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Excel 2013 Expert Part Two

Questions & Answers PDF

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Question: 1

If you want to create a formula that adds up the values in a range of cells only if they meet a certain condition, which function would you use?

A. SUM
B. COUNT
C. AVERAGEIF
D. MAX

Answer: C

Explanation:
If you want to create a formula that adds up the values in a range of cells only if they meet a certain condition, you would use the AVERAGEIF function.
The AVERAGEIF function in Excel allows you to calculate the average of a range of cells that meet a specific criterion or condition. The function takes three arguments: the range of cells to evaluate, the criteria or condition to apply, and the range of cells to average if the criteria is met.
For example, if you want to calculate the average of all the values in a range of cells A1:A10 that are greater than 50, you could use the following formula:
=AVERAGEIF(A1:A10, ">50")
This formula would evaluate each cell in the range A1:A10 and only include the cells that contain a value greater than 50 in the average calculation.
The SUM function would add up all the values in a range of cells, regardless of whether they meet a specific condition. The COUNT function would count the number of cells in a range that contain a value, regardless of whether they meet a specific condition. The MAX function would find the largest value in a range of cells, regardless of whether they meet a specific condition.

Question: 2

Which Excel function would you use to count the number of cells in a range that contain a specific value?

A. COUNTIF
B. SUMIF
C. AVERAGEIF
D. MAXIF

Answer: A

Explanation:

COUNTIF would be the Excel function you would use to count the number of cells in a range that contain a specific value.

The COUNTIF function takes two arguments: the range of cells to count, and the criteria to use for counting. For example, to count the number of cells in the range A1:A10 that contain the value "Apples", you would use the formula:

=COUNTIF(A1:A10, "Apples")

This formula would return the number of cells in the range A1:A10 that contain the word "Apples".

The other options are:

B. SUMIF: This function is used to add up the values in a range of cells that meet a certain criteria.

C. AVERAGEIF: This function is used to calculate the average of the values in a range of cells that meet a certain criteria.

D. MAXIF: There is no MAXIF function in Excel. However, you can use the MAX function with a combination of other functions such as IF and FILTER to find the maximum value in a range that meets a certain criteria.

Question: 3

If you want to create a chart in Excel that shows the percentage breakdown of different categories, which type of chart would you use?

A. Column chart
B. Pie chart
C. Line chart
D. Scatter chart

Answer: B

Explanation:

If you want to create a chart in Excel that shows the percentage breakdown of different categories, you would use a Pie chart.

A Pie chart is a circular chart that is divided into slices to represent the proportion of each category or value. The size of each slice is proportional to the percentage it represents of the whole.

To create a Pie chart in Excel, you can do the following:

Select the data that you want to include in the chart, including the categories and their corresponding values.

Go to the Insert tab and click on the Pie chart button in the Charts group.

Select the type of Pie chart you want to use, such as a 2D or 3D Pie chart.

The Pie chart will be inserted into your worksheet.

You can then customize the chart by changing the chart title, adding a legend, and formatting the slices with different colors and labels.

Column charts, line charts, and scatter charts are used to display different types of data and relationships, such as comparing values over time, showing trends, or displaying the relationship between two variables.

Question: 4

Which of the following Excel functions would you use to calculate the total number of items in a range that meet a certain criteria?

A. COUNTIF
B. SUMIF
C. AVERAGEIF
D. MAXIF

Answer: A

Explanation:
COUNTIF is an Excel function that counts the number of cells within a specified range that meet a certain criteria. This function takes two arguments: the range of cells to be evaluated and the criteria to be tested against each cell in the range.
SUMIF is used to add up the values in a range of cells that meet a certain criteria, while AVERAGEIF calculates the average of the values in a range of cells that meet a certain criteria. MAXIF returns the maximum value in a range of cells that meet a certain criteria.

Question: 5

You have a large data set with several columns and want to quickly filter the data to show only specific values in a certain column. Which Excel feature would you use?

A. PivotTable
B. Sort & Filter
C. Conditional Formatting
D. Quick Analysis

Answer: B

Explanation:
Sort & Filter would be the most appropriate Excel feature to use in this scenario. The Sort & Filter feature allows you to quickly and easily filter data to show only specific values in a certain column, while hiding the rest of the data. This is especially useful when dealing with large data sets where you only need to view a subset of the data. PivotTables, Conditional Formatting, and Quick Analysis can also be useful features, but they are not specifically designed for filtering data in this way.

Question: 6

You have a spreadsheet that contains customer order data for the last six months. You want to create a chart to show the total sales per month. Which chart type would you use?

A. Line chart
B. Bar chart
C. Scatter chart
D. Pie chart

Answer: B

Explanation:
A bar chart is used to display data using rectangular bars, with the length or height of each bar proportional to the value of the data it represents. In this case, a bar chart would be appropriate for showing the total sales per month over the last six months.
A line chart is used to show trends or changes in data over time, while a scatter chart is used to plot data points on a horizontal and vertical axis to look for trends or patterns. A pie chart is used to show how different parts contribute to a whole, but it is not ideal for showing changes over time or comparing values between categories.

Question: 7

You want to create a formula in Excel that calculates the commission earned by a salesperson based on their sales volume. Which Excel function would you use?

A. VLOOKUP
B. HLOOKUP
C. IF
D. SUMIFS

Answer: D

Explanation:
SUMIFS would be the most appropriate Excel function to use in this scenario. The SUMIFS function allows you to sum values based on multiple criteria. In this case, you could use it to sum the sales volume for a specific salesperson, and then multiply that sum by their commission rate to calculate their commission earned. The IF function can also be useful in certain cases, but it is primarily used for logical tests and conditional calculations. VLOOKUP and HLOOKUP are used for lookup and reference purposes.

Question: 8

You have a table of sales data with several columns, including product, region, and sales amount. You want to quickly summarize the total sales by product and by region. Which Excel feature would you use?

A. Data Validation

B. Goal Seek
C. Subtotal
D. PivotTable

Answer: D

Explanation:
A PivotTable is a powerful Excel feature that allows you to summarize and analyze large amounts of data quickly and easily. You can use a PivotTable to summarize the total sales by product and by region by dragging and dropping the relevant fields into the row and column sections of the PivotTable.

Data Validation is a feature used to restrict the type of data that can be entered into a cell, Goal Seek is a tool used to find a value that will achieve a specific goal or result, and Subtotal is a function that calculates the subtotal of a range of data based on a specified column or row. However, none of these features can provide the same level of summary and analysis that a PivotTable can provide.