



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

Excel 2013 Expert Part One

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**QUESTION 1**

Jack wants the rows containing the name Tom and product Jam. There are thousands of entries in the log. Plowing through all the records will be time taking. Which option can be used to view only the relevant records?

- A. Autofilter
- B. Find
- C. Sort
- D. All filter

Correct Answer: A

Autofilter is used to filter the record as per the condition by hiding the rest. Defining different filters, you can compare data in multiple ways, so you can glean vital information without wasting vital time.

Answer options B and D are incorrect. There are no such options defined in Excel to filter the records.

Answer options C is incorrect. The Sort function is used to arrange the records in ascending or descending order.

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**QUESTION 2**

Rick works as an Office Assistant for Tech Perfect Inc. He is creating a report through Microsoft Excel 2013. Rick wants to interact with cell data but his computer does not contain VBA code and few features of his computer are still Excel 5.0 features. Which of the following will Rick use to accomplish the task?

- A. Accounting template
- B. Trust Center
- C. Form control
- D. Evaluate Formula

Correct Answer: C

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. Answer option D is incorrect. Evaluate Formula is the 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 option B is incorrect. Trust Center is where a user can find security and privacy settings for Microsoft Office 2013 programs.

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**QUESTION 3**



You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You have changed some data in the worksheet of the company. You are submitting the sell workbook of the company to the Administrator of the company for comments. Now, you want to merge input that you receive into a copy of that workbook, including the changes and comments that you want to keep. For this purpose, it is required to access and use the stored change history. Which of the following will you use to accomplish the task?

- A. Slicer-enabled highlighting
- B. Onscreen highlighting
- C. Reviewing of changes
- D. History tracking

Correct Answer: C

The following ways are provided by Excel to access and use the stored change history:

1.

Onscreen highlighting: It is used when a workbook does not contain many changes and a user wants to see all changes at a glance.

2.

History tracking: It is used when a workbook has many changes and a user wants to investigate what occurred in a series of changes.

3.

Reviewing of changes: It is used when a user is evaluating comments from other users. Answer option A is incorrect. This is an invalid answer option.

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#### QUESTION 4

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. Some employees have changed some data in the worksheet of the company. You want to identify changes that were made to the data in the workbook and then take a decision whether to accept or reject those changes. For this purpose, it is required to access and use the stored change history.

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

Each correct answer represents a complete solution. Choose all that apply.

- A. History tracking
- B. Onscreen highlighting
- C. Slicer-enabled highlighting
- D. Reviewing of changes

Correct Answer: ABD

The following ways are provided by Excel to access and use the stored change history:



1.

Onscreen highlighting: It is used when a workbook does not contain many changes and a user wants to see all changes at a glance.

2.

History tracking: It is used when a workbook has many changes and a user wants to investigate what occurred in a series of changes.

3.

Reviewing of changes: It is used when a user is evaluating comments from other users. Answer option C is incorrect. This is an invalid answer option.

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## QUESTION 5

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.

Correct Answer: A

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. Answer option D 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 B 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 C is incorrect. 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.



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