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Excel 2013 Expert Part One

Microsoft 77-427

Version Demo

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QUESTION NO: 1 - (HOTSPOT)

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.

Hot Area:

ANSWER:

Explanation:

The required command is **Signature Line** on the **Insert** tab. It is designed specifically to add a Microsoft Office Signature Line to the worksheet, which opens the setup dialog used to identify the person expected to sign. In that dialog, information such as the suggested signer's name, title, and email address can be entered. Excel then inserts a visible signature-line object into the sheet, allowing the intended signer to add a signature later. This is the appropriate feature when the requirement is not merely to add text that looks like a signature, but to insert a structured signature line that designates an individual signer.

On the displayed ribbon, the control is located in the **Text** group at the right side of the Insert tab. It is the small page-and-pen icon in the narrow vertical set of commands, directly below the stylized WordArt icon and directly above the Object icon. Selecting this icon provides the signature-line functionality requested, including the signer-identification fields. Microsoft's guidance on Office signatures describes how signature lines are used to request and capture signatures in Office documents: Add or remove a digital signature for Microsoft 365 files. Additional Excel Insert-tab ribbon context is available at BetterSolutions: Excel Insert tab.

QUESTION NO: 2

Rick works as an Office Assistant for Tech Perfect Inc. He is creating a user form through Microsoft Excel 2013.

While creating forms for a number of users, he is required to repeat some of the actions multiple times. It is a very time consuming process. To resolve the issue, he has created a macro to record the sequence of actions to perform a certain task. Now, he wants to run the macro to play those exact actions back in the same order.

Which of the following steps will Rick take to accomplish the task? Each correct answer represents a part of the solution. Choose all that apply.

A. Click on the 'Macros' icon in the 'Developer' tab under the 'Code' category to run a Macro.

B. The Macro will be run in any worksheet of the Workbook.

C. Put the workbook in a trusted location.

D. The Macro dialogue box appears on the screen which contains a list of Macros in it. Select the Macro to run and click the Run button.

E. Run the created Macro by using the shortcut key specified while creating the Macro.

ANSWER: A D E

Explanation:

Excel provides several supported ways to execute a recorded macro. Rick can open the macro list by selecting the **Macros** command in the **Code** group on the Developer tab. In the Macro dialog box, he selects the required macro from the displayed list and chooses **Run**. This starts the stored VBA procedure and replays the commands captured by the macro, subject to the macro's code and the active workbook context.

A macro can also be run by using the keyboard shortcut assigned when the macro was recorded. Excel associates that shortcut with the saved macro, allowing the user to run it without first opening the Macro dialog box. This is particularly useful for a repetitive task that must be performed frequently. The workbook must be open and macros must be enabled for Excel to execute the procedure. Microsoft documents both selecting a macro through the Developer tab's Macros command and using an assigned shortcut key as methods for running a macro. See Run a macro in Excel and Automate tasks with the Macro Recorder.

QUESTION NO: 3

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 & 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.

ANSWER: C D

Explanation:

To share a slicer with another PivotTable, first click the existing slicer that is to control both PivotTables. Selecting the slicer displays the contextual Slicer Tools options, including the command used to manage its PivotTable connections. You can then use the PivotTable Connections dialog box to select the check box for each PivotTable that should be controlled by that slicer. After the additional PivotTable is selected, choices made in the slicer filter the connected PivotTables together.

This sharing capability requires the PivotTables to use the same data source or PivotTable cache. When the necessary PivotTable is selected in the connections dialog box, the slicer becomes available as a common filter without needing to create a separate slicer. Microsoft documents that slicers can be connected to more than one PivotTable and that the connection is managed through the slicer's report/PivotTable connections settings. See Use slicers to filter data.

QUESTION NO: 4

You work as an Office Manager for Blue Well Inc. The company has a Windows-based network. You have a formula that uses one or two variables or multiple formulas that all use one common variable. You want to examine a range of possibilities at a glance.

Which of the following will you use to accomplish the task?

