



77-888^{Q&As}

Excel 2010 Expert

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QUESTION 1

Rick works as an Office Assistant for Tech Perfect Inc. He is creating a report through Microsoft Excel 2010. Rick wants to trace the project with the actual requirements. For this purpose, he is required to compare month to month, actual v budget, quarter to quarter, year to year variances. Which of the following will Rick use to accomplish the task?

- A. Evaluate Formula
- B. Accounting template
- C. Form control
- D. Trust Center

Correct Answer: B

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 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 User Forms, used to control events, or modified to run Web scripts on Web pages. Answer option A is incorrect. Evaluate Formula is the formula examination tool provided by Microsoft Excel. This tool is

useful for examining formulas that do not produce any error but are not generating the expected result.

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

QUESTION 2

You work as a Sales Manager for Tech Perfect Inc. You are creating a report for your sales team Using Microsoft Excel. You want the report to appear in the following format:

	A	B	C	D	E	F
1	Sales Manager	Januray	February	March	First Quarter	Remark
2	Mark Smith	\$345.00	\$448.00	\$550.00	\$1,343.00	Well Done
3	David Jackson	\$320.00	\$390.00	\$440.00	\$1,150.00	Improve in Next Quarter
4	Ali Ahmed	\$413.00	\$428.00	\$475.00	\$1,316.00	Well Done
5	Rick Stuart	\$278.00	\$340.00	\$410.00	\$1,028.00	Improve in Next Quarter
6	Tom Alter	\$310.00	\$370.00	\$472.00	\$1,152.00	Improve in Next Quarter
7	Deepak Chopra	\$438.00	\$410.00	\$504.00	\$1,352.00	Well Done



	A	B	C	D	E	F
1	Incentive Sheet					
2						
3	Incentive Percentage	10				
4						
5						
6						
7	Name	January	February	March	First Quarter Sale	Sale Incentive
8	Mark	\$2,000.00	\$2,450.00	\$2,700.00	\$7,150.00	
9	David	\$2,100.00	\$2,200.00	\$2,300.00	\$6,600.00	
10	Mariah	\$1,950.00	\$2,150.00	\$2,310.00	\$6,410.00	
11	Sarah	\$2,300.00	\$2,700.00	\$3,100.00	\$8,100.00	
12	Sasha	\$2,500.00	\$2,840.00	\$3,400.00	\$8,740.00	

You want the Remark column to be filled through a conditional formula. The criteria to give the remark is as follows:

If the sales of the First Quarter are greater than or equal to 1200, display "Well Done" If the sales of the First Quarter is less than 1200, display "Improve in Next Quarter" You have done most of the entries in a workbook. You select the F2 cell

as shown in the image given below:

Which of the following conditional formulas will you insert to accomplish the task?

- A. =IF(E2>=1200,"Improve in Next Quarter","Well Done")
- B. =IF(E2=1200,"Well Done","Improve in Next Quarter")
- D. =IF(E2>1200,"Improve in Next Quarter","Well Done")

Correct Answer: C

In order to accomplish the task, you will have to insert the following formula in the F2 cell:

=IF(E2>=1200,"Well Done","Improve in Next Quarter")

Answer option A is incorrect. This will display the wrong messages for the given conditions. The first expression after the logical condition is returned by the IF function when the condition is TRUE. Answer option B is incorrect. This formula

will not accomplish the task as the logical condition is not correct. The specified condition in this formula is testing for values less than or equal to 1200. Whereas, the question's requirement is to evaluate values greater than or equal to 1200.

Answer option D is incorrect. This formula will not accomplish the task because of the two reasons. First, the equal sign is missing in the condition. Second, the expressions are not in the correct order.

QUESTION 3

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 4

You work as a Finance Manager for Blue Well Inc. The company has a Windows-based network. You are using Excel spreadsheet for maintaining the financial budget and other financial calculations. You want to return the price per \$100 face value of a security that pays interest at maturity. Which of the following financial functions will you use to accomplish the task?

- A. PRICE function
- B. PPMT function
- C. PRICEMAT function
- D. PRICEDISC function

Correct Answer: C

Various financial functions (reference) are as follows:

1.
ACCRINT function: It is used to return the accrued interest for a security that pays periodic interest.
2.
ACCRINTM function: It is used to return the accrued interest for a security that pays interest at maturity.
- 3.



AMORDEGRC function: It is used to return the depreciation for each accounting period by using a depreciation coefficient.

4.

COUPDAYBS function: It is used to return the number of days from the beginning of the coupon period to the settlement date.

5.

AMORLINC function: It is used to return the depreciation for each accounting period.

6.

COUPDAYS function: It is used to return the number of days in the coupon period containing the settlement date.

7.

