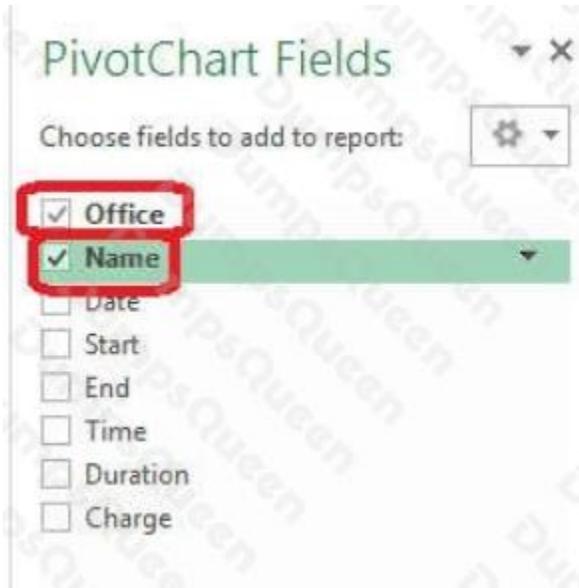Step 2: Click the INSERT tab, click the PivotChart button, and select PivotChart.

Step 3: In the Create PivotChart dialog box make sure New Worksheet is select, and click OK.

Step 4: Rename the worksheet by right-clicking on the sheet name (bottom left corner), select Rename from the context menu, and type: Billing_Pivot

Step 5: Select the fields Office and Name.

Step 6: Click-and-drag the Charge field to the Values area.

PivotChart Fields ▾ ✕

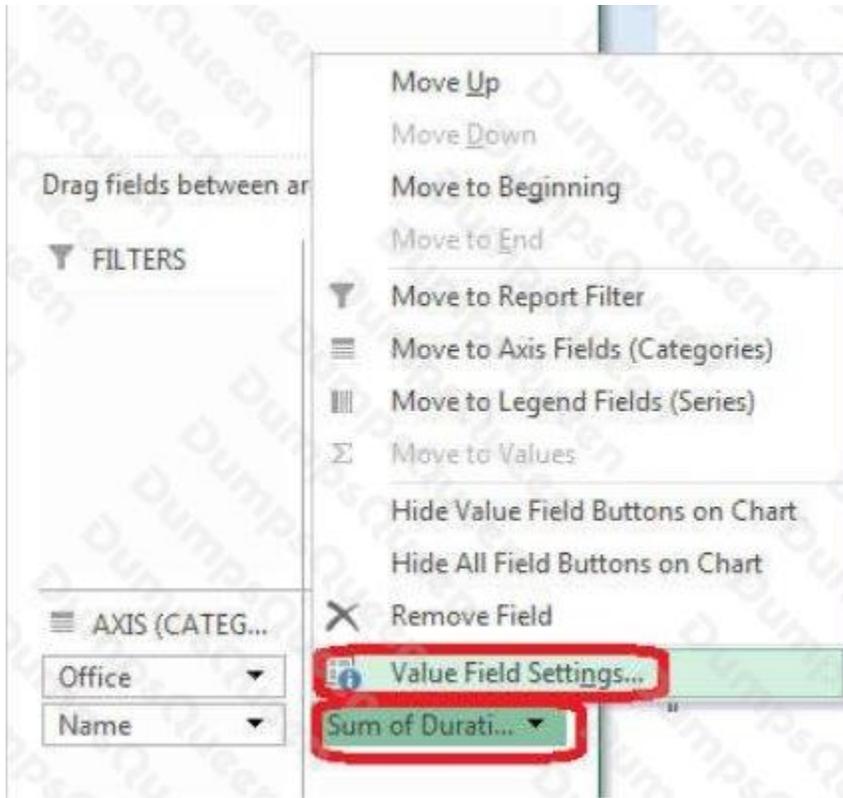Choose fields to add to report: ⚙ ▾

- ☑ **Office**
- ☑ **Name**
- ☐ Date
- ☐ Start
- ☐ End
- ☐ Time
- ☐ Duration
- ☑ Charge