A. Goal Seek

B. Solver add-in

C. Data table

D. Scenario

ANSWER: C

Explanation:

Data table is correct because it is Excel's What-If Analysis feature for calculating and displaying many possible formula results in a single range. A one-variable data table substitutes a series of possible values for one input cell and shows the resulting calculation or calculations. A two-variable data table varies two input cells and returns the result for every combination of those values. This directly supports examining a range of possibilities at a glance. Excel can also place multiple formulas across the top row of a one-variable data table when those formulas use the same input cell, enabling side-by-side comparison of several related results. The feature is especially useful for sensitivity analysis, such as seeing how different interest rates affect a payment calculation or how changing price and quantity affects projected revenue. The table remains linked to the worksheet formulas and input cells, so its displayed outcomes can be recalculated as the workbook's values change. Microsoft documents data tables as a What-If Analysis tool that calculates multiple results by substituting different values into one or two formula inputs. See Calculate multiple results by using a data table and Introduction to What-If Analysis.

QUESTION NO: 5 - (SIMULATION)

Use a function to insert a value in a cell

Cell range I5:I299

Calculate the billable charge for each entry

Function VLOOKUP

Lookup_Value: "Name" (Column c) for each entry

Table_array: "Name" (column B), "Base Rate" (column C), on "Hourly_Rates" worksheet

Range_lookup: Only exact match

Multiply Function by "Duration" (column H)

ANSWER: See the explanation for the answer

Explanation:

In cell `I5`, enter the following formula and then fill/copy it down through `I299`:

```
=VLOOKUP(C5,Hourly_Rates!$B$2:$C$29,2,FALSE)*H5
```

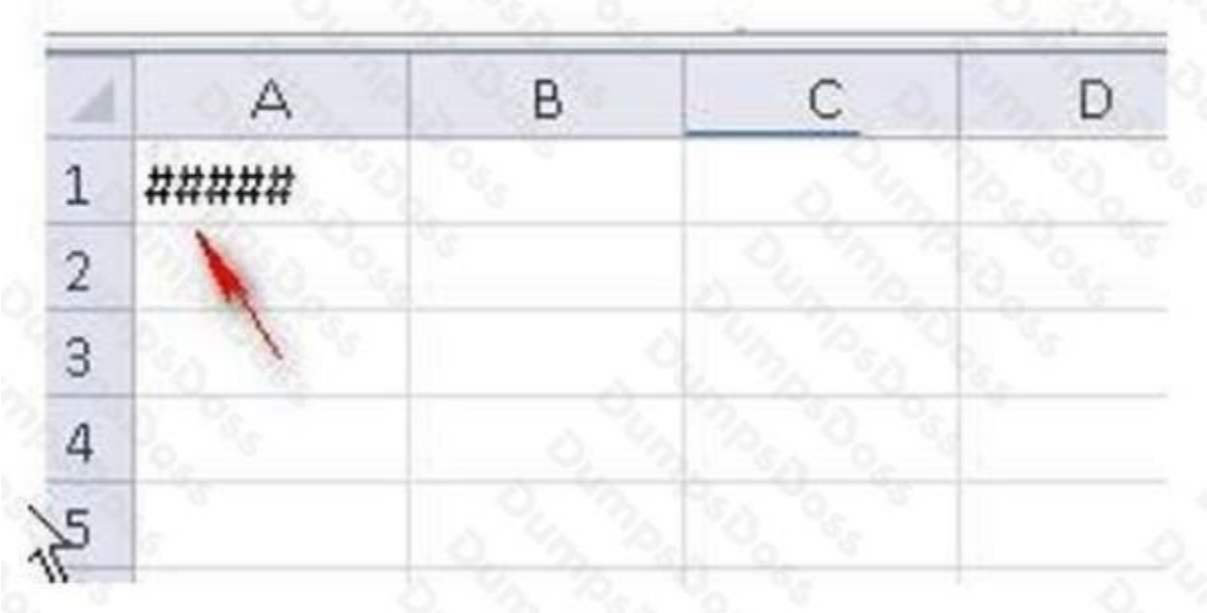
`C5` is the Name to look up.
`Hourly_Rates!$B$2:$C$29` contains the Name and Base Rate columns; the absolute references keep this lookup range fixed when filling down.
`2` returns the Base Rate from the second column of the lookup table.

