

Microsoft

77-888

Excel 2010 Expert



QUESTION & ANSWERS

QUESTION 1

You work as an Office Assistant for Tech Perfect Inc. You are working in a spreadsheet. You use a function in one cell and it works perfectly but when you attempt to copy the function down to other rows, you get the #REF error. 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. Excel is trying to reference an invalid cell.
- 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. You are referencing an entire worksheet by clicking on the grey square at the top left of the worksheet.

Correct Answer: B,D

Explanation/Reference:

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 C is incorrect. 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 A 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 2

You work as an Office Manager for Blue Well Inc. The company has a Windows-based network. You want to change values in cells to observe the way in which those changes are affecting the outcome of formulas in the worksheet. Which of the following will you use to accomplish the task?

- A. Form control
- B. Trust Center
- C. Accounting template
- D. What-if analysis

Correct Answer: D

Explanation/Reference:

What-if analysis is defined as the process of changing values in cells to observe the way in which those changes are affecting the outcome of formulas in the worksheet. There are three types of what-if analysis tools that are named as scenarios, data tables, and Goal Seek. A user can also install the Solver add-in to accommodate more variables than Goal Seek.

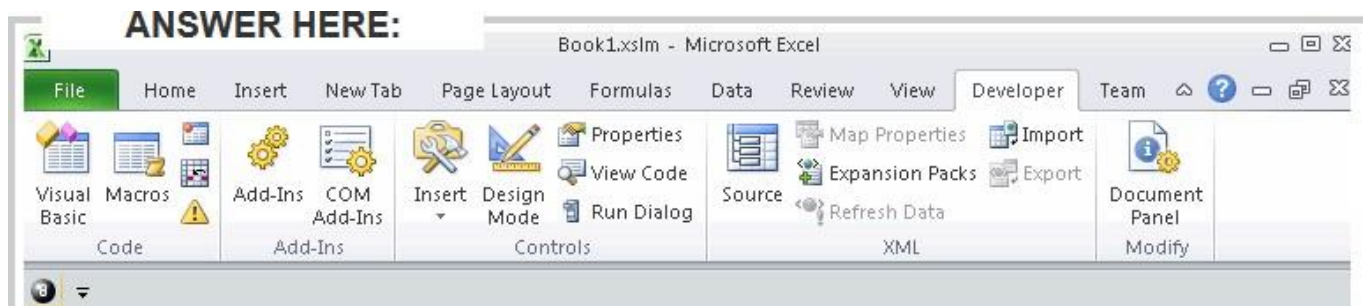
Answer option A is incorrect. A form control is an original control that is compatible with old versions of Excel, beginning with Excel version 5.0. It is designed for use on XLM macro sheets. It can be used when a user wants to simply interact with cell data without using VBA code and when he wants 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 C 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.

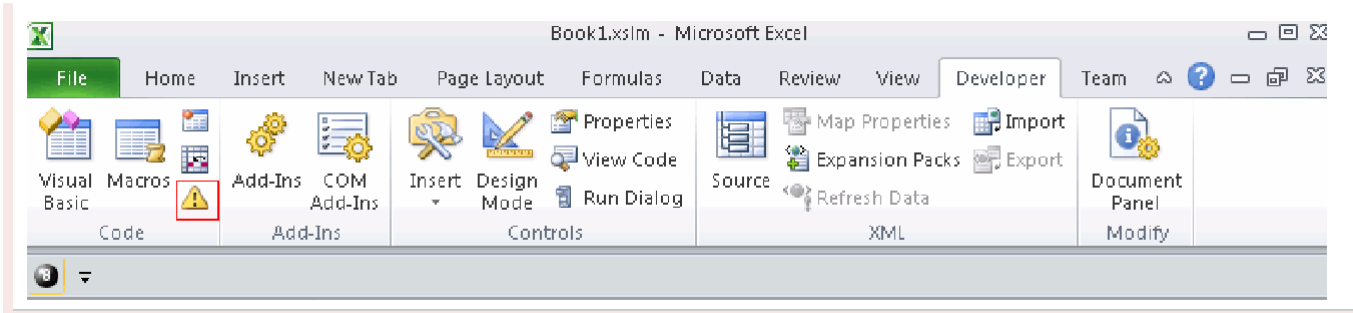
Answer option B is incorrect. Trust Center is where a user can find security and privacy settings for Microsoft Office 2010 programs.

QUESTION 3

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.



Correct Answer:



QUESTION 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.

Correct Answer: B,C,D,E

Explanation/Reference:

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 5

You work as an Office Assistant for Tech Tree Inc. You have created a report in a workbook in Microsoft Excel 2010. You want to export XML data to your Excel 2010 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.

Correct Answer: A,B

Explanation/Reference:

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 6

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

Explanation/Reference:

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.