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Question No. 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.

Answer: B, D

Question No. 2

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

Answer: A

Question No. 3

Which of the following can be defined as easy-to-use filtering components containing a set of buttons that enable users to quickly filter data in a PivotTable report, without opening drop-down lists to find the items to filter?

- **A.** Accounting templates
- **B.** ActiveX controls
- **C.** Form controls
- **D.** Slicers

Answer: D

Question No. 4

You work as an Office Assistant for Blue well Inc. You want to record a macro and save it with the name "Auto_Open" so that the macro will run whenever you open the workbook containing the macro. While doing so, you observe that the Auto_Open macro fails every time. Which of the following are the causes of this?

Each correct answer represents a complete solution. Choose all that apply.

- **A.** The default workbook or a workbook loaded from the XLStart folder is opened before running the macro.
- **B.** The workbook is opened programmatically using the Open method.
- **C.** The workbook where a user wants to save the Auto_Open macro already contains a VBA procedure in its Open event.
- **D.** The workbook is based on the record button that is disabled by default before running the Auto_Open macro.

Answer: A, B, C

Question No. 5

You work as an Office Assistant for Media Perfect Inc. You have created a spreadsheet in Excel 2010 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

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