Exam Number/Code: 77-882

Exam Name: Excel 2010

Version : Demo

QUESTION NO: 1

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

It is the end of the financial year and you are working on a final sales report for the year. A copy of the report will be handed out to Sales Account Managers and Senior Management for discussion in an annual Sales Review meeting.

There are five worksheets in the workbook, one worksheet for each quarter and a fifth worksheet with combined totals and analysis of the quarterly figures.

You have entered all the data for each quarter and configured tables for the data. On the fifth worksheet, you have included graphical representations of the data using various types of charts.

You now want apply a consistent formatting across the entire workbook. You want to give the workbook a professional look by applying graphics effects, light colors and easy to read fonts.

What is the easiest way to prepare the workbook?

A. You should configure a custom view to the workbook.
B. You should apply a Theme to the workbook.
C. You should use the Cell Styles function.
D. You should select all the cells in the first worksheet and apply suitable formatting. Repeat the process for the remaining worksheets.

Answer: B

QUESTION NO: 2

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.

Answer: C

QUESTION NO: 3

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

create a sales report.
The report contains the table shown below.

Annual Sales Report

Name	Total Sales
Mia	$12,000
Kara	$24,000
Clive	$18,000
Tess	$41,000
Mark	$9,000
John	$17,000
Total	$121,000

You want to include a chart in the report to display a graphical comparison of the sales figures for the sales staff listed in the table.
Which type of chart would best illustrate a comparison of the sales figures?

A. A Line doted chart.
B. A Full Pie chart.
C. A half Bar chart.
D. An Area chart.

Answer: C

QUESTION NO: 4
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.

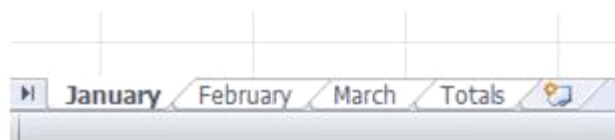D. You should consider inserting an image.

Answer: A

QUESTION NO: 5

Sally works as an Accounts Administrator at ABC.com. She is using Microsoft Office Excel 2010 to edit a workbook.

The workbook contains four worksheets as shown below.
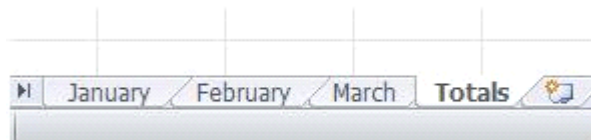
Sally selects all four worksheets as shown below.

Sally wants to cancel the selection so she clicks on one of the worksheets. However, the four worksheets remain selected.

Sally calls you and asks how to cancel the selection.

Which two of the following options could you advise Sally to do? Choose two. Each answer represents a complete solution.

A. You could advise Sally to click on an selected worksheet.

B. You could advise Sally to double-click on one of the worksheets.

C. You could advise Sally to click on the tab of any of the worksheets.

D. You could advise Sally to right-click on the tab of a worksheet and select the Ungroup Sheets option.

Answer: C,D

QUESTION NO: 6
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.

Answer: A

QUESTION NO: 7
You work as the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to create a report on the sales targets for the previous quarter.
The report contains the table shown below.

You want to configure the cells so that any value less than 70% is displayed as a red cell and any value of more than 70% is displayed as a green cell as shown in the table below.

Which function should you use in your table?

A. You should use the Cell Styles function on the Home tab.

B. You should use the Table Style function on the Design tab.
C. You should use the Conditional Formatting function on the Home tab.
D. You should use the auto control function on the Home tab.

Answer: C

QUESTION NO: 8
You work as the Sales Manager at ABC.com. Sally works as an Office Assistant in the Sales Office.
You have asked Sally to create a sales report on the sales targets for the previous quarter.
Sally uses Microsoft Office Excel 2010 to create the report. Sally uses multiple conditional formatting rules to change the styles of the cells according to certain conditions.
Sally completes the report and emails it to you. However, when you open the report, it does not look how it should according to your instructions. You note that only a few of the required conditional formatting rules are applying.
Which of the following actions should you take?

A. You should modify the conflicting conditional formatting rules.
B. You should open the report using Microsoft Excel 2007 or later.
C. You should ask Sally to save the workbook in the .xls format.
D. You should ask Sally to save the workbook in the Excel 97-2003 format.

Answer: B

QUESTION NO: 9
John works as an Accounts Auditor for ABC.com. He is using Microsoft Office Excel 2010 to create a workbook.
John enters the following formula into a cell:
VLOOKUP (15, A4:D11, 4, FALSE)
Which two of the following options describe what action the formula performs? Choose two.

A. Search for the value 15 in the first column of the rangeA4:D11.
B. Search for the value 15 in the last column of the rangeA4:D11.
C. Search for the value 4 in the first column of the rangeA4:D11.
D. Search for the value 4 in the last column of the rangeA4:D11.
E. Return the value that is contained in the 4th column and the 15th row of the rangeA4:D11.
F. Return the value that is contained in the 4th column of the range A4:D11 and on the same row as the value 15.
G. Return the value that is contained in the 15th column of the range A4:D11and on the same row as the value 4.

Answer: A,F

QUESTION NO: 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.

Answer: B