



77-882^{Q&As}

Excel 2010

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QUESTION 1

Your work at ABC.com includes the preparation of workbooks using Microsoft Office Excel 2010.

You have finished a lengthy report about product sales for the past year and project sales for the next year. The workbook lists the name of a product multiple times.

The company releases a new version of the product and the product name is changed to reflect the update.

You want to use the Replace dialog box to change every instance of the product name throughout the spreadsheet.

Which of the following key combinations opens the Replace dialog box?

- A. Ctrl + R
- B. Ctrl + B
- C. Ctrl + H
- D. Ctrl + F

Correct Answer: C

QUESTION 2

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 3

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 4

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 quarter. You insert a table into a worksheet and populate the table with the names of the Sales people and their total sales over the last three months.

Which of the following Excel functions can you NOT do if your workbook contains a table?

- A. You will be unable to mark the workbook as final.
- B. You will be unable to share the workbook.
- C. You will be unable to encrypt the workbook.
- D. You will be unable to run the Document Inspector.

Correct Answer: B

QUESTION 5

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

You want to print copies of the report to distribute to other employees in a meeting. The report uses several columns. You view the printable area of the worksheet and see that the columns do not fit on a single page.



To be able to print all the columns on a single page without scaling down the page, you want to change the layout of the worksheet from portrait to landscape.

How can you change the layout to landscape?

- A. You should consider selecting the Breaks option in the Page Setup group on the Page Layout tab.
- B. You should consider selecting the Page Layout option in the Workbook Views group on the View tab.
- C. You should consider selecting the Orientation option in the Page Setup group on the Page Layout tab.
- D. You should consider selecting the Format option in the Cells group on the Home tab.

Correct Answer: C

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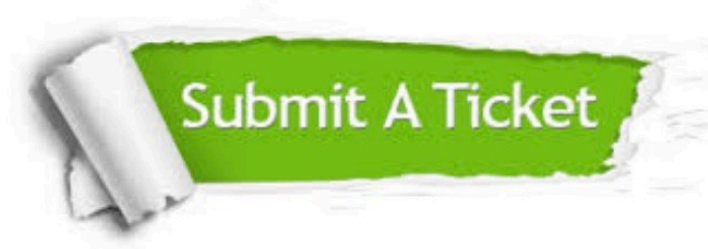
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