FALSE specifies an exact Name match.
*H5 multiplies the Base Rate by that entry's Duration.

QUESTION NO: 6

You work as an Office Assistant for Tech Perfect Inc. You are working in the spreadsheet of the company's high selling products.

You input a formula for calculating the monthly sell of a particular product but your Excel cell shows a string of # symbols instead of returning a value as shown below:



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. The cell is not wide enough for displaying the calculated value.

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. Excel is trying to show the contents of the cell as a date or time stored as positive numeric values within Excel, but the cell contains a negative value.

ANSWER: B D

Explanation:

The cell is not wide enough for displaying the calculated value because Excel displays a series of number signs when a numeric result, including a formatted currency, date, or time value, cannot fit within the current column width. The formula can still have calculated successfully; the display simply does not have enough horizontal space to show its formatted result. Widening the column, reducing the displayed decimal places, or choosing a more compact number format enables the result to be displayed.

Excel is trying to show the contents of the cell as a date or time stored as positive numeric values within Excel, but the cell contains a negative value because Excel's standard date and time system does not display negative date or time serial values. Dates and times are represented internally by serial numbers, and a negative calculation result formatted as a date or time is therefore shown as number signs rather than as a conventional value. This can occur, for example, when a time calculation produces a result earlier than zero. Microsoft documents both insufficient column width and negative date/time values as causes of this display. See How to correct a ##### error and Date systems in Excel.

QUESTION NO: 7

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:

Sparkline is correct because Excel sparklines are compact, cell-sized visualizations designed to show patterns and trends in a series of adjacent values without requiring the space of a full chart. A sparkline is inserted into a worksheet cell while referencing a data range, commonly values in the same row or column. This lets a reader quickly compare the direction, variation, high points, and low points of related data alongside the values themselves. For example, a worksheet can place monthly sales figures across several columns and show a single sparkline in the next cell to summarize the sales trend for that row. Excel provides line, column, and win/loss sparkline types, as well as formatting controls for markers, high and low points, and axis settings. Their small footprint makes them especially useful in dashboards, scorecards, and dense tables where many trends need to be visible at once. Microsoft describes sparklines as small charts in worksheet cells that provide a visual representation of data and enable users to spot trends quickly. See Use sparklines to show data trends and Create sparklines.

QUESTION NO: 8

You work as a Project Manager for Blue Well Inc. The company has a Windows-based network.

You are calculating the number of working days between a project start date and an end date. Saturdays, Sundays, and the dates listed in a holiday range must not be counted.

Which of the following functions will you use to accomplish the task?

A. NETWORKDAYS function

B. DAYS function

C. WORKDAY function

D. TODAY function

ANSWER: A

Explanation:

The **NETWORKDAYS function** is correct because it returns the number of whole working days between a start date and an end date. By default, NETWORKDAYS excludes Saturdays and Sundays. Its optional holidays argument lets the user provide a range of dates that must also be excluded from the calculation.

The function syntax is `NETWORKDAYS(start_date, end_date, [holidays])`. For example, `=NETWORKDAYS(B2,C2,F2:F10)` returns the working days between the dates in B2 and C2 while excluding the dates in F2:F10. DAYS returns all calendar days, WORKDAY returns a date after a specified number of workdays, and TODAY returns the current date.

QUESTION NO: 9 - (SIMULATION)

Conditional Formatting.

Use a formula to determine formatting of a cell.

Cell I3

Apply formatting if cell is more than three days prior to current date

Use Function TODAY()

Format with Custom solid fill color (RGB â€“ R:255 G:59 B:59)

ANSWER: See the explanation for the answer

Explanation:

Select `I3`, then create a conditional-formatting rule using a formula.

