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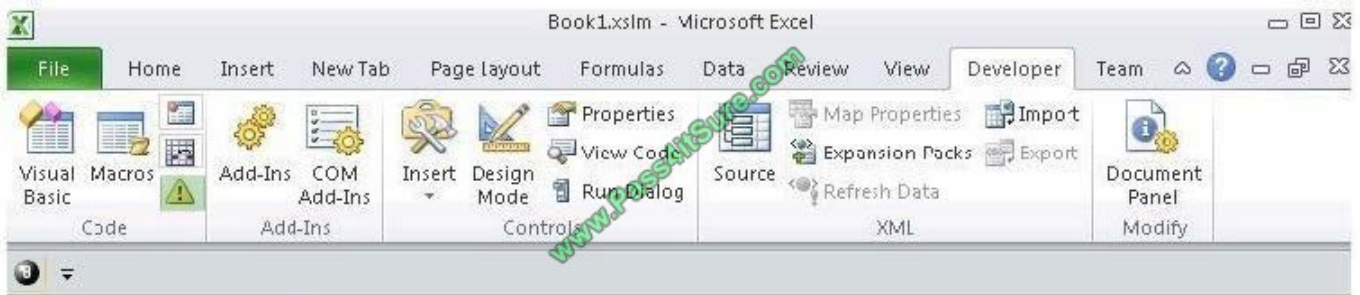
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QUESTION 1

You work as an Office Assistant for Blue well Inc. The company has a Windows-based network. You want to create a VBA procedure for the open event of a workbook. You are required to set the security level temporarily for enabling all macros. Mark the option that you will choose first to accomplish the task.

Point and Shoot: Hot Area:

Correct Answer:

QUESTION 2

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You want to filter data in a PivotTable report without opening drop-down lists to find the items that you want to filter. For this purpose, you are using a slicer. After filtering the data, you want to delete the slicer. Which of the following steps can you take to accomplish the task?

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

A. Click the slicer that you want to delete on the Options tab in the Slicer type group.

B. Click the Macro setting, and then delete the slicer from the Macro-enabled slicers list.

C. Click the slicer, and then press Delete.

D. Right-click the slicer, and then click Remove .

Correct Answer: CD

Take one of the following steps to delete a slicer:

1.

 Right-click the slicer, and then click Remove .

2.

 Click the slicer, and then press Delete.

Answer options B and A are incorrect. These are invalid answer options.

QUESTION 3

You work as an Office Assistant for Tech Tree Inc. You have created a report in a workbook in Microsoft Excel 2010. You have a number of PivotTables in a single report. You want to apply the same filter to all of those PivotTables. For this purpose, you are required to create a slicer in one PivotTable and share it with other PivotTables. 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.
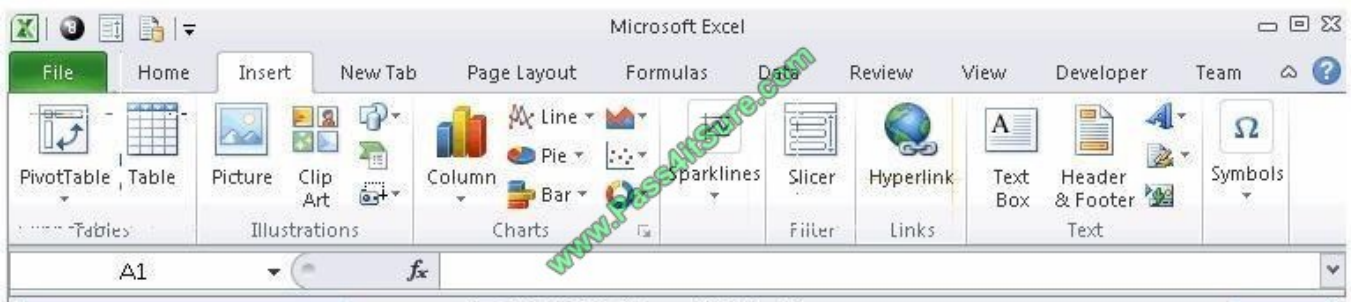
A. In the Insert Slicers dialog box, select the check box of the PivotTable fields for which you want to create a slicer.

B. Click Insert Slicer in the Sort and Filter group on the Options tab.

C. Hold down CTRL, and then click the items on which you want to filter.

D. Select the Macro enabled checkbox of the PivotTable fields for which you want to create a slicer in the Insert Security dialog box and then click OK.

E. Click anywhere in the PivotTable report for which you want to create a slicer.

Correct Answer: EBAC

QUESTION 4

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.
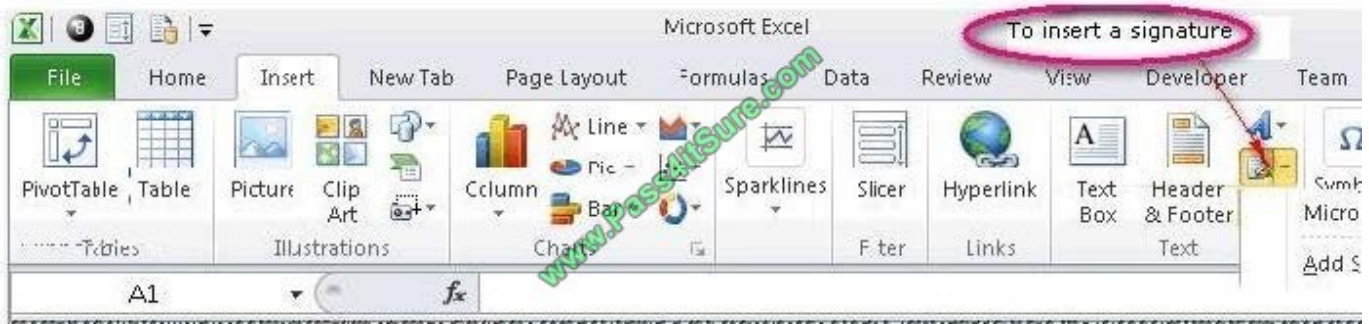
Point and Shoot:

Hot Area:

Correct Answer:

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

QUESTION 5

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.

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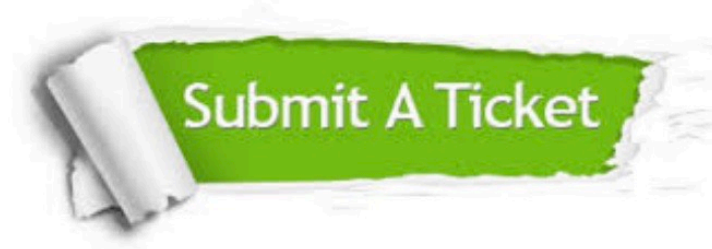Multi-Platform capabilities - Windows, Mac, Android, iPhone, iPod, iPad, Kindle

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