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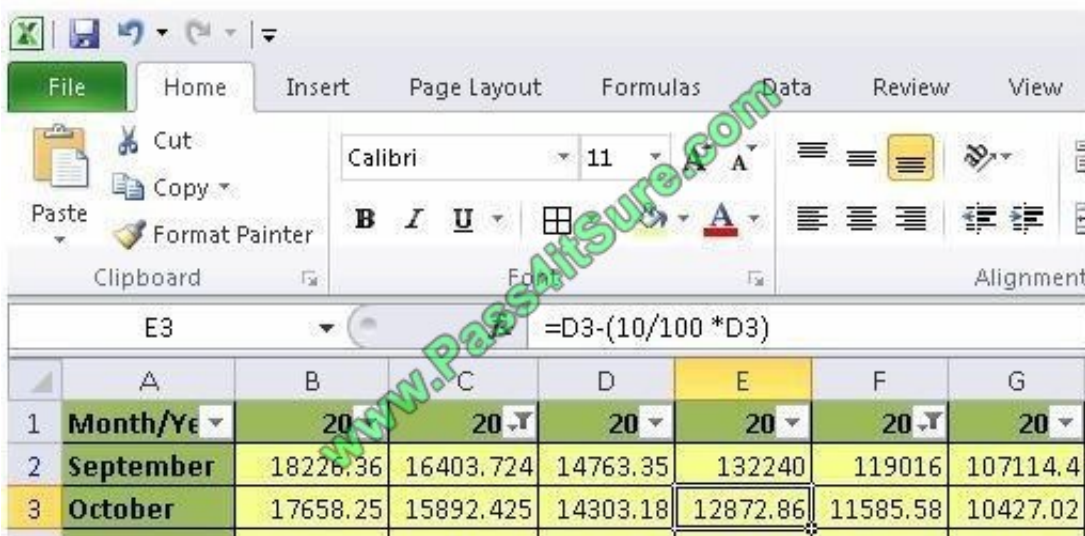
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QUESTION 1

You work as a technician in Tech Perfect Inc. The Network Administrator of the company installs the Microsoft Excel 2010 application on the network. You open the application and see various changes in Excel 2010. You have to open an

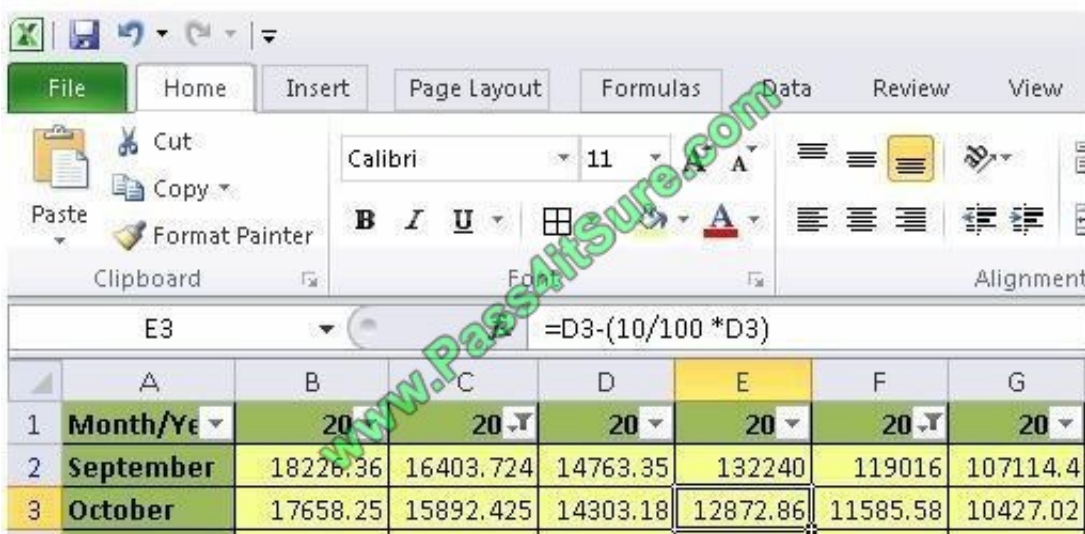existing worksheet through the application.