1. Go to **Home** > **Conditional Formatting** > **New Rule**.
2. Select **Use a formula to determine which cells to format**.
3. Enter the formula `=TODAY()-I3>3`.
4. Click **Format** > **Fill** > **More Colors** > **Custom**.
5. Set the solid fill color to `RGB(255,59,59)` (Red 255, Green 59, Blue 59).
6. Click **OK** to close all dialog boxes and apply the rule.

This formats cell `I3` when its date is more than three days before the current date.

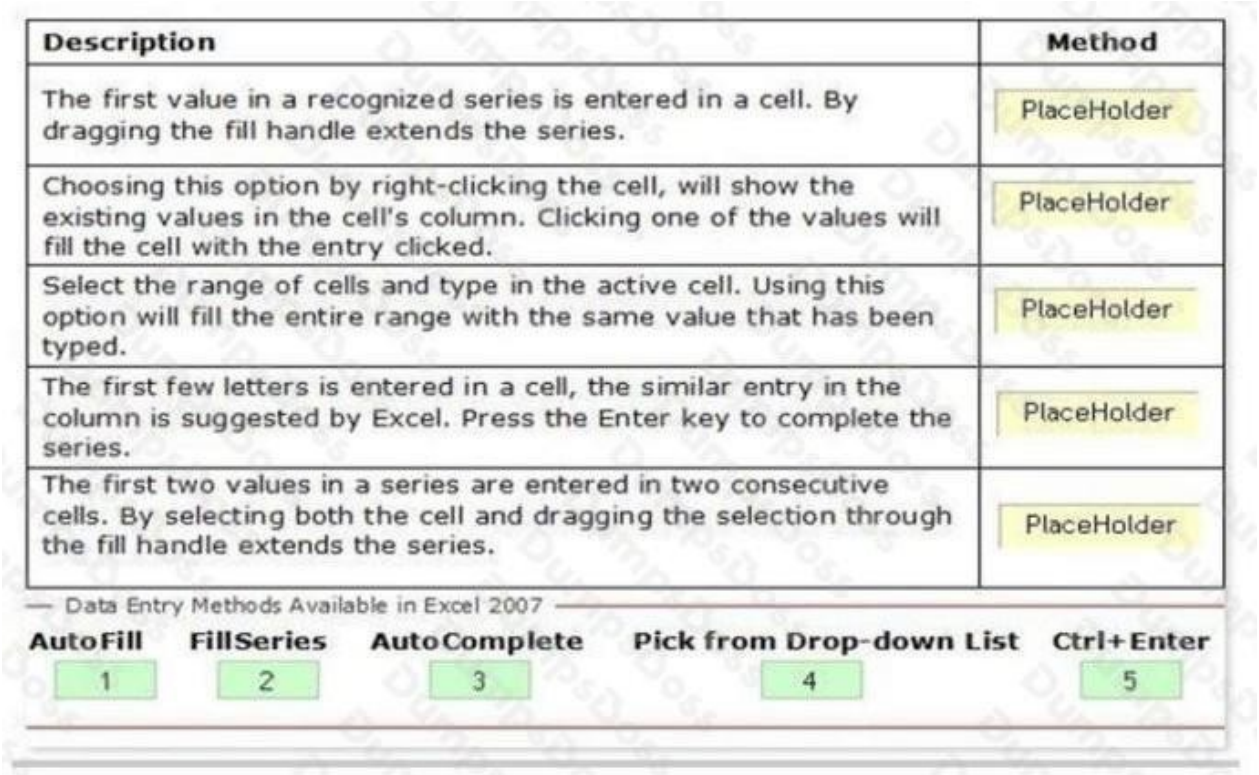
QUESTION NO: 10 - (DRAG DROP)

