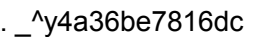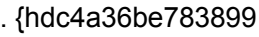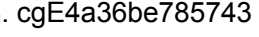**Exam   :   310-610**

Title   :   EDS Certified Sun Fire
**   Workgroup Administrator**

Version   :   Demo

1. You want to format a cell or cell range as currency. Which of the following icons enables you to do this?

A. _^y4a36be7816dc

B. {hdc4a36be783899

C. cgE4a36be785743

D. wec4a36be793394

Answer: B

2. You want to create a new chart. Which of the following menus and/or commands enables you to do this?

A. Select the appropriate data, start the chart wizard by selecting Format > Chart

B. Select the appropriate data, start the chart wizard by selecting the following icon: "Xddq4a36be901ff8

C. Select the appropriate data, start the chart wizard by selecting Edit > Chart

D. Select the appropriate data, start the chart wizard by selecting the following icon fcQ4a36be904f00

Answer: B

3. You want to change the font type or font size of the main chart title. Which of the following menus and/or commands enables you to do this?

A. Double click on the chart, select Format > Title > Main Title

B. Double click on the chart, single click on the title, right-click on the selected title and select object properties

C. Double click on the chart, select Format > Title > All Titles

D. Right-click on the chart, select Format, select Chart Properties, from the Title section of the Chart Properties dialog box, change the formatting options

Answer: ABC

4. You want to display the formulas in each cell rather than the result of the formula. Which of the following menus and/or commands enables you to do this?

A. View > Formulas

B. Right-click into a cell and select Formulas Visible from the context menu

C. Tools > Options > OpenOffice.org Calc > View > select the Formulas checkbox from the Display

section

D. View > Data Sources

Answer: C

5. You want to nest the following series of functions in a single cell: sum(sum(sum(a1:a17);b1:b17). Does

OpenOffice.org 3 Calc allow such nesting of functions?

A. Yes

B. No

C. Yes, but only for up to three separate functions in a single cell

D. By default no, but you can enable function nesting under Tools > Options > OpenOffice.org Calc

Answer: A

6. What result will you get when you enter into a cell =$A$1 and then you copy and paste it into the right

neighbor cell?

A. The right neighbor cell still shows =$A$1

B. The right neighbor cell shows =$B1

C. The right neighbor cell shows =A$1

D. The right neighbor cell shows =$B$1

E. The right neighbor cell shows =B$1

Answer: A

7. Which of the following statements are accurate?

A. Changing the zoom of a sheet does not affect the sheets printing parameters

B. Changing the zoom of a sheet also changes the scale at which the sheet prints

C. Changing the zoom of a sheet does not changes the scale at which the sheet prints but does change

the size of the fonts and objects when printing from a zoomed setting

D. While working on a spreadsheet, you may change your zoom settings to any setting you like, but the

default scaling when you print is always 100%

Answer: AD

8. Which of the following statements best describes a template?

A. A template is a document that contains specific user information (e.g., company, name, telephone number)

B. A template is a document that contains specific formatting styles, graphics, tables, object, and other information. A template is used as the basis for creating other documents

C. A template is a pool of formats, collected in the normal.dot file for central usage

D. A template is a well-formatted document. To reuse a template you must copy and save with a new name for further usage

Answer: C

9. Which of the following can you do using the Styles and Formatting window?

A. Use the Styles and Formatting window to select graphical objects like pictures, icons and symbols to add them to the current document

B. Use the Styles and Formatting window to change the print layout of your current document

C. Use the Styles and Formatting window to layout your current document, move frames, graphical objects and text fields

D. Use the Styles and Formatting window to assign styles to objects and text sections. You can update Styles, modify existing Styles or create new Styles.

Answer: D

10. What do you have to do to create a new cell style?

A. Format a cell or cell range, select it and select Format > Cells > New Style

B. Format a cell or cell range, select it, right-click and select Entry Apply Style

C. Format a cell or cell range, select it, display the Styles and Formatting Palette and select New Style from Selection

D. Format a cell or cell range, select it and select Format > New Styles

Answer: C

11. How can you display the Styles and Formatting window?

A. Press F11 on your keyboard

B. Click the icon cg14a36be753ecc

C. Click the icon wge]4a36be750f66

D. Format > Styles And Formatting

Answer: ABD

12. What happens when you apply the Autoformat function to a cell range? A.

You select a predefined print layout with customized headings, footer etc.

