

# 77-427<sup>Q&As</sup>

Excel 2013 Expert Part One

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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 quickly 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 required to use a slicer. Which of the following are the ways that you can use to accomplish the task? Each correct answer represents a complete solution. Choose all that apply.

- A. Create a copy of a slicer connected with the PivotTable.
- B. Create a slicer connected with the PivotTable.
- C. Create a slicer by disabling Macros associated with the PivotTable.
- D. Use an existing slicer connected with another PivotTable.

Correct Answer: ABD

The various ways to use or create slicers to filter PivotTable data in an existing PivotTable are as follows:

1.  
Create a slicer connected with the PivotTable.
2.  
Create a copy of a slicer connected with the PivotTable.
3.  
Use an existing slicer connected with another PivotTable.

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

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### QUESTION 2

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.

Correct Answer: AB

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 3

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

Correct Answer: C

A data table is used to see all the outcomes in one place. It is defined as a type of what-if analysis tools. It is used if a user has a formula that uses one or two variables or multiple formulas that all use one common variable. It is used to examine a range of possibilities at a glance and since the user focuses on only one or two variables, results are easy to read and share in tabular form. If automatic recalculation is enabled, it is possible to recalculate the data in data tables immediately and as a result, the user always gets fresh data. Answer option D is incorrect. A scenario is defined as a type of what-if analysis tools. It is a set of values saved by Excel and can be substituted automatically in cells on a worksheet. A user can create and save different groups of values on a worksheet and then switch to any of these new scenarios to view different results. Scenario reports are not automatically recalculated. If the user changes the values of a scenario, those changes will not be displayed in an existing summary report and he must create a new summary report to show the reflection of the changed report. Answer option A is incorrect. Goal Seek is defined as a type of what-if analysis tools. It is used if a user knows the result that he wants from a formula, but he is not sure what input value the formula needs to get that result. It works with only one variable input value. Answer option B is incorrect. The Solver add-in is used if a user knows the result that he wants from a formula, but he is not sure what input value the formula needs to get that result. It is used for more than one input value. It works with a group of cells related to the formula in the objective cell.

### QUESTION 4

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 XML data 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.

Correct Answer: AB

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.

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## QUESTION 5

You work as a Sales Manager for Rainbow Inc. Your responsibility includes preparing sales report of the Sales department. You use Microsoft Excel 2013 to prepare sales reports. You have created a quarterly sales report of the department. After entering required data and inserting charts, you want to give a professional look to the document. You want to produce the document with soothing graphic effects, soft fonts, and light colors. Which of the following steps will you take to accomplish the task with least administrative burden?

- A. Use the SmartArt option.
- B. Create a new workbook through a template. Copy all data and charts of the report to the new workbook.
- C. Choose one of the pre-built themes.
- D. Select all the text of the document. Change font style to Verdana and font color to light gray. Use vibrant colors for charts.

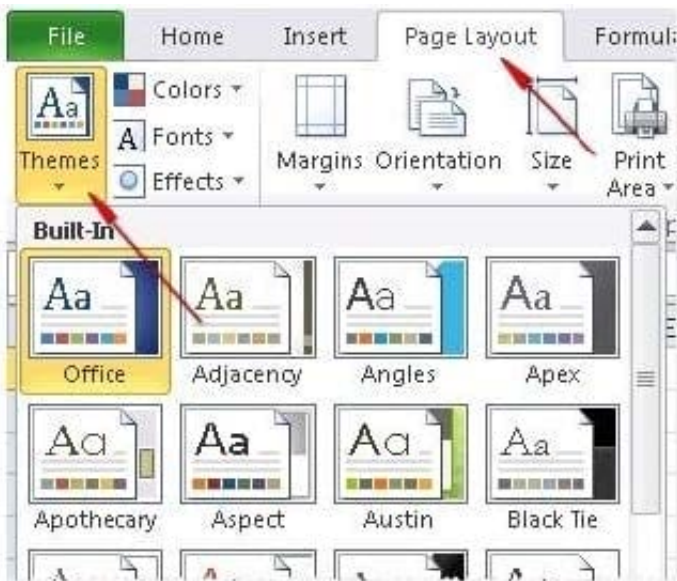
Correct Answer: C

In order to accomplish the task, you will have to choose one of the pre-built themes.

Document

themes work on the overall design of the entire document. It enables users to specify colors,

fonts, and variety of graphic effects in a document. Themes change the look and feel of the document.



Microsoft Excel 2013 comes with a large collection of pre-built themes. Users can create their own themes for a document. Themes can be specified through Page Layout > Themes.

Answer option A is incorrect. The SmartArt option does not produce soothing graphic effects, soft fonts, and light colors.

Answer options B and D are incorrect. These options involve manual processing.

Therefore, any formatting done manually will increase the administrative burden.