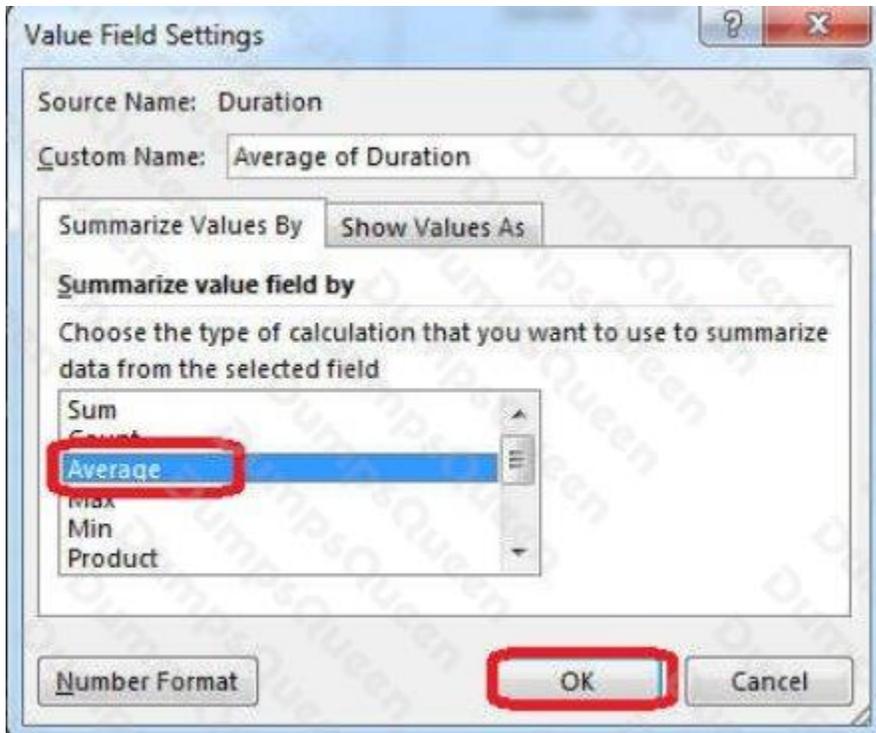Drag fields between areas below:

▼ FILTERS   ▥ LEGEND (SERIES)

≡ AXIS (CATEG...   Σ VALUES

| Office ▾ | Sum of Charge ▾ |
| Name ▾ | |

Step 7: Click-and-drag the Duration field to the Values area, then click on the new Sum of Duration box, and select Value Field Settings.

Drag fields between ar

Move Up

Move Down

Move to Beginning

Move to End

Move to Report Filter

Move to Axis Fields (Categories)

Move to Legend Fields (Series)

Σ   Move to Values

Hide Value Field Buttons on Chart

Hide All Field Buttons on Chart

✕   Remove Field

Value Field Settings...

▼ FILTERS

▤ AXIS (CATEG...

Office ▼

Name ▼

Sum of Durati... ▼

Step 8: In the Value Field Settings box, select Average, click OK.

Value Field Settings

Source Name: Duration

Custom Name: Average of Duration

Summarize Values By   Show Values As

Summarize value field by

Choose the type of calculation that you want to use to summarize data from the selected field

