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QUESTION 1

You work as an Office Assistant for Tech Perfect Inc. The company has a Windows-based network. You are creating a business report by using. Microsoft Excel 2010. You have arranged sales data as shown below:

	A	B	C	D	E
1			Target Achieved (In US$)		
2	#	Name	2008	2009	2010
3	1	Rick	46,900	78,000	82,000
4	2	Mark	42,500	63,500	110,500
5	3	Adam	56,120	59,200	99,700
6	4	Ada	47,200	61,500	99,900
7	5	Andy	49,000	69,200	110,250
8	6	David	47,000	71,100	111,0

You want to provide pictorial representation of the trend of the sales data in front of each row. Which of the following actions will you take to accomplish the task with the least amount of administrative burden?

A. Use stand-alone slicers.

B. Configure form controls.

C. Create sparklines.

D. Create a PivotTable report.

Correct Answer: C

	Name	2008	2009	2010	Trends
1	Rick	46,900	78,000	82,000	
2	Mar<	42,500	63,500	110,500	
3	Adam	56,120	59,200	99,700	
4	Ada	47,200	61,500	99,900	
5	Andy	49,000	69,200	110,250	
6	David	47.000	71.100	111.000	

In order to accomplish the task with the least amount of administrative burden, use sparklines. Sparklines, introduced in Microsoft Office 2010, are tiny charts that can fit in a cell. The sparklines can be used to show trends in a small amount of

space. The sparklines visually summarize trends alongside data.

The sparklines can be added through the Insert tab.

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

QUESTION 2

Which of the following steps will you take to merge copies of a shared workbook? Each correct answer represents a part of the solution. Choose all that apply.

A. In the Select Files to Merge into Current Workbook dialog box, click a copy of the workbook containing changes to be merged, and then click OK.

B. Click Compare and Merge Workbooks on Quick Access Toolbar.

C. Open the copy of the shared workbook to merge the changes.

D. Save the workbook if prompted.

E. Add Compare and Merge Workbooks.

F. Click Compare and Merge Workbooks on Macro Enabled Access Toolbar.

Correct Answer: ABCDE

Take the following steps to merge copies of a shared workbook:

1.

 Add Compare and Merge Workbooks.

2.

 Open the copy of the shared workbook to merge the changes.

3.

 Click Compare and Merge Workbooks on Quick Access Toolbar.
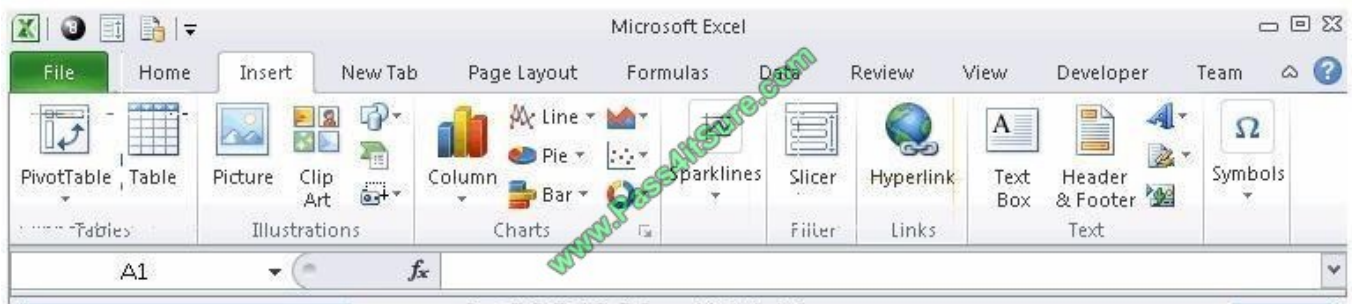
4.

 Save the workbook if prompted.

5.

In the Select Files to Merge into Current Workbook dialog box, click a copy of the workbook containing changes to be merged, and then click OK.
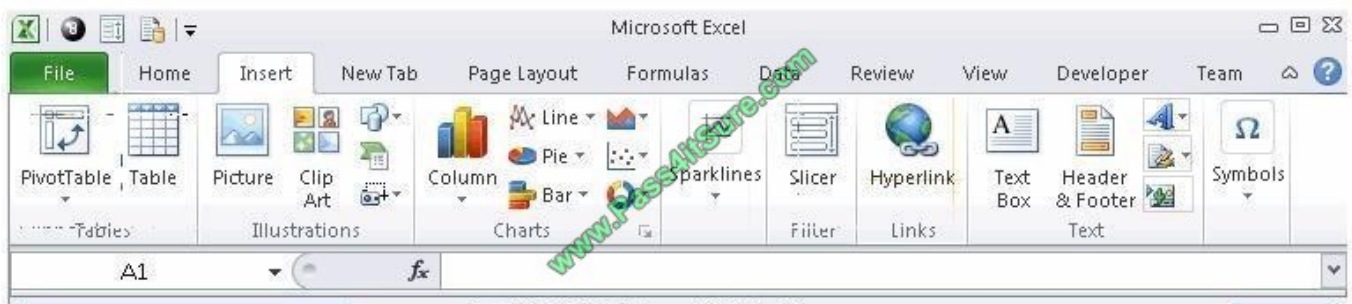
QUESTION 3

