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## Excel 2010

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**QUESTION 1**

You work in the office at ABC.com. Your computer has just been uABCraded from Microsoft Office 2007 to Microsoft Office 2010.

You create a workbook using Microsoft Office Excel 2010. Microsoft Office 2010 has a new feature called the Backstage View. The Backstage View gives you access to functions that affect the workbook as a whole and to settings that affect

the application itself.

How do you get to the Backstage View?

A. By selecting the Custom Views option on the View tab.

B. By clicking the File tab.

C. By clicking the Office Button on sheet.

D. By clicking the Page Layout tab.

Correct Answer: B

**QUESTION 2**

You work as the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to edit a Sales report.

The workbook contains twelve worksheets named January through December. Each worksheet contains a sales table listing the names of the Sales staff and the values of their sales for that month. The format and layout of the table is

identical on each worksheet.

You add another worksheet named Totals and Analysis to the Sales report workbook. You want to create formulas in the Totals and Analysis worksheet that use references to sales values from the tables on the other worksheets.

What type of cell reference is used to refer to the same cells on multiple worksheets within a workbook?

A. A Tiered Cell Reference.

B. A 3-D Cell Reference.

C. A Multi-Cell Reference.

D. A Relative Cell Reference.

Correct Answer: B

**QUESTION 3**

You work in the Sales office at Weyland Industries. You are using Microsoft Office Excel 2010 to prepare a financial report. The report will be sent to managers at a partner company named ABC.com.

ABC.com users use various versions of Microsoft Office including Microsoft Office 2003, 2007 and 2010.

You need to ensure that your financial report can be viewed You should consider the managers at ABC.com irrespective of which version of Microsoft Office they are using.

How can you ensure that the Excel features used in your spreadsheet are compatible with previous versions of Excel?

A. You should consider running the Document Inspector.

B. You should consider marking the document as final.

C. You should consider running the Compatibility Checker.

D. You should consider adding a digital signature.

Correct Answer: C

**QUESTION 4**

Your work at ABC.com includes the preparation of company documents using Microsoft Office 2010. You are using Microsoft Office Excel 2010 to create a workbook.

The workbook contains sensitive information. You want the word CONFIDENTIAL to be displayed on every page when the workbook is printed.

You have a picture file named confidential.gif that contains the required CONFIDENTIAL message.

What should you do with the picture file?

A. You should use the Insert Picture function and select confidential.gif.

B. You should insert the picture file as a background using the Background function on the Page Layout tab.

C. You should insert the picture file into a header using the Headers and Footers function on the Insert tab.

D. You should insert the picture file as a watermark using the Watermark function on the Page Layout tab.

Correct Answer: C

**QUESTION 5**

You work as a Sales Manager at ABC.com. All users in the Sales department run Microsoft Office 2010 having recently been uABCraded from Microsoft Office 2003.

You are currently working on a Sales report in Microsoft Office Excel 2010.

You maximize the worksheet viewing area by selecting the Full Screen option on the View tab. When you select Full Screen, all toolbars and menus disappear.

How can you restore the worksheet view back to the Normal View so that you can see the toolbars?

A. You should consider making use of the Alt + W + L keyboard shortcut.

B. You should consider making use of the Alt + W + M keyboard shortcut.

C. You should consider making use of the Windows + M keyboard shortcut.

D. You should consider making use of the Restore Down button in the Control menu.

E. You should consider right-clicking on the taskbar tab for the workbook.

Correct Answer: D

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