B. You select a predefined cell or table layout with predefined cell formats (fonts, colors, number

formats...)

C. You can select from a set of predefined document formats for complex spreadsheets including

formulas and links to databases, etc.

D. You start a wizard to customize the layout of your spreadsheet

Answer: C

13. To define your own AutoFormat settings, what is the minimum range of cells you have to format first?

A. A single cell is enough

B. You need 2x2 cells minimum

C. You need 3x3 cells minimum

D. You need 4x4 cells minimum

Answer: D

14. To apply a predefined AutoFormat to a cell range, what is the minimum cell range you have to select?

A. A single cell is enough

B. You need 2x2 cells minimum

C. You need 3x3 cells minimum

D. You need 4x4 cells minimum

Answer: D

15. If you enable the entry Tools > Options > Openoffice.Org 3 Calc > General > Expand references when

new columns / rows are inserted. Which of the following statements is true?

A. If you insert a new entry to a column of values, a formula referencing this column (e.g., sum(A1:A4)) will expand the reference (e.g. sum(A1:A5))

B. If you insert a new row to the column of values, a formula referencing this column (e.g., sum(A1:A4)) will expand the reference (e.g. sum(A1:A5)) automatically

C. If you insert a new row to the column of values, a formula referencing this column (e.g., sum(A1:A4)) will not expand the reference (e.g. sum(A1:A5)) automatically, you have to do it by hand.

D. If you insert a new row to the column of values, a formula referencing this column (e.g., sum(A1:A4)) will not be changed, this option takes only effect on styles.

Answer: E

16. What do you have to do to print out a single sheet in landscape format and all other sheets in portrait format if you want to perform it with a single print job?

A. Select the appropriate sheet, then select Format > Page > Tab Page, and then select Landscape. Portrait is now the default page orientation for all other sheets

B. Select the appropriate sheet, display the Styles and Formatting Palette, under the formatting tab select Page Styles > Select Default > Modify, select the Page tab, and select Page Orientation Landscape, press OK. Portrait is the default page orientation for all other sheets

C. Display the Styles and Formatting Palette, under the formatting tab select Page Styles > right-click, select New, select the Page tab, under Page Orientation select Landscape and press OK. Apply new page style to specific sheet. Portrait is the default page orientation for all other sheets

D. Display the Styles and Formatting Palette, under the formatting tab select Page Styles > Select Default > New > Define A New Page Style, select the Page tab, and select Page Orientation Portrait, press OK. Apply new page style to all specific sheets. Landscape is the default page orientation for all other sheets

Answer: C

17. Which of the following statements about OpenOffice.org 3 Calc is correct?

A. Calc is a spreadsheet program in which you can enter text, numbers and formulas.

B. Calc is primarily an image-processing tool.

C. A major benefit of Calc is the ability to enter formulas and recalculate the results automatically after

changing the initial values.

D. Calc saves each individual table (data sheet) as a separate file.

Answer: AC

18. Which of the following OpenOffice.org 3 Calc commands and/or functions is performed when you press the following icon?

A. The selected cell, cell range or content of a cell is cut and placed into the clipboard

B. The content of the clipboard is pasted into the cell

C. The Search and Replace dialog launches

D. The Styles and Formatting Palette launches

E. The document is sent to the printer

Answer: A

19. You copy the content of a cell or cell range from one spreadsheet document to another spreadsheet document. Which of the following must you consider?

A. By default the cell content and all formats will be copied to the new spreadsheet

B. If a cell format with the same name exists in the target sheet, the cell format from the copied content overwrites the target sheets formatting, retaining the original formatting from the source

C. If a cell format with the same name exists in the target sheet, all format information from the source sheet is lost

D. If a cell format with the same name exists in the target sheet, a dialog will be prompted and you can select overwrite existing styles

Answer: AC

20. You want to apply conditional formatting to a cell or cell range. Which of the following must you consider?

A. You have to define a minimum set of 3 different cell formats first

B. You have to define a minimum set of 2 different cell formats first

C. You have to define a minimum set of 4 different cell formats first

D. You have to define a minimum set of 1 different cell formats first

Answer: D

21. How many conditions can be defined maximum for a single cell or cell range using the menu command Format > Conditional Formatting?

A. 3

B. 4

C. 6

D. Unlimited

Answer: A

22. You are using the Conditional Formatting function. You have predefined the necessary cell formats and you have applied the conditions to the specific cells, but nothing happens. What went wrong?

A. To apply conditional formatting, nothing has to be enabled, this must be a software bug, please report it to the developer team

B. To apply conditional formatting, AutoCalculate must be enabled via Tools > Cell Contents > AutoCalculate

C. To apply conditional formatting, the names of the cell formats have to be in capital letters only

D. To apply conditional formatting, the predefined cell formats must have been enabled by setting the option conditional formatting on true

Answer: B

23. You want to apply the following effect to the headline of your sheet. Which of the following menus and/or commands enables you to do this?

A. Highlight the cells, right-click with the mouse and select Format Cells > Font Effects > Text Alignment 45 Deg

B. Display the Text Container Component from the Drawing Bar an rotate the cell in the Cell Alignment dialog box

C. Highlight the cells, right-click with the mouse and select Format Cells > Alignment > Text Orientation 45 Deg

D. Highlight the cells and press the icon rai4a36be783f21 to rotate the cell content

Answer: C

24. What will happen when you press this icon? (Select some cells to enable the icon)

A. A selected cell range will be merged as a single cell

B. The content of a selected cell or cell range will be cleared

C. A merged cell range will be split again into single cells

D. A merged cell range dialog box displays allowing you to name the range to be used as a variable in a

formula

Answer: AC

25. You want to add a customized header to your spreadsheet. Which of the following menus and/or

commands enables you to do this?

A. Format > Page > Header, set the checkbox Header on and edit it

B. Right-click on the sheet and select Page > Header, set the checkbox Header on and edit it

C. Open the Styles and Formatting Palette and select the wanted Page Style > Modify > Header, set the

checkbox Header on and edit it

D. Select Format > Header, set the checkbox Header on and edit it

Answer: AC

26. You want to add a customized footer to your spreadsheet. Which of the following menus and/or

commands enables you to do this?

A. Format > Page > Footer, set the checkbox Footer on and edit it

B. Right-click on the sheet and select Page > Footer, set the checkbox Footer on and edit it

C. Format > Footer, set the checkbox Footer on and edit it

D. Open the Styles and Formatting Palette and select the wanted Page Style > Modify > Footer, set the

checkbox Footer on and edit it

Answer: AC

27. You want to create an individual header for every sheet of your spreadsheet document. Which of the

following menus and/or commands enables you to do this?

A. Select the respective sheet, select the Format > Page > Header, set the checkbox Header on, select edit and customize it. Do this procedure for each sheet

B. Right-click on the sheet and select Page > Header, set the checkbox Header on and customize it. Do this procedure for each sheet

C. Open the Styles and Formatting Palette and select the wanted Page Style > Modify > Header, set the checkbox header on and customize it. Apply the page style to the sheet. You must repeat this for every sheet with a different header.

D. It is not possible to add different headers to every sheet in a single Calc document

Answer: C

28. You want to make the Tools Toolbar permanently visible. Which of the following menus and/or commands enables you to do this?

A. Tools > Toolbars Bars > select make active Toolbars default

B. Tools > Customize > Toolbars > set the Tools Toolbar to default

C. View > Toolbars > select Tools

D. View > Toolbars > select visible tools checkbox

Answer: C

29. You want to change the background color of a cell or cell range? Which of the following menus and/or commands enables you to do this?

A. Highlight the cells and select Format > Cells > Background

B. Highlight the cells, right-click with the mouse and select Format Cells > Background

C. Highlight the cells and press F11 to display the Styles and Formatting Palette, select the highlighted style, right-click the mouse button and select Modify > Background

D. Highlight the cells, right-click the mouse button, and select a color from the Background Color drop-down menu

Answer: ABC

30. You want to change the font of a cell or cell range. Which of the following menus and/or commands enables you to do this?

A. Highlight the cells and select the desired font from the font list on the formatting bar

B. Highlight the cells and select Format > Cells > Font

C. Highlight the cells, right-click the mouse button, and select Format Cells > Font

Answer: ABC

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