



77-882^{Q&As}

Excel 2010

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**QUESTION 1**

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

You want to print copies of the report to distribute to other employees in a meeting. The report uses several columns. You view the printable area of the worksheet and see that the columns do not fit on a single page.

To be able to print all the columns on a single page without scaling down the page, you want to change the layout of the worksheet from portrait to landscape.

How can you change the layout to landscape?

- A. You should consider selecting the Breaks option in the Page Setup group on the Page Layout tab.
- B. You should consider selecting the Page Layout option in the Workbook Views group on the View tab.
- C. You should consider selecting the Orientation option in the Page Setup group on the Page Layout tab.
- D. You should consider selecting the Format option in the Cells group on the Home tab.

Correct Answer: C

QUESTION 2

Your work at ABC.com includes the preparation of company spreadsheets using Microsoft Office Excel 2010.

You are preparing a financial report that will be emailed to company managers. You want to add a background image of the company logo to the spreadsheet. The background image should not be printed if a manager decides to print a copy

of the spreadsheet.

How should you configure the spreadsheet?

- A. You should use the Picture function on the Insert tab.
- B. You should use the Background function on the Page Layout tab.
- C. You should use the Text Box function on the Insert tab.
- D. You should use the SmartArt function on the Insert tab.
- E. You should use the Effects function on the Page Layout tab.

Correct Answer: B

QUESTION 3

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

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 the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to create a sales summary that will be printed out and handed to senior management.

You want to ensure that you can print the sales summary in a single page without the need for scaling.

How can you configure Excel to display a worksheet as it would appear on a printed page while you are working on the spreadsheet?

- A. You should consider using the Print Layout view.
- B. You should consider using the Page Layout view.



C. You should consider using the Draft view.

D. You should consider using the Print Area function on the Page Layout tab.

Correct Answer: B

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