Sum
Count
Average
Max
Min
Product

Number Format   OK   Cancel

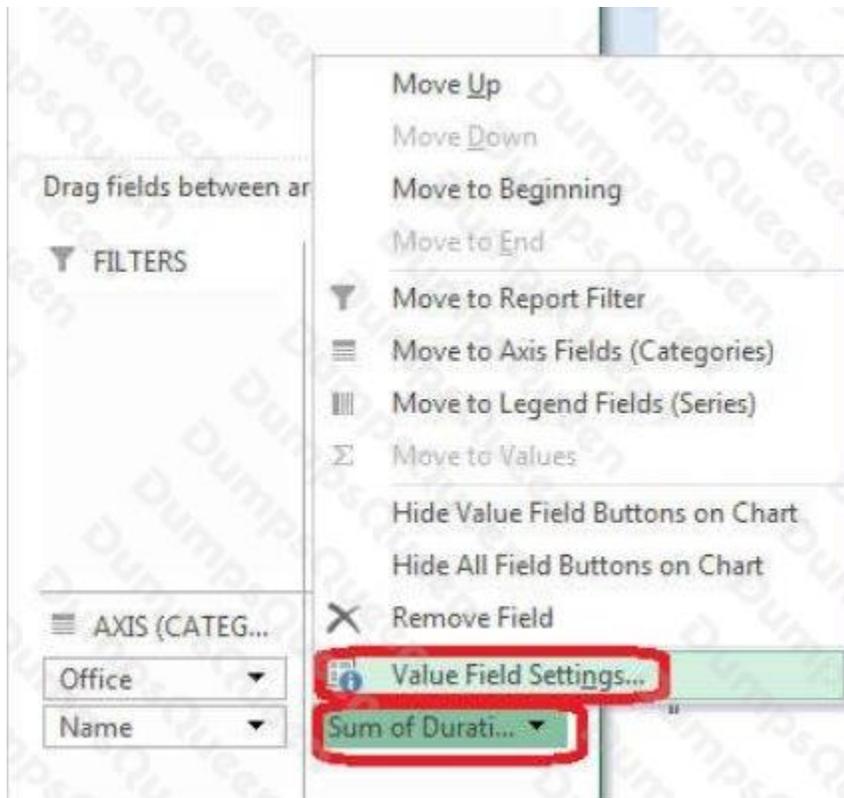Step 9: Again click-and-drag the Duration field to the Values area, then click on the new Sum of Duration box, and select Value Field Settings.
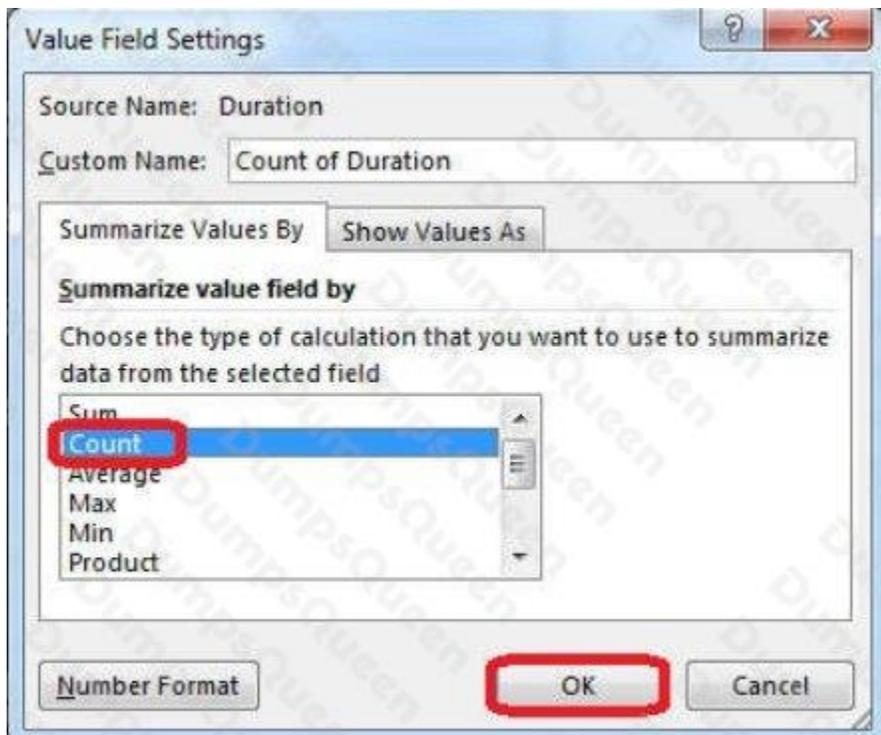
Step 10: In the Value Field Settings box, select Count, click OK.

The result will look like:

Row Labels	Sum of Charge	Average of Duration	Count of Duration
⊟ SJO	6350	4.25	7
Carvallo	600	4.25	1
Cook	375	4.25	1
DeVoe	800	4.25	1
Hong	375	4.25	1
Krebs	375	4.25	1
Lee	450	4.25	1
Riis	3375	4.25	1
Grand Total	6350	4.25	7
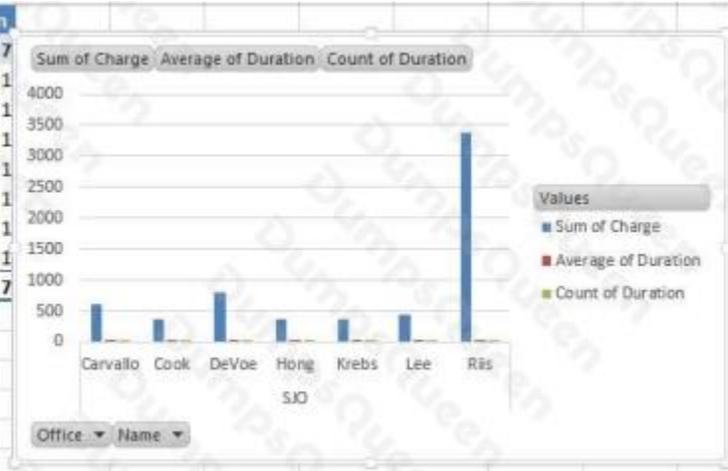
PivotChart Fields ▾ ✕

Choose fields to add to report: ⚙ ▾

- ☑ **Office**
- ☑ **Name**
- ☐ Date
- ☐ Start
- ☐ End
- ☐ Time
- ☑ **Duration**
- ☑ **Charge**

Drag fields between areas below:

▼ FILTERS	⦀ LEGEND (SERIES)
	Σ Values ▾

≡ AXIS (CATEG...	Σ VALUES
Office ▾	Sum of Charge ▾
Name ▾	Average of Du... ▾
	Count of Dura... ▾

QUESTION NO: 7

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You are creating a chart in Excel 2013. You want to show the slope of data points in the chart to know the trend of the Business Intelligence data range.

Which of the following will you use to accomplish the task?

A. Trendline

B. Sparkline

C. Backstage view

D. Line charts

ANSWER: A

Explanation:

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.

Incorrect Answers:

B: 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.

C: 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.

D: 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.

First Quarter Sale

C:\Documents and Settings\Administrator\Desktop\1.JPG

A line chart should be used where category labels are text, and are representing evenly spaced values such as months, quarters, or years.

References: http://excel.officetuts.net/en/training/trendlines

QUESTION NO: 8 - (HOTSPOT)

HOTSPOT

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 required to set the security level temporarily for enabling all macros.

Mark the option that you will choose first to accomplish the task.

Hot Area:

ANSWER:

Explanation:

References: https://support.office.com/en-us/article/change-macro-security-settings-in-excela97c09d2-c082-46b8-b19f-e8621e8fe373

QUESTION NO: 9

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network.

You want to quickly filter data in a PivotTable report without opening drop-down lists to find the items that you want to filter. For this purpose, you are required to use a slicer.

Which of the following are the ways that you can use to accomplish the task? Each correct answer represents a complete solution. Choose all that apply.

A. Create a copy of a slicer connected with the PivotTable.

B. Create a slicer connected with the PivotTable.

C. Create a slicer by disabling Macros associated with the PivotTable.

D. Use an existing slicer connected with another PivotTable.

ANSWER: A B D

Explanation:

The various ways to use or create slicers to filter PivotTable data in an existing PivotTable are as follows:

1. Create a slicer connected with the PivotTable.

2. Create a copy of a slicer connected with the PivotTable.

3. Use an existing slicer connected with another PivotTable.

Incorrect Answers:

C: This is an invalid answer option.

References: https://support.office.com/en-us/article/use-slicers-to-filter-data-249f966b-a9d5-4b0fb31a-12651785d29d

QUESTION NO: 10

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You want to filter data in a PivotTable report without opening drop-down lists to find the items that you want to filter. For this purpose, you are using a slicer. After filtering the data, you want to delete the slicer.

Which of the following steps can you take to accomplish the task? Each correct answer represents a complete solution. Choose all that apply.

A. Click the slicer that you want to delete on the Options tab in the Slicer type group.

B. Click the Macro setting, and then delete the slicer from the Macro-enabled slicers list.

C. Click the slicer, and then press Delete.

D. Right-click the slicer, and then click Remove .

ANSWER: C D

Explanation:

Take one of the following steps to delete a slicer:

1. Right-click the slicer, and then click Remove .

2. Click the slicer, and then press Delete.

Incorrect Answers:

Answer options A, B: These are invalid answer options.

References: https://support.office.com/en-us/article/use-slicers-to-filter-data-249f966b-a9d5-4b0fb31a-12651785d29d