Microsoft

Exam 77-427

Microsoft Excel 2013 Expert Part 1

Version: 3.0

[Total Questions: 62]

Question No : 1

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You have changed some data in the worksheet of the company. You are submitting the sell workbook of the company to the Administrator of the company for comments. Now, you want to merge input that you receive into a copy of that workbook, including the changes and comments that you want to keep. For this purpose, it is required to access and use the stored change history. Which of the following will you use to accomplish the task?

A. Slicer-enabled highlighting
B. Onscreen highlighting
C. Reviewing of changes
**D.** History tracking

Answer: C

Explanation:

The following ways are provided by Excel to access and use the stored change history:
1. Onscreen highlighting: It is used when a workbook does not contain many changes and a user

wants to see all changes at a glance.
2. History tracking: It is used when a workbook has many changes and a user wants to investigate what occurred in a series of changes.
3. Reviewing of changes: It is used when a user is evaluating comments from other users. Answer option A is incorrect. This is an invalid answer option.
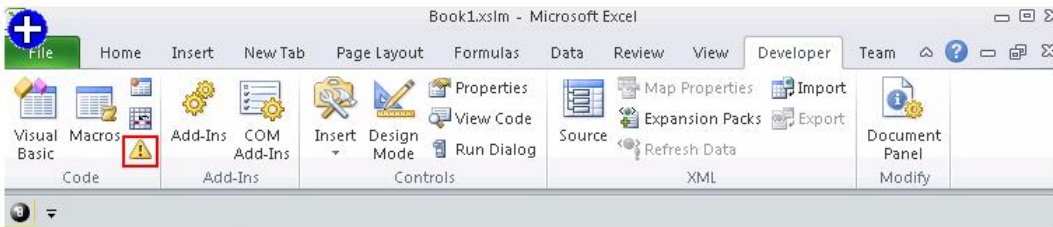
Question No : 2 HOTSPOT

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.
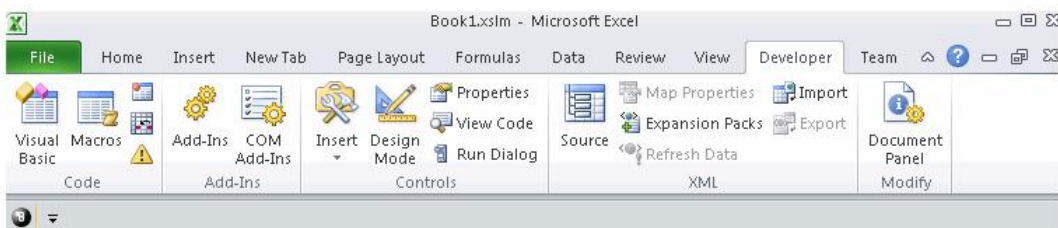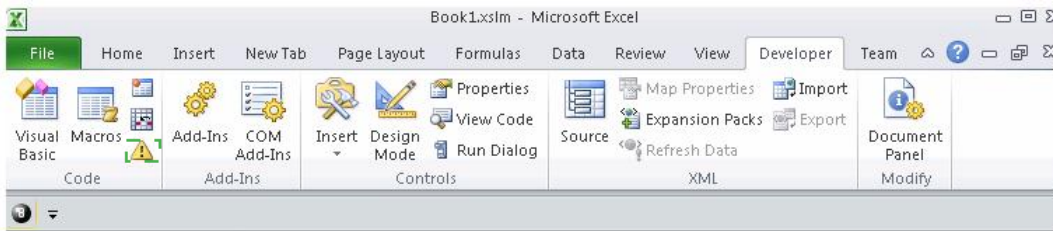
Answer:

Explanation:

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Question No : 3

Rick works as an Office Assistant for Tech Perfect Inc. The company has a Windows-based network.

Rick has to perform the following tasks:

Summarize large amounts of data. Analyze numeric data.

Answer unexpected questions about data.

Which of the following actions will Rick take to accomplish the task?

A. He will create the accounting template.
B. He will use stand-alone slicers.
C. He will create a PivotTable report.
D. He will configure form controls.

Answer: C
Explanation:

A PivotTable report is used to summarize large amounts of data, to analyze numerical data, and to answer unexpected questions about data.
Answer option B 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 D 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 No : 4

You work as an Office Assistant for Tech Perfect Inc. You are working in the spreadsheet of the

company's high selling products. You want to find out the matching values. You get an unexpected error that when you attempt to look up or match a lookup_value within an array, Excel is not able to recognize the matching value. Which of the following steps will you take to resolve the problem? Each correct answer represents a part of the solution. Choose all that apply.

A. Remove the unseen spaces at the start or end of the first Macro cell.
B. Delete the column having the TRIM function.
C. Copy the contents of the new column and paste them on the top of the original column by using paste > special > values sequence.
D. Create a new column subsequent to the one with the additional spaces in it.
E. Use the TRIM function in the new column.