COUPDAYSNCF function: It is used to return the number of days from the settlement date to the next coupon date.

8.

COUPNCD function: It is used to return the next coupon date after the settlement date.

9.

COUPNUM function: It is used to return the number of coupons payable between the settlement date and maturity date.

10.

COUPPCD function: It is used to return the previous coupon date before the settlement date.

11.

CUMIPMT function: It is used to return the cumulative interest paid between two periods.

12.

CUMPRINC function: It is used to return the cumulative principal paid on a loan between two periods.

13.

DB function: It is used to return the depreciation of an asset for a specified period by using the fixed-declining balance method.

14.

DDB function: It is used to return the depreciation of an asset for a particular period by using the double-declining balance method.

15.

DISC function: It is used to return the discount rate for a security.

16.



DOLLARDE function: It is used to convert a dollar price that is expressed as a fraction into a dollar price that is expressed as a decimal number.

17.

DOLLARFR function: It is used to convert a dollar price that is expressed as a decimal number into a dollar price that is expressed as a fraction.

18.

DURATION function: It is used to return the annual duration of a security with periodic interest payments.

19.

EFFECT function: It is used to return the effective annual interest rate.

20.

FV function: It is used to return the future value of an investment.

21.

FVSCHEDULE function: It is used to return the future value of a starting principal after applying a series of compound interest rates.

22.

INTRATE function: It is used to return the interest rate for a fully invested security.

23.

IPMT function: It is used to return the interest payment for an investment for a specified period.

24.

IRR function: It is used to return the internal rate of return for a series of cash flows.

25.

ISPMT function: It is used to calculate the interest paid during a particular period of an investment.

26.

MDURATION function: It is used to return the Macauley modified duration for a security with an assumed par value of \$100.

27.

MIRR function: It is used to return the internal rate of return in which positive and negative cash flows are financed at different rates.

28.

NOMINAL function: It is used to return the annual nominal interest rate.

29.



NPER function: It is used to return the number of periods for an investment.

30.

NPV function: It is used to return the net present value of an investment on the basis of a series of periodic cash flows and a discount rate.

31.

ODDFPRICE function: It is used to return the price per \$100 face value of a security with an odd first period.

32.

ODDFYIELD function: It is used to return the yield of a security with an odd first period.

33.

ODDLPRICE function: It is used to return the price per \$100 face value of a security with an odd last period.

34.

ODDLYIELD function: It is used to return the yield of a security with an odd last period.

35.

PMT function: It is used to return the periodic payment for an annuity.

36.

PPMT function: It is used to return the payment on the principal for an investment for a particular defined period.

37.

PRICE function: It is used to return the price per \$100 face value of a security that pays periodic interest.

38.

PRICEDISC function: It is used to return the price per \$100 face value of a discounted security.

39.

PRICEMAT function: It is used to return the price per \$100 face value of a security that pays interest at maturity.

40.

PV function: It is used to return the current value of an investment.

41.

RATE function: It is used to return the interest rate per period of an annuity.

42.

RECEIVED function: It is used to return the amount received at maturity for a fully invested security.

43.



SLN function: It is used to return the straight-line depreciation of an asset for one period.

44.

SYD function: It is used to return the sum-of-years' digits depreciation of an asset for a particular period.

45.

TBILLEQ function: It is used to return the bond-equivalent yield for a Treasury bill.

46.

TBILLPRICE function: It is used to return the price per \$100 face value for a Treasury bill.

47.

TBILLYIELD function: It is used to return the yield for a Treasury bill.

48.

VDB function: It is used to return the depreciation of an asset for a specified or partial period by using a declining balance method.

49.

XIRR function: It is used to return the internal rate of return for a schedule of cash flows that is not necessarily periodic.

50.

XNPV function: It is used to return the net present value for a schedule of cash flows that is not necessarily periodic.

51.

YIELD function: It is used to return the yield on a security that pays periodic interest.

52.

YIELDDISC function: It is used to return the annual yield for a discounted security.

53.

YIELDMAT function: It is used to return the annual yield of a security that pays interest at maturity.

QUESTION 5

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!

Correct Answer: C

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.

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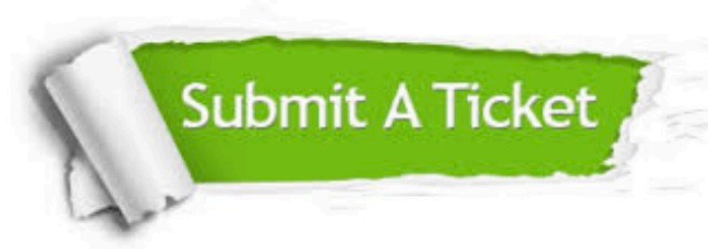
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