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You want to insert a signature line that specifies the individual who must sign. Mark the option that you will choose to accomplish the task.
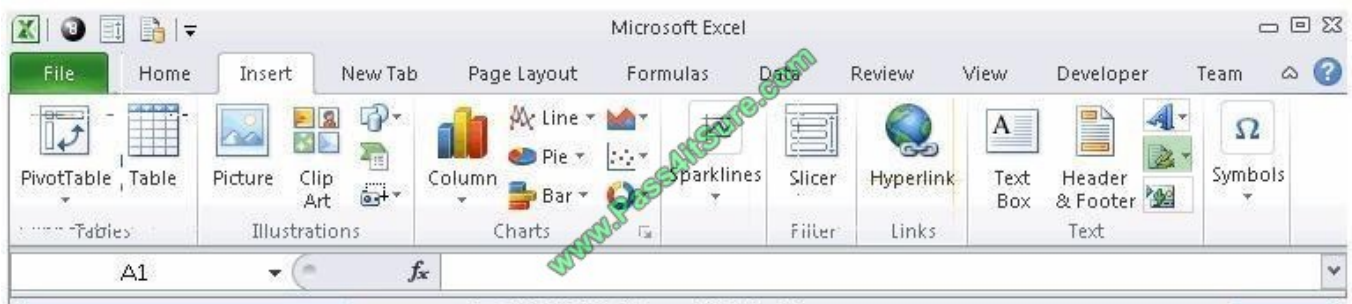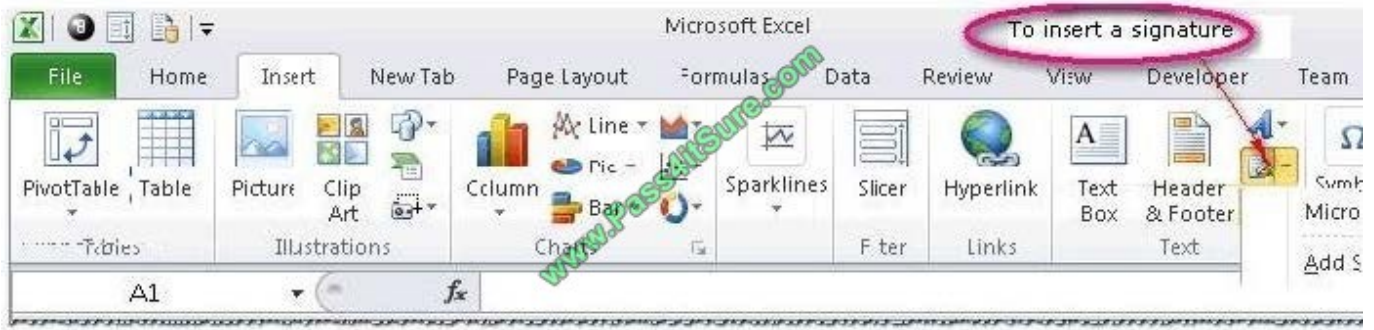
Point and Shoot:

Hot Area:

Correct Answer:

The following figure shows the option used to insert a signature line that specifies the individual who must sign.

QUESTION 4

You work as an Office Assistant for Peach Tree Inc. Your responsibility includes creating sales incentive report of all sales managers for every quarter. You are using Microsoft Excel to create a worksheet for preparing the report. You have

inserted the sales figures of all sales managers as shown in the image given below:

You have to calculate the first quarter incentives for all sales managers. The incentive percentage (provided in cell B3) is fixed for all sales managers. The incentive will be calculated on their total first quarter sales. You have to write a formula

in the cell F8. Then you will drag the cell border to the cell F12 to copy the formula to all the cells from F8 to F12. In the first step, you select the F8 cell. Which of the following formulas will you insert to accomplish the task?

A. =andBand3/100 * E8

B. =B3/100 * E8

C. =B3/100 * andEand8

D. =$B$3/100 * E8

E. =B3/100 * $E$8

Correct Answer: D

In order to accomplish the task, you will have to insert the following formula:

=$B$3/100 * E8

According to the question, the formula will be inserted in cell F8 and then the cell\\'s border will be dragged to the F12 cell. Furthermore, the incentive percentage is fixed for all sales managers and the value is provided in the cell B3. You will

have to insert a formula that refers to the B3 cell as an absolute reference. For this you will have to type currency symbol ($) before the row name and column number. In order to accomplish the task, type the following formula in the cell

F8:

=$B$3/100 * E8

When absolute reference is used for referencing a cell in a formula, dragging cell\\'s border to another cell does not change the cell\\'s reference.

Answer options B and E are incorrect. This formula references the B3 cell as a relative reference. After inserting the formula, when the cell\\'s border is dragged, it will change the cell reference relatively. Answer options A and C are incorrect.

Ampersand symbol (and) is not used for referencing cells in Excel.

QUESTION 5

You work as an Office Assistant for Media Perfect Inc. You have created a report in Excel. You have inserted the following formula in a cell:

VLOOKUP(12, A2:C10, 3, FALSE)

Which of the following actions will be performed by the formula?

A. Search for the value 12 in the first column of the range, and then returns the value that is contained in the third column of the range and on the same row as the lookup value.

B. Wrong syntax used.

C. Search the value 3 in the last column of the range, and then returns the value that is in the column of the range and on the same row as the lookup value.

D. Search the value 12 in the third column of the range and then returns the value that is contained in the 12th column of the range and on the same column as the lookup value.

Correct Answer: A

The formula will search for the value 12 in the first column of the range, and then returns the value that is contained in the third column of the range and on the same row as the lookup value.

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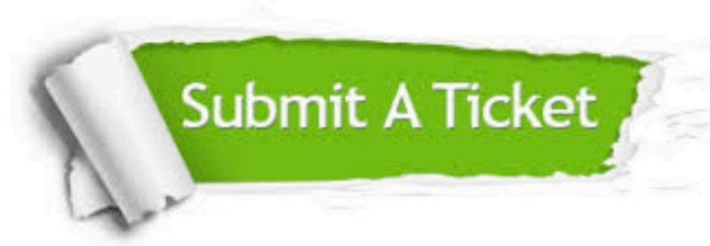
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Need Help

Please provide as much detail as possible so we can best assist you.
To update a previously submitted ticket: