



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

Excel 2010

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### QUESTION 1

Your work as a Sales Administrator in the ABC.com Sales office includes the production of workbooks using Microsoft Office Excel 2010.

You are working on a Sales report for the last week. You enter the name of each sales person in cells B2 to B10. You want to enter "Monday" in each of the cells from C2 to C10. You type Monday into cell C2 and drag the fill handle down to

cell C10. You find the AutoFill function increments the weekdays to Tuesday, Wednesday, Thursday.... down to cell C10.

You drag the fill handle again and this time you click the AutoFill button.

Which AutoFill option should you select to have Monday entered in cells C2 to C10?

- A. You should select the Fill Series option.
- B. You should select the Copy Cells option.
- C. You should select the Fill Formatting Only option.
- D. You should select the Fill Without Formatting option.
- E. You should select the Fill Days option.

Correct Answer: B

### QUESTION 2

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	Februa	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

### QUESTION 3

You work as the Financial Director at ABC.com. You are using Microsoft Office Excel 2010 to review the end-of-year financial reports from the ABC.com Sales department and from a partner company named Weyland Industries.

Weyland Industries is based in Mexico. The Weyland Industries financial report contains some text written in Spanish. To discover the meaning of the Spanish text, you navigate to the Proofing group on the Review tab and click the Translate

button.

Which of the following would also give you the option to translate the Spanish text?

- A. The Lookup and Reference function in the Function Library group on the Formulas tab.
- B. The Format option in the Cells group on the Home tab.
- C. The Research function in the Proofing group on the Review tab.
- D. The Thesaurus function in the Proofing group on the Review tab.

Correct Answer: C

### QUESTION 4

You work as the Finance Manager at ABC.com. It is the end of the financial year and you are auditing the accounts for the last year. You have imported the records from last year's company bank statements into a Microsoft Office Excel



2010

workbook.

You want to list all payments to a partner company named Weyland Industries with the category name of Services.

How can you configure the workbook to display only the records that contain Weyland Industries and Services?

- A. You should consider making use of the Sort Ascending function.
- B. You should consider making use of the Sort Descending function.
- C. You should consider making use of the AutoFilter function.
- D. You should consider making use of the Hide function.

Correct Answer: C

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#### QUESTION 5

You work as an Office Administrator at ABC.com. You are using Microsoft Office Excel 2010 to create a workbook. When completed, the workbook will be sent to other users in the Sales department, company managers and board members.

You have completed the workbook. You want to ensure that all hidden rows and columns, comments and personal information are removed from the workbook before you distribute it.

What should you do before sending the workbook?

- A. You should run the Compatibility Checker.
- B. You should mark the document as final.
- C. You should run the Document Inspector.
- D. You should encrypt the document.

Correct Answer: C

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#### QUESTION 6

You work as the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to create a workbook.

The workbook will be used to track deployments of the company's product to customers. The workbook will be updated by members of the deployment team and by other users in the Sales department.

You need to restrict the type of information that users can enter into the workbook. You want to ensure that customer's names are spelt correctly by using a list for users to select from and you want to limit the cells that users can enter

numbers into. You also want users to be presented with a message when they enter invalid data.

Which function of Excel should you use?



- A. You should use the Format function on the Home tab.
- B. You should use the Data Consolidation function on the Data tab.
- C. You should use the Data Validation function on the Data tab.
- D. You should use the Protect Workbook function on the Review tab.

Correct Answer: C

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### QUESTION 7

You work in the Sales office at ABC.com. You are using Microsoft Office Excel 2010 to prepare a financial report.

The report is a complicated analysis of the company financial performance over the last year and projected growth for the next year based on the figures. The report will be sent to ABC.com board members.

You have used subtotals throughout the report to make it easier for you to verify the accuracy of the figures. After completing the report and verifying the totals, you want to remove the subtotals before you send the report to the board members.

Which combination of the following steps describes how to remove the subtotals from a worksheet? Choose two.

- A. Drag all the final totals.
- B. Select the rows containing the subtotals.
- C. Click the Subtotal option on the Data tab.
- D. Click the Delete key.
- E. Right click and select the Remove All Subtotals option from the context menu.
- F. Click the Remove All button.

Correct Answer: CF

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### QUESTION 8

Your work as a Sales Administrator in the ABC.com Sales office includes the production of workbooks using Microsoft Office Excel 2010.

You have a formula in a spreadsheet that reads data from an external source and performs a calculation to calculate current Sales figures. You want to include a function in the spreadsheet to display the current time whenever the spreadsheet is opened or when the spreadsheet is calculated. Which Excel function should you make use of in your spreadsheet?

- A. You should make use of the DATEVALUE() function.
- B. You should make use of the TIMEVALUE() function.
- C. You should make use of the NOW() function.



D. You should make use of the TIME() function.

Correct Answer: C

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### QUESTION 9

You work in the Sales office at ABC.com. You use Microsoft Office Excel 2010 to create company sales reports.

You have finished creating a monthly company performance report. You will send the document to the company Managing Director when you have finished it.

The Managing Director will need to ensure that the document he receives is the original document that you created. How can you ensure the integrity of the document?

- A. You should consider marking the document as final.
- B. You should consider selecting Protect and Share Workbook.
- C. You should consider encrypting the document.
- D. You should consider adding a digital signature to the document.
- E. You should consider selecting the Restrict Permission option.

Correct Answer: D

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### QUESTION 10

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

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