



77-882^{Q&As}

Excel 2010

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QUESTION 1

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.

Name	Totals (% target)
Mia	42
Kara	110
Clive	64
Tess	76
Mark	81
John	95

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.

Name	Totals (% target)
Mia	42
Kara	110
Clive	64
Tess	76
Mark	81
John	95

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.

Correct Answer: C

QUESTION 2

You work as a Sales Manager at ABC.com. All users in the Sales department run Microsoft Office 2010 having recently been uABCgraded from Microsoft Office 2003.

The computers in the Sales office run either Windows 7 Professional or Windows XP Professional. All computers have monitors with the display resolution set to 1024 x 768 pixels. A sales assistant named Kara Lang complains that she does

not see all of the icons or the text to describe the commands on the Ribbon when compared to other computers.



What should you do to resolve the problem?

- A. You should instruct Kara to use a computer that runs Windows 7.
- B. You should instruct Kara to maximize her Excel window.
- C. You should instruct Kara to deselect the Minimize Ribbon option.
- D. You should instruct Kara to configure the Zoom option on the View tab to 100%.

Correct Answer: B

QUESTION 3

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

QUESTION 4

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

You have data on three worksheets in the financial report. A formula in a cell on the third worksheet pulls data from cells in the first and second worksheets in the workbook.

You want to view the value of the cell containing the formula while you make changes to the values of cells in the first worksheet.

How can you view the value of the cell containing the formula on Sheet3 while working on Sheet1?

- A. You should consider making use of the New Window function on the View tab.
- B. You should consider making use of the Show Formulas function on the Formulas tab.
- C. You should consider making use of the Watch Window function on the Formulas tab.



D. You should consider making use of the Lookup and Reference function on the Formulas tab.

Correct Answer: C

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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