Answer: B,C,D,E
Explanation:

In this situation, you will take the following steps:

1. Create a new column subsequent to the one with the additional spaces in it.

2. Use the TRIM function in the new column to get rid of extra spaces.

3. Copy the contents of the new column and paste them on the top of the original column by using paste > special > values sequence.

4. Delete the column having the TRIM function.

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

Question No : 5

You work as an Office Assistant for Dreams Unlimited Inc. You use Microsoft Excel 2013 for creating various types of reports. You have created a report in the format given below:

	A	B	C	D
1	Sales Person	Exceeded Jan Quota	Exceeded Feb Quota	Exceeded Mar Quota
2	Mark	Yes	No	No
3	Sarah	Yes	Yes	No
4	David	Yes	Yes	Yes
5	Sasha	No	Yes	Yes
6	Formula	Description (result)		
		Counts how many sales people exceeded both their January and February Quota		
7				

In the A7 cell, you are required to put a formula so that it can fulfill the description provided

in the B7 cell.

Which of the following formulas will provide the required result?

A. COUNTIF(B2:C5,"=Yes")
B. COUNTIFS(B2:C5,"=Yes")
C. COUNTIF(B2:B5,"=Yes",C2:C5,"=Yes")
D. COUNTIFS(B2:B5,"=Yes",C2:C5,"=Yes")

Answer: D

Explanation:

In order to get the required result, you will have to insert the following formula in the B7 cell: COUNTIFS(B2:B5,"=Yes",C2:C5,"=Yes")

Only Sarah and David have exceeded their January and February quotas, therefore the formula will provide 2 as the result.

Answer option C is incorrect. The COUNTIF function of Excel does not support multiple criteria.

Answer options A and B are incorrect. This formula will count all the cells that have the

value

"Yes" in the range B2:C5. As multiple criteria are not applied in the formula, it will provide 6
as the result.

In the A7 cell, you are required to put a formula so that it can fulfill the description provided
in the B7 cell.

Which of the following formulas will provide the required result?

A. COUNTIF(B2:C5,"=Yes")
B. COUNTIFS(B2:C5,"=Yes")
C. COUNTIF(B2:B5,"=Yes",C2:C5,"=Yes")
D. COUNTIFS(B2:B5,"=Yes",C2:C5,"=Yes")

Answer: D

In order to get the required result, you will have to insert the following formula in the B7 cell:
COUNTIFS(B2:B5,"=Yes",C2:C5,"=Yes")
Only Sarah and David have exceeded their January and February quotas, therefore the
formula will provide 2 as the result.
Answer option C is incorrect. The COUNTIF function of Excel does not support multiple
criteria.
Answer options A and B are incorrect. This formula will count all the cells that have the
value
"Yes" in the range B2:C5. As multiple criteria are not applied in the formula, it will provide 6
as
the result.

Question No : 6

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 2013. 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	111,000

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.

Answer: C
Explanation:

	Target Achieved (In US$)			
Name	2008	2009	2010	Trends
1 Rick	46,900	78,000	82,000	
2 Mark	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	

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In order to accomplish the task with the least amount of administrative burden, use sparklines.
Sparklines, introduced in Microsoft Office 2013, 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 No : 7

You work as an Office Assistant for Tech Perfect Inc. You are working in the spreadsheet of the

company's high selling products. You are trying to intersect two ranges that do not intersect each

other. Which of the following errors will be occurred in this situation?

A. #VALUE!
B. #NAME?
C. #NULL!
D. #DIV/0!

Answer: C

Explanation:

The #NULL! error is produced by Excel when a user attempts to intersect two ranges that do not

intersect each other. This error can be resolved by reviewing the formula and then

either by changing the variables to ensure that the user is getting a valid intersection or by

using the Excel Iferror function to identify a null range and take the required action.

Answer option D is incorrect. Excel #DIV/0! is produced when a formula attempts to divide by zero and a division by zero produces infinity that cannot be represented by a spreadsheet value. This error can be corrected or overcome by using the Excel IF function to identify a possible division by zero and produce an alternative result.

Answer option A is incorrect. The #VALUE! Excel formula error occurs when any of the variables in a formula is of the wrong type. To correct this error, it is required to check each individual part of the formula to make sure that the correct argument types are used. If the function contains nested functions, the best way is to copy each of the arguments into a separate cell to check what they evaluate to. If the formula contains a number of terms, break down each term further to find out its components, until the source of the error is found.

Answer option B is incorrect. The #NAME? error occurs when Excel encounters text in a formula and tries to interpret that text as a reference, a named range, or a function name but is not able to recognize the text as any of these. The best way to approach the #NAME?

