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QUESTION 1

You work as the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to create a workbook. You want to insert a Hierarchy Table like the one shown below into a worksheet.

Which Excel function should you use to insert a Hierarchy Table?

A. You should use the Shapes function in the Illustrations group on the Insert tab.

B. You should use the SmartArt function in the Illustrations group on the Insert tab.

C. You should use the ClipArt function in the Illustrations group on the Insert tab.

D. You should use the Table function in the Table group on the Insert tab.

Correct Answer: B

QUESTION 2

You work as the Sales Assistant at ABC.com. The Sales Manager has sent you a workbook containing a sales report and asked you to edit it. You open the sales report using Microsoft Office Excel 2010.

You are currently using the default Normal view to view the workbook. You have seen a printed version of the sales report. The printed version has a page header that contains the title of the sales report. However, you cannot see the header

when viewing the workbook in normal view.

Which Excel view would display the header and footer placeholders while allowing you to edit the cells in the worksheet?

A. Full Screen view.

B. Print Preview.

C. Page Break Preview

D. Page Layout view.

Correct Answer: D

QUESTION 3

You work as the Financial Controller at ABC.com. You are using Microsoft Office Excel 2010 to edit multiple workbooks. You have workbooks open from different shared folders on the network.

You want to arrange the workbook windows so that you can view the titles of all the workbooks that you have open.

How should you configure the view?

A. You should select the Switch Windows option on the View tab.

B. You should select the Split option on the View tab.

C. You should click the Arrange All button on the View tab and select the Cascade option.

D. You should click the Arrange All button on the View tab and select the Vertical option.

Correct Answer: C

QUESTION 4

Your work as a Sales Administrator in the ABC.com Sales office includes the production of workbooks using Microsoft Office Excel 2010.

You are working on a Sales report for the last week. You enter the name of each sales person in cells B2 to B10. You want to enter "Monday" in each of the cells from C2 to C10. You type Monday into cell C2 and drag the fill handle down to

cell C10. You find the AutoFill function increments the weekdays to Tuesday, Wednesday, Thursday.... down to cell C10.

You drag the fill handle again and this time you click the AutoFill button.

Which AutoFill option should you select to have Monday entered in cells C2 to C10?

A. You should select the Fill Series option.

B. You should select the Copy Cells option.

C. You should select the Fill Formatting Only option.

D. You should select the Fill Without Formatting option.

E. You should select the Fill Days option.

Correct Answer: B

QUESTION 5

Kara Lang works as the Human Resources manager at ABC.com. She is using Microsoft Office Excel 2010 to create a workbook. The workbook will be used to record days taken off for vacations or illness.

The company contains departments named Sales, Marketing, Production and IT.

Kara often needs to enter the names of company employees when she creates workbooks. Kara wants to be able to use the Fill Handle function to ease the task of entering names in a workbook. She asks you for assistance in enabling the

Fill Handle function.

How can you help Kara?

A. You should advise Kara to create a custom list for each department that contains the names of the employees.

B. You should advise Kara to create a workbook saved as a template for each department that contains the names of the employees.

C. You should advise Kara to create a single workbook saved as a template with the names of the employees listed in separate columns for each department.

D. You should advise Kara to create a single workbook saved as a template with the names of the employees listed in separate rows for each department.

Correct Answer: A

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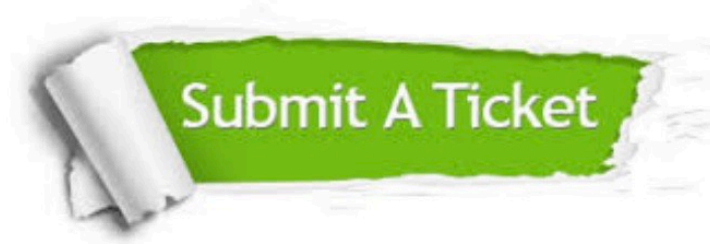
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