DRAG DROP

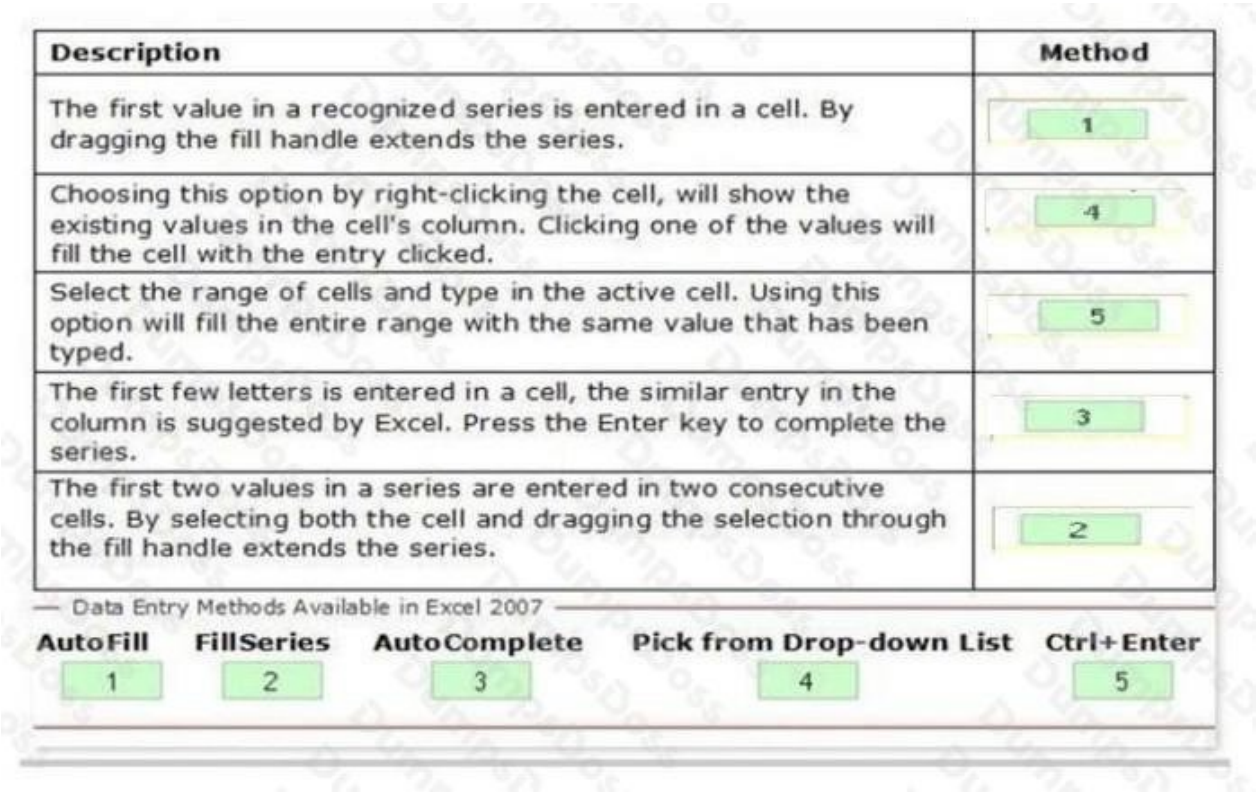
You work as a Help Desk Technician for Net Perfect Inc. You use Excel 2013 to create different reports for your company.

Drag and drop the appropriate methods for efficient data entry in front of their descriptions.

Select and Place:



ANSWER:



Explanation:

Excel provides several efficient entry features, and each description matches the placed method. **AutoFill** extends a recognized built-in series when an initial value, such as a month or day, is entered and the fill handle is dragged. For a custom numeric or patterned sequence, entering the first two values establishes the progression; dragging the selected cells' fill handle then uses **Fill Series** to continue that pattern. Microsoft documents these filling behaviors in its Fill data automatically in worksheet cells guidance.

Pick from Drop-down List is the shortcut-menu command that presents entries already used in the current column, allowing an existing value to be selected without retyping it. **Ctrl+Enter** applies an entry to all currently selected cells at once, making it useful when the same value belongs in a range. Excel's documented keyboard shortcuts confirm this range-entry behavior. Finally, **AutoComplete** detects a matching entry previously used in a column and suggests the remainder after the first few characters are typed; pressing Enter accepts the suggestion. These placements correctly pair each data-entry workflow with the Excel feature designed to perform it.