77-882 Q&As

Excel 2010

Pass Microsoft 77-882 Exam with 100% Guarantee

Free Download Real Questions & Answers **PDF** and **VCE** file from:

https://www.pass4itsure.com/77-882.html

100% Passing Guarantee
100% Money Back Assurance

Following Questions and Answers are all new published by Microsoft Official Exam Center

Instant Download After Purchase
100% Money Back Guarantee
365 Days Free Update
800,000+ Satisfied Customers

QUESTION 1

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 2

You work in the Sales office at ABC.com. You use Microsoft Office Excel 2010 to create and edit workbooks.

Your workbook has multiple worksheets and each worksheet has many rows of information.

You want to make several formatting changes to every cell in the workbook. You need to ensure that every cell has the same formatting.

What is the easiest way to apply several formats to the cells throughout a workbook?

A. You should consider selecting all cells and selecting the Format option on the Home tab.

B. You should consider pressing Ctrl + A and configuring the required formatting options.

C. You should consider using the Cell Styles function on the Home tab.

D. You should consider using the Custom Views function on the View tab.

Correct Answer: C

QUESTION 3

Kara Lang works as the Financial Controller at ABC.com. She is using Microsoft Office Excel 2010 to edit multiple workbooks. She has workbooks open from different shared folders on the network.

Kara often works on the same set of workbooks simultaneously and it takes her some time to connect to each folder location and open the individual workbooks.

Kara has asked you to recommend a solution that makes opening the workbooks simpler and less time consuming.

Which of the following solutions should you recommend?

A. You should recommend that Kara moves all the workbooks to a single folder.

B. You should recommend that Kara creates shortcuts to all the workbooks and saves the shortcuts to a single folder.

C. You should recommend that Kara creates a new workbook that contains references to the workbooks.

D. You should recommend that Kara creates an Excel Workspace that references the workbooks.

Correct Answer: D

QUESTION 4

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 5

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

77-882 PDF Dumps 77-882 Practice Test 77-882 Exam Questions

To Read the Whole Q&As, please purchase the Complete Version from Our website.

Try our product !

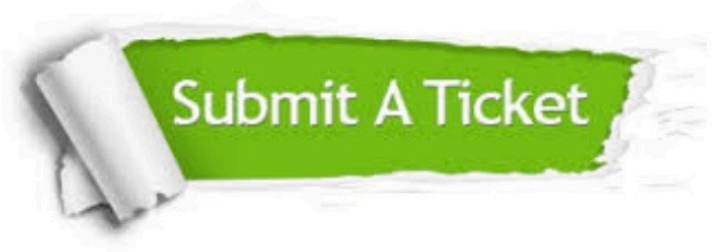
100% Guaranteed Success
100% Money Back Guarantee
365 Days Free Update
Instant Download After Purchase
24x7 Customer Support
Average 99.9% Success Rate
More than 800,000 Satisfied Customers Worldwide
Multi-Platform capabilities - Windows, Mac, Android, iPhone, iPod, iPad, Kindle

We provide exam PDF and VCE of Cisco, Microsoft, IBM, CompTIA, Oracle and other IT Certifications.
You can view Vendor list of All Certification Exams offered:

https://www.pass4itsure.com/allproducts

Need Help

Please provide as much detail as possible so we can best assist you.
To update a previously submitted ticket:



Any charges made through this site will appear as Global Simulators Limited.
All trademarks are the property of their respective owners.
Copyright © pass4itsure, All Rights Reserved.