Excel function error is to check the correct spelling of the function names, references, and named

ranges and to check that the variables used as text values are entered in double quotes. If the

formula contains nested functions, it is required to check the results of these individually, until

the source of the error is identified.

Question No : 8

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 <Name of slicer>.

Answer: C,D

Explanation:

Take one of the following steps to delete a slicer:

1. Right-click the slicer, and then click Remove <Name of slicer>.

2. Click the slicer, and then press Delete.

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

Question No : 9

Which of the following 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?

A. Trendline
B. Line chart
C. Sparkline
D. Backstage view

Answer: C

Explanation:

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 D 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 A is incorrect. A trendline is defined in Excel 2013. 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. 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.
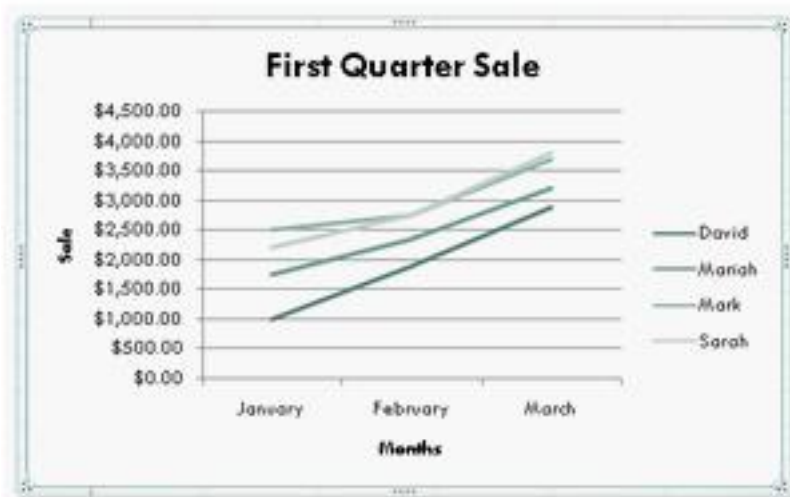
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A line chart should be used where category labels are text, and are representing evenly spaced

Values such as months, quarters, or years.

Question No : 10

You work as an Office Assistant for Media Perfect Inc. You have created a spreadsheet in Excel 2013 and shared it with the other employees of the company. You select the Encrypt with Password option as a protection measure for the document you are sharing. Now, you have to specify a password in the Password box in the Encrypt Document dialog box appeared for editing the document. But you have forgotten the password. What will happen in this situation?

A. You will use a new password.
B. You will ask Microsoft to retrieve the password.
C. You will fetch the password from the list in which you have saved it.

D. You will create a new document.

Answer: C

Explanation:

The various Protect Workbook options are as follows:

1. Mark as Final: This option is used to make the document read-only. When a spreadsheet is marked as final, various options such as typing, editing commands, and proofing marks are disabled or turned off and the spreadsheet becomes read-only. This command helps a user to communicate that he is sharing a completed version of a spreadsheet. This command also prevents reviewers or readers from making inadvertent modifications to the spreadsheet.

2. Encrypt with Password: When a user selects the Encrypt with Password option, the Encrypt Document dialog box appears. In the Password box, it is required to specify a password. Microsoft is not able to retrieve lost or forgotten passwords, so it is necessary for a user to keep a list of passwords and corresponding file names in a safe place.

3. Protect Current Sheet: This option is used to select password protection and permit or prohibit

other users to select, format, insert, delete, sort, or edit areas of the spreadsheet. This option

protects the worksheet and locked cells.

4. Protect Workbook Structure: This option is used to select password protection and select options to prevent users from changing, moving, and deleting important data. This feature enables a user to protect the structure of the worksheet.

5. Restrict Permission by People: This option works on the basis of Window Rights Management to restrict permissions. A user is required to use a Windows Live ID or a Microsoft Windows account to restrict permissions. These permissions can be applied via a template that is used by

the organization in which the user is working. These permissions can also be added by clicking

Restrict Access.

