



77-888^{Q&As}

Excel 2010 Expert

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QUESTION 1

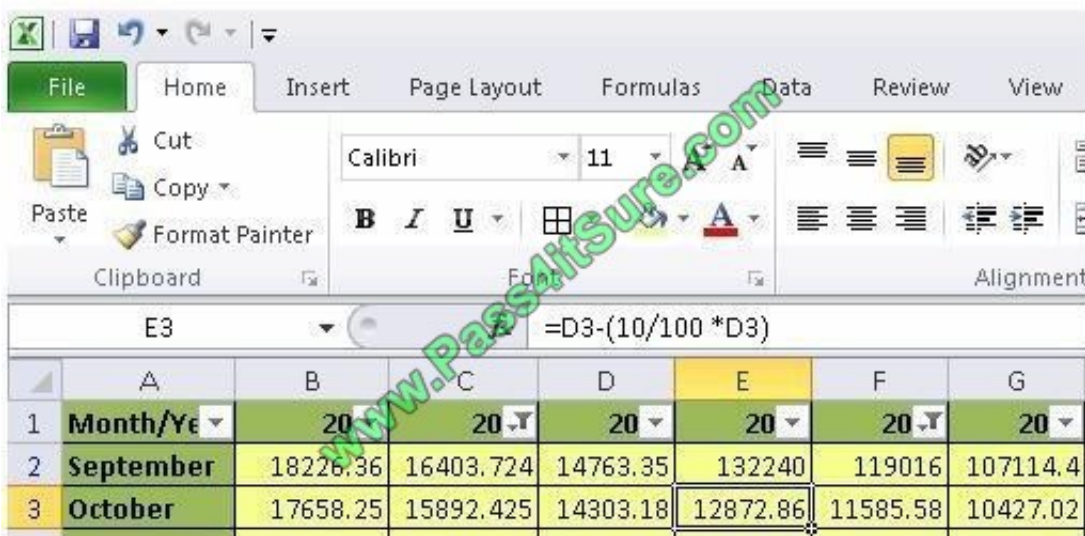
You work as a technician in Tech Perfect Inc. The Network Administrator of the company installs the Microsoft Excel 2010 application on the network. You open the application and see various changes in Excel 2010. You have to open an

existing worksheet through the application.

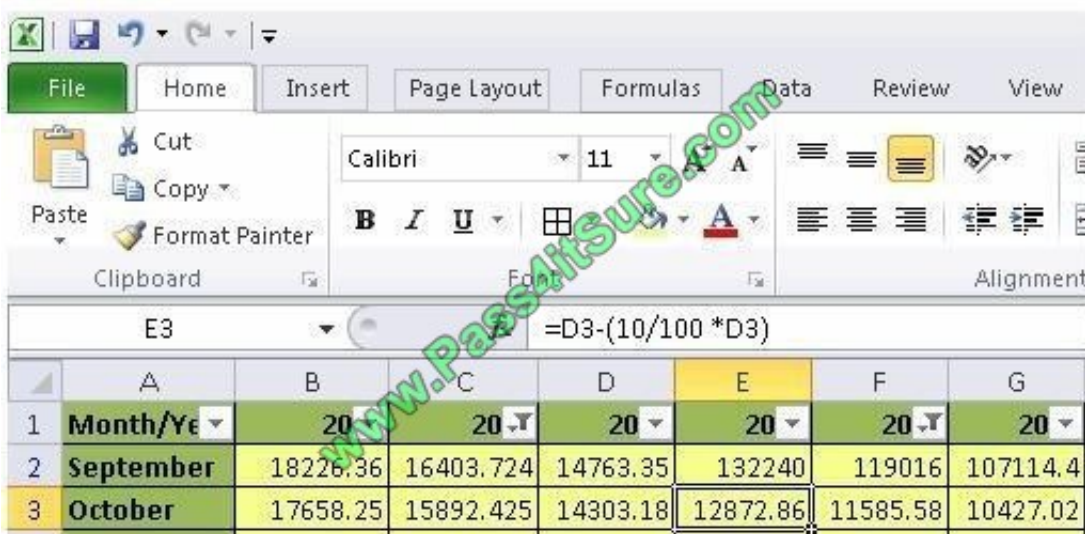
You are unable to find the Office button.

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

Point and Shoot:



Hot Area:



Correct Answer:



	A	B	C	D	E	F	G
1	Month/Year	20	20	20	20	20	20
2	September	18226.36	16403.724	14763.35	132240	119016	107114.4
3	October	17658.25	15892.425	14303.18	12872.86	11585.58	10427.02

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

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 and 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.

Correct Answer: DC

QUESTION 3

You work as an Office Assistant for Tech Perfect Inc. You are working in a spreadsheet. You use a function in one cell and it works perfectly but when you attempt to copy the function down to other rows, you get the #REF error. 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. Excel is trying to reference an invalid cell.
- 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. You are referencing an entire worksheet by clicking on the grey square at the top left of the worksheet.

Correct Answer: BD

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 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 4

You work as an Office Assistant for Tech Perfect Inc. You are working in a spreadsheet. You observe that while trying to look up or match a lookup_value within an array, Excel is not able to recognize the matching value. 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. The lookup_value or the array you are searching resides in a cell containing unseen spaces at the start or end of that cell.
- B. The contents of the cells that are being compared may have different data types.
- C. Excel is trying to reference an invalid cell.
- D. You are inserting a new column, next to a column that is already formatted as text.

Correct Answer: AB

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 C 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 D 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

Rick works as an Office Assistant for Tech Perfect Inc. He is creating a report through Microsoft Excel 2010. 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 2010 programs.

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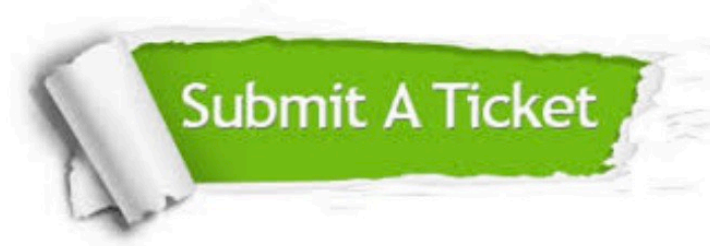
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Please provide as much detail as possible so we can best assist you.

To update a previously submitted ticket:



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