



77-882^{Q&As}

Excel 2010

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**QUESTION 1**

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 2

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. Some of the workbooks have the same name.

To avoid any confusion over which workbook you are currently working on, you want to display the full path and file name of the workbook in the workbook.

Which combination of the following actions would configure the workbook to display the filename and path in a worksheet cell? Choose all that apply.

- A. Select a cell in the workbook.
- B. Navigate to the Insert tab and select the Header and Footer option.
- C. On the Design tab, select the File Name option.
- D. Select the Header section.
- E. Select the Footer section.
- F. Insert the formula =filename("A1").
- G. Insert the formula =cell("filename").

Correct Answer: AG

**QUESTION 3**

You work in the office at ABC.com. Your computer has just been upgraded 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 4

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

You have data on three worksheets in the financial report. A formula in a cell on the third worksheet pulls data from cells in the first and second worksheets in the workbook.

You want to view the value of the cell containing the formula while you make changes to the values of cells in the first worksheet.

How can you view the value of the cell containing the formula on Sheet3 while working on Sheet1?

- A. You should consider making use of the Watch Window function on the Formulas tab.
- B. You should consider making use of the Show Formulas function on the Formulas tab.
- C. You should consider making use of the New Window function on the View tab.
- D. You should consider making use of the Lookup and Reference function on the Formulas tab.

Correct Answer: A

QUESTION 5

You work as the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to create a report on the sales figures for the first quarter. The report contains the table shown below.



Name	January	February	March
Mia	1000	2000	2000
Kara	2000	3000	2000
Clive	1500	2000	4000
Tess	3000	1500	3000
Mark	8000	1800	6000
John	9000	7000	6000

You want to add a column to the table to graphically illustrate the sales trends for each sales person as shown below.

Name	January	February	March	Trend
Mia	1000	2000	2000	
Kara	2000	3000	2000	
Clive	1500	2000	4000	
Tess	3000	1500	3000	
Mark	8000	1800	6000	
John	9000	7000	6000	

How can you easily create the graphics used in the Trend column?

- A. You should consider inserting Sparklines.
- B. You should consider inserting Line Charts.
- C. You should consider inserting Shapes.
- D. You should consider inserting an image.

Correct Answer: A



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