6. Add a Digital Signature: This option is used to add a visible or invisible digital signature. It

authenticates digital information such as documents, e-mail messages, and macros by using computer cryptography. These signatures are created by specifying a signature or by using an image of a signature for establishing authenticity, integrity, and non-repudiation.
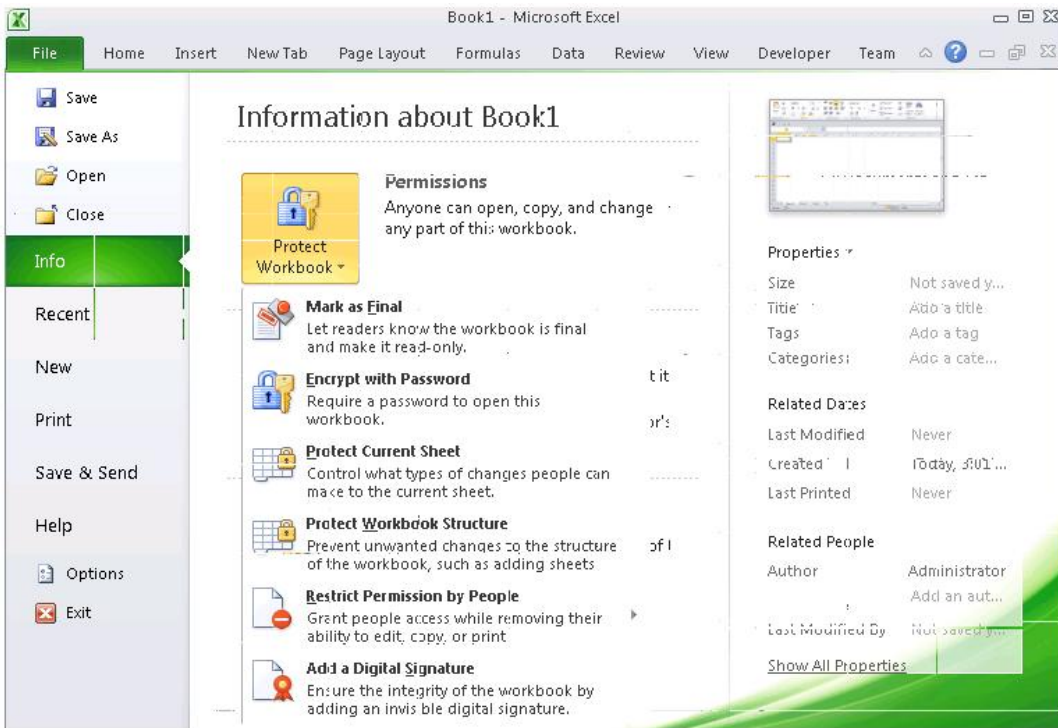
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Answer option D is incorrect. You can create a new document with the same details but it will

increase the overhead and is a very time consuming process.

Answer option D is incorrect. You can create a new document with the same details but it will

increase the overhead and is a very time consuming process.

Question No : 11

Rick works as a Sales Manager for Tech Perfect Inc. He is creating a report in Excel 2013. He has entered data in five worksheets in a workbook. He wants to enter a disclaimer message in the A1 cell of each sheet in the workbook as shown in the image given below:

	A	B	C	D	E
	Disclaimer: This document is				
2	Sales Report		Tech Perfect Inc.		
3					
4	Name	January	February	March	Total First Quarter
5	Mark	$2,000.00	$2,750.00	$3,700.00	$8,450.00
6	David	$1,000.00	$1,900.00	$2,900.00	$5,800.00
7	Mariah	$1,750.00	$2,350.00	$3,200.00	$7,300.00
8	Sarah	$2,200.00	$2,750.00	$3,810.00	$8,760.00
9	Sasha	$3,100.00	$2,900.00	$4,150.00	$10,150.00
10	Total				$8,092.00

Which of the following is the easiest way to accomplish the task?

A. Write a disclaimer message in the A1 cell of the first sheet.
Copy the disclaimer message and paste it on the remaining sheets.
B. Write a disclaimer message in the A1 cell of the first sheet.
In the other sheets, insert a formula that points to the A1 cell of the first worksheet.
C. Select all the five sheets. Click the first sheet.
Write a disclaimer message in the A1 cell of the active sheet.
D. Select all the five sheets.
Write a disclaimer message in the A1 cell of the active sheet.
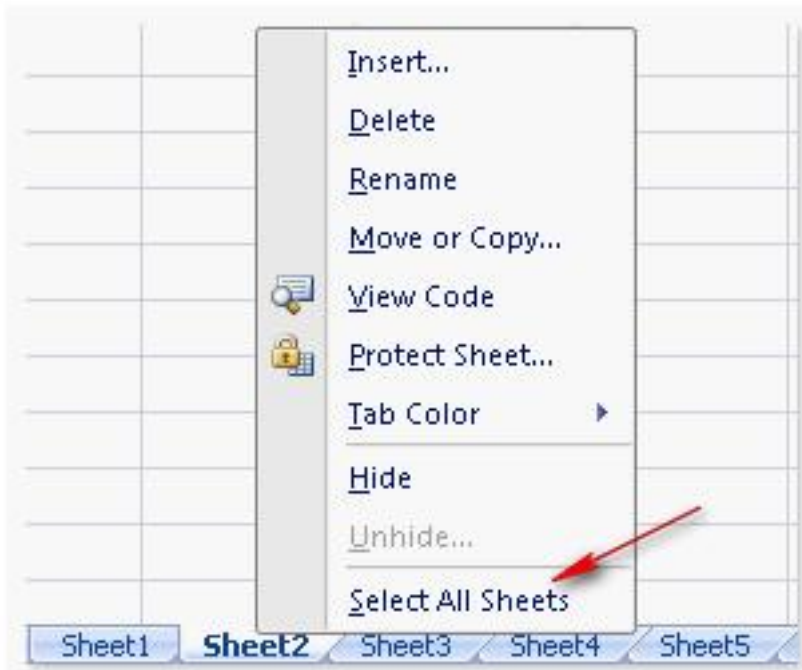
Answer: D

