



# 77-882<sup>Q&As</sup>

Excel 2010

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**QUESTION 1**

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

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**QUESTION 3**

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 4

You are employed as a financial administrator at ABC.com. You are using Microsoft Office Excel 2010 to create a financial report.

Some of the cells in a worksheet are formatted using the Heading1 style and some are formatted using the Heading2 style. You select one of the cells formatted with the Heading1 style and press the Delete button on the keyboard.

When you enter some new text into the cell, you discover that the new text is formatted with the Heading1 style. You want to delete the text and the formatting from all the cells formatted with the Heading1 or Heading2 styles. You select all the formatted cells and select the Clear icon in the Editing group on the Home tab. Which option should you select to delete the formatting and the contents of the selected cells?

- A. You should select the Clear Comments option.
- B. You should select the Clear Contents option.
- C. You should select the Clear Formats option.
- D. You should select the Clear All option.

Correct Answer: D

#### QUESTION 5

You work as an Office Assistant at ABC.com. You are using Microsoft Office Excel 2010 to create a workbook. You want the worksheet tabs to appear in colors as shown below.



How do you change the color of worksheet tabs?



- A. You should consider right-clicking on the tab and selecting Tab Color from the menu.
- B. You should consider right-clicking on the tab and selecting Sheet Color from the menu.
- C. You should consider selecting the Font Color tool on the Home tab.
- D. You should consider selecting the Colors tool in the Themes group on the Page Layout tab.

Correct Answer: A

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