You are unable to find the Office button.

Mark the option that you will click to accomplish the task.

Point and Shoot:

Hot Area:

Correct Answer:

You will have to click File button to accomplish the task. Clicking the File button will open the full- screen Backstage View of the sheet

QUESTION 2

Rick works as an Office Assistant for Tech Perfect Inc. The company has a Windows-based network. Rick wants to display data series, categories, data markers, and axes in the report. Which of the following actions will Rick take to accomplish the task?

A. He will use stand-alone slicers.

B. He will create a PivotTable report.

C. He will configure form controls.

D. He will create a PivotChart report.

Correct Answer: D

The PivotChart report is used to provide a graphical representation of data in a PivotTable report in an interactive way. Whenever a user creates the PivotChart report, PivotChart report filters are displayed in the chart area. These are used for sorting and filtering the underlying data of the PivotChart report. Changes made to the layout and data in the associated PivotTable report are immediately reflected in the layout and data in the PivotChart report. The PivotChart report shows data series, categories, data markers, and axes in the same way as the standard charts do. It is possible to change the chart type and other options such as titles, legend placement, data labels, and chart location. Answer option A 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 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 B is incorrect. A PivotTable report is used to summarize large amounts of data, to analyze numerical data, and to answer unexpected questions about data.

QUESTION 3

Rick works as an Office Assistant for Tech Perfect Inc. The company has a Windows-based network. He is creating a form through Microsoft Excel 2010. He wants to enable worksheet forms to satisfy the flexible design requirements and to customize their appearance, behavior, fonts, and other characteristics. Which of the following will Rick use to accomplish the task?

A. Form control

B. Accounting template

C. Trust Center

D. ActiveX control

Correct Answer: D

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 A 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 B 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 C is incorrect. Trust Center is where a user can find security and privacy settings for Microsoft Office 2010 programs.

QUESTION 4

You work as an Office Assistant for Blue well Inc. You want to record a macro and save it with the name "Auto_Open" so that the macro will run whenever you open the workbook containing the macro. While doing so, you observe that the

Auto_Open macro fails every time. Which of the following are the causes of this?

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

A. The default workbook or a workbook loaded from the XLStart folder is opened before running the macro.

B. The workbook is opened programmatically using the Open method.

C. The workbook where a user wants to save the Auto_Open macro already contains a VBAprocedure in its Open event.

D. The workbook is based on the record button that is disabled by default before running the Auto_Open macro.

Correct Answer: CBA

The various limitations of recording an Auto_Open macro are as follows:

1.

 If the workbook where a user wants to save the Auto_Open macro already contains a VBA procedure in its Open event, then all actions in the Auto_Open macro are overridden by the VBA procedure used for the Open event.

2.

 The Auto_Open macro will be ignored when a workbook is opened programmatically using the Open method.

3.

 The Auto_Open macro runs before any other workbooks are opened. Therefore, if the user records actions he wants Excel to perform on the default workbook or a workbook loaded from the XLStart folder, the Auto_Open macro will fail when the user restarts Excel because it runs before the default and start-up workbooks are opened. Answer option D is incorrect. This is an invalid answer option.

QUESTION 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 2010. 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

Correct Answer: A

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. Answer option B 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 D 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 C is incorrect. Trust Center is where a user can find security and privacy settings for Microsoft Office 2010 programs.

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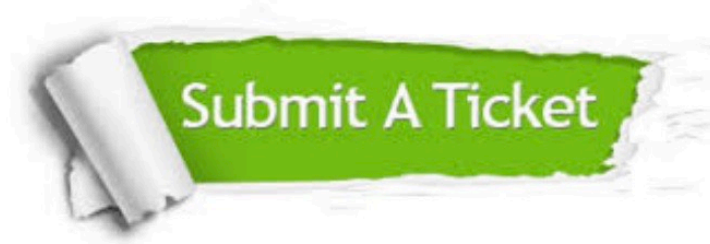Multi-Platform capabilities - Windows, Mac, Android, iPhone, iPod, iPad, Kindle

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