Explanation:

In order to accomplish the task, Rick should take the following steps: Select all the five sheets.
Write a disclaimer message in the A1 cell of the active sheet.
Grouping of sheets is a feature provided in Microsoft Office Excel 2013. Selecting more than one sheet groups those sheets. When multiple sheets are grouped, data that a user enters or edits in the active sheet is reflected in all sheets in the group. To select all sheets, right-click a sheet tab, and then click Select All Sheets on the shortcut menu.

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Users can select multiple sheets by holding the Ctrl key while clicking the sheets.
Answer option C is incorrect. Clicking the first sheet after selecting all sheets will ungroup the
sheets and the message will only get inserted in the first sheet.
Answer options B and A are incorrect. Both these options will work, but Rick will have to work more than required. Grouping sheets is a better option to work simultaneously on multiple sheets.
Users can select multiple sheets by holding the Ctrl key while clicking the sheets.
Answer option C is incorrect. Clicking the first sheet after selecting all sheets will ungroup the
sheets and the message will only get inserted in the first sheet.
Answer options B and A are incorrect. Both these options will work, but Rick will have to work more than required. Grouping sheets is a better option to work simultaneously on multiple sheets.

Question No : 12

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 disconnect the slicer. You have clicked anywhere in the PivotTable

report. Which of the following steps will you take next to accomplish the task?

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

A. Clear the check box of any PivotTable fields for which you want to disconnect a slicer.
B. Right-click the slicer, and then click Remove <Name of slicer>.
C. Click the Insert Slicer arrow, and then click Slicer Connections on the Options tab in the Sort
& Filter group.
D. Click the slicer, and then press Delete.
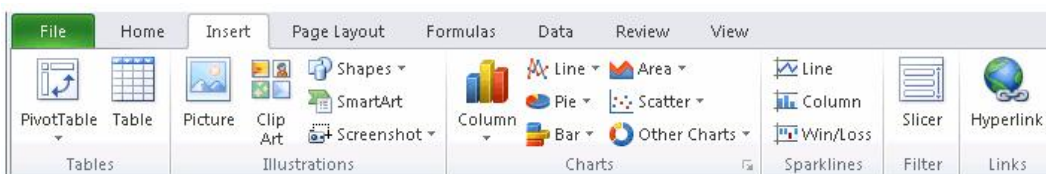
Answer: A,C

Question No : 13 HOTSPOT

You work as a Sales Manager for Rainbow Inc. You are working on a report in a worksheet in Excel 2013. You want to insert flow-chart in the sheet. Mark the option that you will choose to insert flow- chart symbols in the report. Explanation: In order to accomplish the task, you will have to choose the Shapes option. Shapes are simple objects provided by Microsoft Office to add them to a document. A single shape or combined multiple shapes can be inserted in the document. The Office includes simple shapes, such as lines, basic geometric shapes, arrows, equation shapes, flowchart
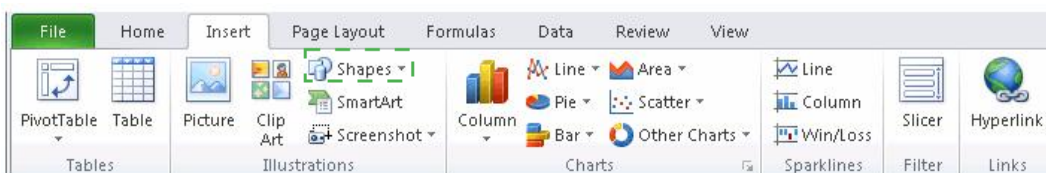
shapes, stars, banners, and callouts. Users can add text, bullets, numbering, and Quick Styles to

these shapes after inserting them in the document. Take the following steps to add a shape in a
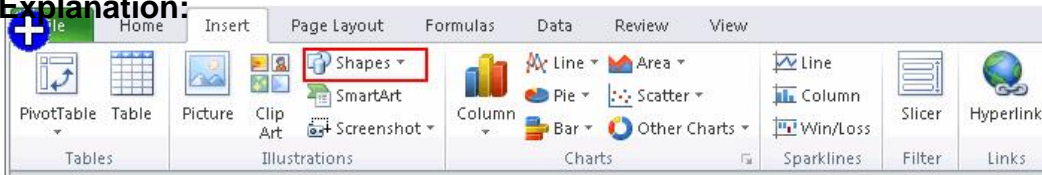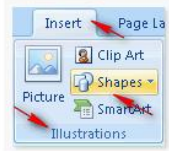
document:

Answer:

Explanation:

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1. Click on the Shapes option in the Illustrations group on the Insert tab. This will open the list of shapes available in Microsoft Office.

