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QUESTION 1

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 2

Which of the following can be defined as easy-to-use filtering components containing a set of buttons that enable users to quickly filter data in a PivotTable report, without opening drop-down lists to find the items to filter?

A. Accounting templates

B. ActiveX controls

C. Form controls

D. Slicers

Correct Answer: D

Slicers are defined as easy-to-use filtering components containing a set of buttons that enable users to quickly filter data in a PivotTable report, without opening drop-down lists to find the items to filter. When a user uses a regular PivotTable

report filter to filter on multiple items, the filter indicates only that multiple items are filtered and the user has to open a drop-down list to find the filtering details. However, a slicer clearly labels the filter that is applied and provides details so that

the data displayed in the filtered PivotTable report can be easily understood.

Answer option B is incorrect. 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 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,
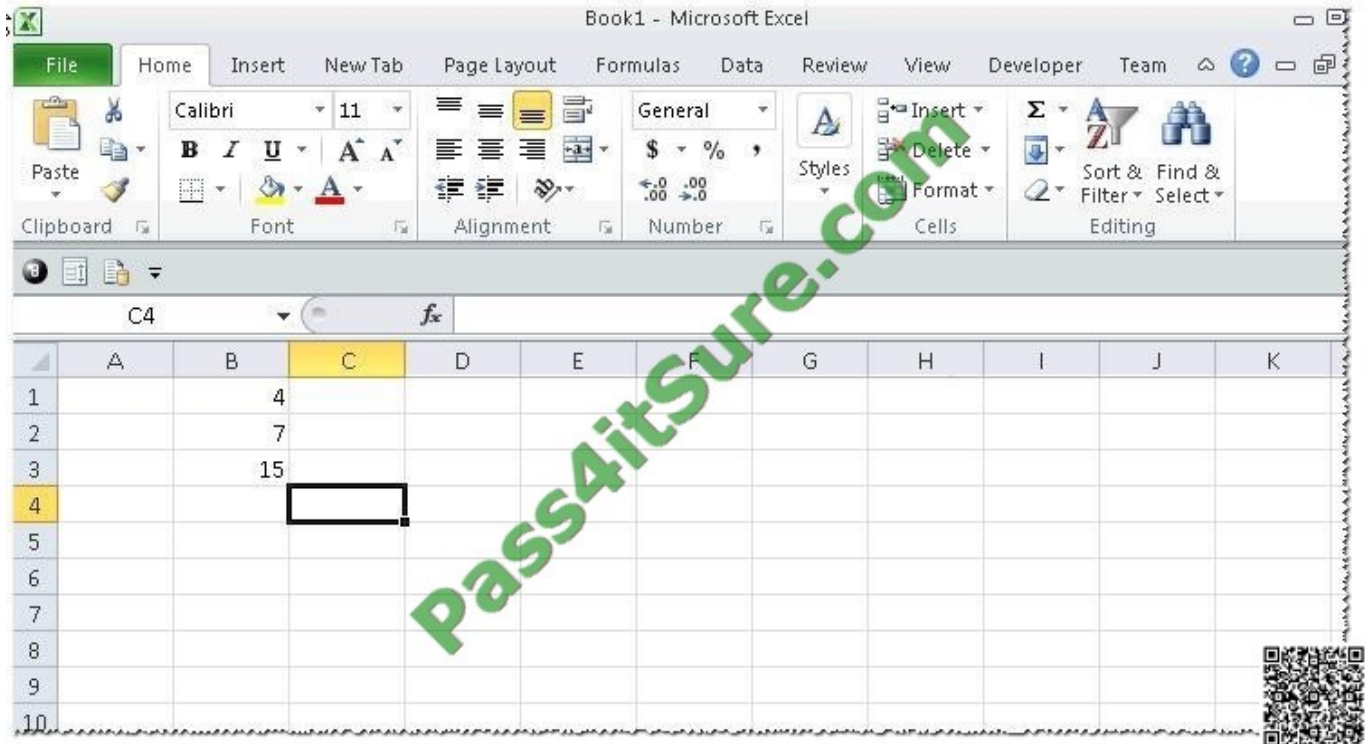
used to control events, or modified to run Web scripts on Web pages.

Answer option 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.

QUESTION 3

You work as an Office Assistant for Tech Perfect Inc. You are working in a spreadsheet as shown below:

You want to use Excel Transpose Function for copying the contents of cells B1:B3 into cells

A5:C5.

You simply type \\'=TRANSPOSE(B1:B3)\\' into the cells A5:C5. It displays the Excel #VALUE! error message because the cells are working independently and the function will not work for each individual cell. Therefore, it is required to make

the cells A5:C5 work together as an ARRAY. For this purpose, you are required to use an array formula. Which of the following steps will you take to input Excel array formulas in the spreadsheet?

