



77-882^{Q&As}

Excel 2010

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QUESTION 1

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 2

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

The columns in a table in the worksheet are set to the default width. This causes some of the text in some cells to not be displayed. You want to increase the column width so that the text in the cells is displayed. You also want to ensure that

all columns in the table are the same width.

Which combination of the following actions is the easiest way to accomplish the task? Choose two.

- A. Select all the required columns.
- B. Select individual columns.
- C. Select all the cells in the table.
- D. Drag the border of one of the selected columns to the required width.
- E. On the Home tab, select Format then Column Width and enter the required width.
- F. On the Home tab, select Format then Format Cells.

Correct Answer: AD

QUESTION 3



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 sales of the company's product. The workbook will be updated by Sales Account Managers.

You save the workbook to a network location and enable sharing of the workbook. You select the option to allow changes by more than one user at the same time.

You want to keep any changes made by the Sales Account Managers for 60 days.

How can you configure Excel to save changes for 60 days?

- A. You should consider configuring the Track Changes option on the Review tab.
- B. You should consider configuring the Advanced options in the Share Workbook dialog box.
- C. You should consider doing nothing. This is the default when a workbook is shared.
- D. You should consider configuring the Protect Workbook options.

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.

The first worksheet in the financial report contains sales figures for each Sales person for the first quarter of the year. The second worksheet contains sales figures for each Sales person for the second quarter of the year. The third worksheet

contains formulas that pull data from the sales figures on the first and second worksheets.

You want to view all three worksheets simultaneously so you can see how the totals on the third worksheet are affected by changes to the figures in the first two worksheets. You currently have the workbook open in Excel.

Which combination of the following steps would enable you to view all three worksheets side-by-side? Choose two.

- A. Use the File tab > Open function to open two more copies of the workbook.
- B. Navigate to the View tab and use the New Window function to open two more copies of the workbook.
- C. Open two more copies of Excel 2010 and open two more copies of the workbook.
- D. Use the Save As function to save two more copies of the workbook with different names.
- E. Resize the Excel windows to display all three copies of the workbook side-by-side.
- F. Use the Arrange All > Arrange Vertical function to display all three copies of the workbook side-by-side.

Correct Answer: BF

QUESTION 5



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

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