2. Choose the required shape from the list.

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Question No : 14

You work as an Office Assistant for Tech Tree Inc. You have created a report in a workbook in

Microsoft Excel 2013. You want to export XMLdata to your Excel 2013 worksheet. On exporting the XML data, the following error message appears:

"XML MAPS IN MY WORKBOOK ARE NOT EXPORTABLE"

Which of the following are the reasons that are causing the above error? Each correct answer

represents a complete solution. Choose all that apply.

A. The maxoccurs attribute is not equal to 1.

B. The relationship of the mapped element with other elements is not preserved.

C. The element is a recursive structure.

D. The XML map associated with this XML table contains one or more required elements that are not mapped to the XML table.

Answer: A,B

Explanation:

The various issues with exporting XML data are as follows:

1. MAP CAN BE EXPORTED BUT SOME REQUIRED ELEMENTS ARE NOT MAPPED: This error occurs under the following situations:

The XML map associated with this XML table contains one or more required elements that are not mapped to the XML table. The element is a recursive structure.

The XML table contains a variety of mixed content.

2. EXCEL CANNOT SAVE THE WORKBOOK BECAUSE IT DOES NOT CONTAIN ANY XML MAPPINGS: Excel cannot save the user's workbook in the XML Data file unless one or more mapped ranges are created.

3. XML MAPS IN MY WORKBOOK ARE NOT EXPORTABLE: An XML mapping cannot be exported if the relationship of the mapped element with other elements is not preserved due to the following reasons:

The mapped element's schema definition is contained within a sequence with the following attributes:

The maxoccurs attribute is not equal to 1.

The sequence has more than one direct child element defined or has an extra compositor as a direct child.

Nonrepeating sibling elements with the same repeating parent element are mapped to dissimilar

XML tables.

Various repeating elements are mapped to the same XML table and the recurrence is not defined by an ancestor element.

Child elements from various parents are mapped to the same XML table.

XML schema constructs a list of lists, denormalized data, or a choice construct.

Question No : 15

You work as an Office Assistant for Media Perfect Inc. You are creating a report in Microsoft Excel 2013. The report worksheet will include the sales made by all the sales

managers in the month of January.

	A	B
1	**Sales Report**	
2		
3	**Name** ▼	**January** ▼
4	David	$1,000.00
5	Mariah	$1,700.00
6	Mark	$2,500.00
7	Sarah	$2,200.00
8	Sasha	$3,100.00
9	**Total**	**$10,500.00**

In the worksheet, you are required to place a pictorial representation displaying the percentage of

total sales made by each sales manager in January. Which of the following charts will you use to

accomplish the task?

A. Bar
B. Line
C. Column
**D.** Pie

Answer: D

Explanation:

In order to accomplish the task, you will have to insert a pie chart in the worksheet. Excel provides a pie chart facility to display data that is arranged in one column or row on a worksheet.
Pie charts display the size of items in one data series, proportional to the sum of the items.

Question No : 16 HOTSPOT

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.
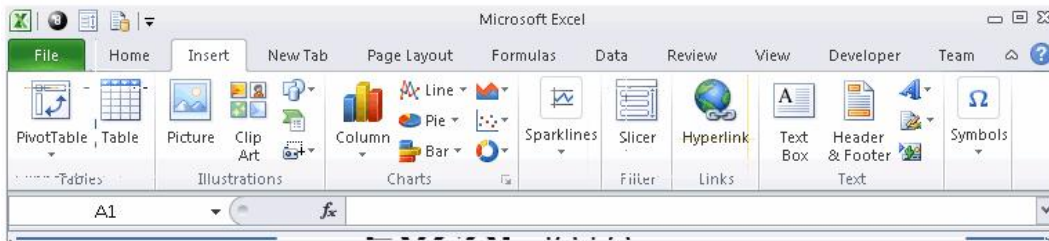
Answer:
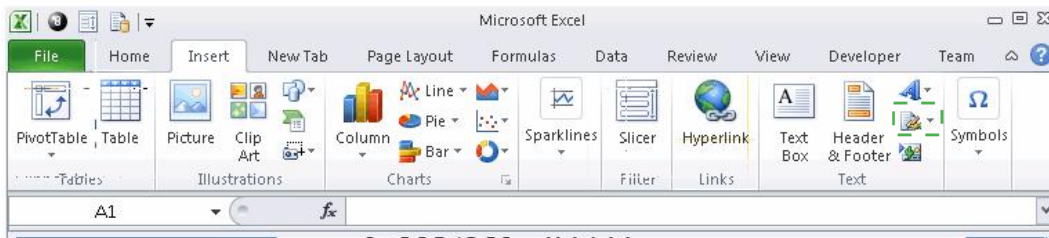
Explanation:

The following figure shows the option used to insert a signature line that specifies the individual
who must sign.
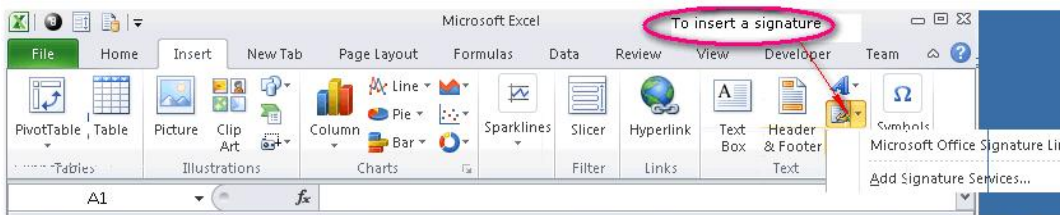
C:\Documents and Settings\Administrator\Desktop\1.JPG

Question No : 17
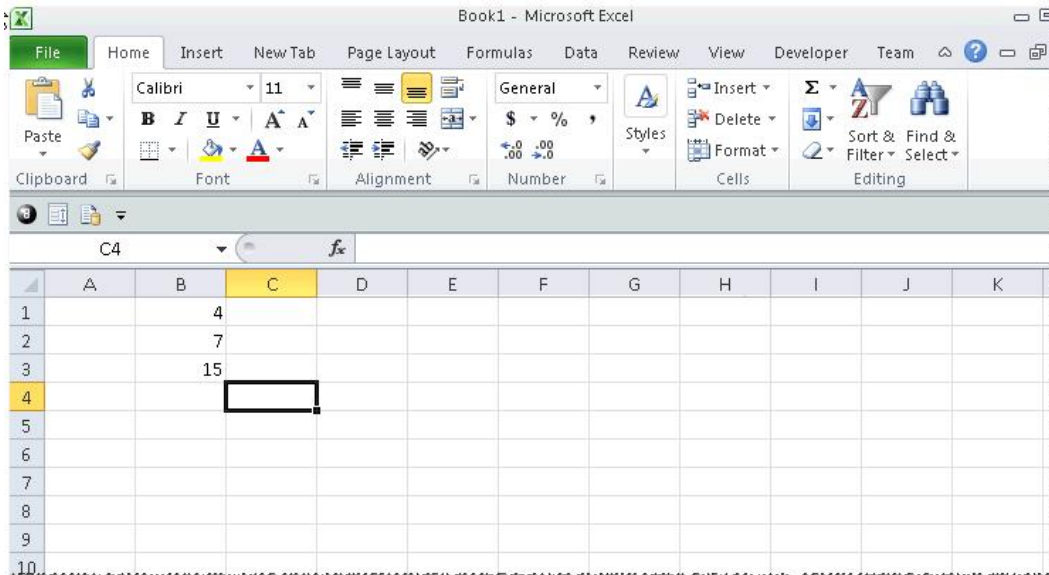
You work as an Office Assistant for Tech Perfect Inc. You are working in a spreadsheet as shown below:

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.

Answer: A,B,D

Explanation:

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 No : 18

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You want to get the trend of the Business data range. For this purpose, you want to use trendlines in the chart. Which of the following steps will you take to apply the trendlines in the chart?

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

A. Clear the check box of any Trendline fields to disconnect a slicer.
B. Select the type that you want from Trendline options.
C. Click the Insert Trendline arrow, and then click Trendline Connections on the Options tab in the Sort & Filter group.
D. Select a chart and then navigate to the Chart Tools Layout tab.

Answer: B,D

Question No : 19

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.

Answer: A,B
Explanation:

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 No : 20 DRAG DROP

You work as a Help Desk Technician for Net Perfect Inc. You use Excel 2013 to create different

reports for your company. Drag and drop the appropriate methods for efficient data entry in front

of their descriptions.