Each correct answer represents a part of the solution. Choose all that apply.

A. Type the array formula into the first cell.

B. Highlight the range of cells that you want to use as an input in his array formula.

C. Press CTRL-SHIFT-Tab to remove the error message.

D. Press CTRL-SHIFT-Enter.

Correct Answer: BAD

The following steps are taken to input Excel array formulas:

1.

 Highlight the range of cells that a user wants to use as an input in his array formula.

2.

Type the array formula into the first cell or make this cell editable by pressing F2 or clicking in the formula bar if a user has already specified a value into the first cell.

3.

Press CTRL-SHIFT-Enter.

Answer option C is incorrect. This is an invalid answer option.

QUESTION 4

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You are creating a chart in Excel 2010. 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

Correct Answer: A

A trendline is defined in Excel 2010. 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. Answer option B is incorrect. 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. Answer option C is incorrect. 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. Answer option D is incorrect. 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.

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

quarters, or years.

QUESTION 5

You work as a Sales Manager for Tech Perfect Inc. You are creating a report for your sales team Using Microsoft Excel. You want the report to appear in the following format:

	A	B	C	D	E	F
1	**Sales Manager**	**Januray**	**February**	**March**	**First Quarter**	**Remark**
2	Mark Smith	$345.00	$448.00	$550.00	$1,343.00	Well Done
3	David Jackson	$320.00	$390.00	$440.00	$1,150.00	Improve in Next Quarter
4	Ali Ahmed	$413.00	$428.00	$475.00	$1,316.00	Well Done
5	Rick Stuart	$278.00	$340.00	$410.00	$1,028.00	Improve in Next Quarter
6	Tom Alter	$310.00	$370.00	$472.00	$1,152.00	Improve in Next Qu
7	Deepak Chopra	$438.00	$410.00	$504.00	$1,352.00	Well

	A	B	C	D	E	F
1	**Incentive Sheet**					
2						
3	Incentive Percentage	**10**				
4						
5						
6						
7	**Name**	**January**	**February**	**March**	**First Quarter Sale**	**Sale Incentive**
8	Mark	$2,000.00	$2,450.00	$2,700.00	$7,150.00	
9	David	$2,100.00	$2,200.00	$2,300.00	$6,600.00	
10	Mariah	$1,950.00	$2,150.00	$2,310.00	$6,410.00	
11	Sarah	$2,300.00	$2,700.00	$3,100.00	$8,100.00	
12	Sasha	$2,500.00	$2,840.00	$3,400.00	$8,740.00	

You want the Remark column to be filled through a conditional formula. The criteria to give the remark is as follows:

If the sales of the First Quarter are greater than or equal to 1200, display "Well Done" If the sales of the First Quarter is less than 1200, display "Improve in Next Quarter" You have done most of the entries in a workbook. You select the F2 cell

as shown in the image given below:

Which of the following conditional formulas will you insert to accomplish the task?

A. =IF(E2>=1200,"Improve in Next Quarter","Well Done")

B. =IF(E2=1200,"Well Done","Improve in Next Quarter")

D. =IF(E2>1200,"Improve in Next Quarter","Well Done")

Correct Answer: C

In order to accomplish the task, you will have to insert the following formula in the F2 cell:

=IF(E2>=1200,"Well Done","Improve in Next Quarter")

Answer option A is incorrect. This will display the wrong messages for the given conditions. The first expression after the logical condition is returned by the IF function when the condition is TRUE. Answer option B is incorrect. This formula

will not accomplish the task as the logical condition is not correct. The specified condition in this formula is testing for values less than or equal to 1200. Whereas, the question\\'s requirement is to evaluate values greater than or equal to 1200.

Answer option D is incorrect. This formula will not accomplish the task because of the two reasons. First, the equal sign is missing in the condition. Second, the expressions are not in the correct order.

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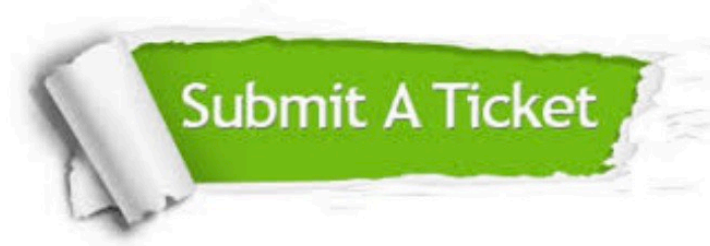Multi-Platform capabilities - Windows, Mac, Android, iPhone, iPod, iPad, Kindle

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