Description	Method
The first value in a recognized series is entered in a cell. By dragging the fill handle extends the series.	PlaceHolder
Choosing this option by right-clicking the cell, will show the existing values in the cell's column. Clicking one of the values will fill the cell with the entry clicked.	PlaceHolder
Select the range of cells and type in the active cell. Using this option will fill the entire range with the same value that has been typed.	PlaceHolder
The first few letters is entered in a cell, the similar entry in the column is suggested by Excel. Press the Enter key to complete the series.	PlaceHolder
The first two values in a series are entered in two consecutive cells. By selecting both the cell and dragging the selection through the fill handle extends the series.	PlaceHolder

— Data Entry Methods Available in Excel 2007 —

AutoFill	FillSeries	AutoComplete	Pick from Drop-down List	Ctrl+Enter
1	2	3	4	5

Answer:

Description	Method
The first value in a recognized series is entered in a cell. By dragging the fill handle extends the series.	Pl 1 er
Choosing this option by right-clicking the cell, will show the existing values in the cell's column. Clicking one of the values will fill the cell with the entry clicked.	P 4 der
Select the range of cells and type in the active cell. Using this option will fill the entire range with the same value that has been typed.	Pl 5 er
The first few letters is entered in a cell, the similar entry in the column is suggested by Excel. Press the Enter key to complete the series.	Pl 3 er
The first two values in a series are entered in two consecutive cells. By selecting both the cell and dragging the selection through the fill handle extends the series.	Pl 2 er

— Data Entry Methods Available in Excel 2007 —

AutoFill	FillSeries	AutoComplete	Pick from Drop-down List	Ctrl+Enter
1	2	3	4	5

Explanation:

Microsoft Exams List

70-246 Dump PDF VCE	70-485 Dump PDF VCE	70-742 Dump PDF VCE	98-366 Dump PDF VCE
70-247 Dump PDF VCE	70-486 Dump PDF VCE	70-743 Dump PDF VCE	98-367 Dump PDF VCE
70-331 Dump PDF VCE	70-487 Dump PDF VCE	70-744 Dump PDF VCE	98-368 Dump PDF VCE
70-332 Dump PDF VCE	70-488 Dump PDF VCE	70-761 Dump PDF VCE	98-369 Dump PDF VCE
70-333 Dump PDF VCE	70-489 Dump PDF VCE	70-762 Dump PDF VCE	98-372 Dump PDF VCE
70-334 Dump PDF VCE	70-490 Dump PDF VCE	70-765 Dump PDF VCE	98-373 Dump PDF VCE
70-339 Dump PDF VCE	70-491 Dump PDF VCE	70-768 Dump PDF VCE	98-374 Dump PDF VCE
70-341 Dump PDF VCE	70-492 Dump PDF VCE	70-980 Dump PDF VCE	98-375 Dump PDF VCE
70-342 Dump PDF VCE	70-494 Dump PDF VCE	70-981 Dump PDF VCE	98-379 Dump PDF VCE
70-345 Dump PDF VCE	70-496 Dump PDF VCE	70-982 Dump PDF VCE	MB2-700 Dump PDF VCE
70-346 Dump PDF VCE	70-497 Dump PDF VCE	74-343 Dump PDF VCE	MB2-701 Dump PDF VCE
70-347 Dump PDF VCE	70-498 Dump PDF VCE	74-344 Dump PDF VCE	MB2-702 Dump PDF VCE
70-348 Dump PDF VCE	70-499 Dump PDF VCE	74-409 Dump PDF VCE	MB2-703 Dump PDF VCE
70-354 Dump PDF VCE	70-517 Dump PDF VCE	74-678 Dump PDF VCE	MB2-704 Dump PDF VCE
70-383 Dump PDF VCE	70-532 Dump PDF VCE	74-697 Dump PDF VCE	MB2-707 Dump PDF VCE
70-384 Dump PDF VCE	70-533 Dump PDF VCE	77-420 Dump PDF VCE	MB2-710 Dump PDF VCE
70-385 Dump PDF VCE	70-534 Dump PDF VCE	77-427 Dump PDF VCE	MB2-711 Dump PDF VCE
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70-462 Dump PDF VCE	70-684 Dump PDF VCE	77-882 Dump PDF VCE	MB5-705 Dump PDF VCE
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70-470 Dump PDF VCE	70-695 Dump PDF VCE	77-891 Dump PDF VCE	MB6-884 Dump PDF VCE
70-473 Dump PDF VCE	70-696 Dump PDF VCE	98-349 Dump PDF VCE	MB6-885 Dump PDF VCE
70-480 Dump PDF VCE	70-697 Dump PDF VCE	98-361 Dump PDF VCE	MB6-886 Dump PDF VCE
70-481 Dump PDF VCE	70-698 Dump PDF VCE	98-362 Dump PDF VCE	MB6-889 Dump PDF VCE
70-482 Dump PDF VCE	70-734 Dump PDF VCE	98-363 Dump PDF VCE	MB6-890 Dump PDF VCE
70-483 Dump PDF VCE	70-740 Dump PDF VCE	98-364 Dump PDF VCE	MB6-892 Dump PDF VCE
70-484 Dump PDF VCE	70-741 Dump PDF VCE	98-365 Dump PDF VCE	MB6-893 Dump PDF VCE

Cisco Exams List

010-151 Dump PDF VCE	350-018 Dump PDF VCE	642-737 Dump PDF VCE	650-667 Dump PDF VCE
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