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 edit a Sales report.

The workbook contains twelve worksheets named January through December. Each worksheet contains a sales table listing the names of the Sales staff and the values of their sales for that month. The format and layout of the table is

identical on each worksheet.

You add another worksheet named Totals and Analysis to the Sales report workbook. You want to create formulas in the Totals and Analysis worksheet that use references to sales values from the tables on the other worksheets.

What type of cell reference is used to refer to the same cells on multiple worksheets within a workbook?

A. A Tiered Cell Reference.

B. A 3-D Cell Reference.

C. A Multi-Cell Reference.

D. A Relative Cell Reference.

Correct Answer: B

QUESTION 2

You work as the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to create a document. The document will be sent to other users in the Sales department when completed.

The Excel workbook contains three tabs with data on each tab. The tabs are named Sheet1, Sheet2 and Sheet3.

While working on Sheet1, you navigate to the Review tab and click the Protect Sheet button. You leave the default options, enter a password and click ok.

What effect will this have on the workbook?

A. Users will not be able to make any changes to either Sheet1, Sheet2 or Sheet3 without entering a password.

B. Users will need a password to make changes to Sheet2 or Sheet3.

C. Users will need a password to open the workbook.

D. Users will need a password to make changes to Sheet1.

E. Users will only see Sheet2 and Sheet3 when they open the workbook.

Correct Answer: D

QUESTION 3

You have been hired as an Accounts Auditor for ABC.com. The Accounts Manager has given you a workbook that he

created using Microsoft Office Excel 2010.

The workbook has multiple worksheets and contains several formulas. You select a cell in a worksheet.

How can you view which formulas refer to the cell?

A. You should consider navigating to the Formulas tab and selecting the Trace Dependents option.

B. You should consider navigating to the Formulas tab and selecting the Trace Precedents option.

C. You should consider navigating to the Formulas tab and selecting the Lookup and Referenceoption.

D. You should consider navigating to the Formulas tab and selecting the Evaluate Formulaoption.

Correct Answer: A

QUESTION 4

You work as the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to create a workbook. You want to insert a Hierarchy Table like the one shown below into a worksheet.

Which Excel function should you use to insert a Hierarchy Table?

A. You should use the Shapes function in the Illustrations group on the Insert tab.

B. You should use the SmartArt function in the Illustrations group on the Insert tab.

C. You should use the ClipArt function in the Illustrations group on the Insert tab.

D. You should use the Table function in the Table group on the Insert tab.

Correct Answer: B

QUESTION 5

You work as the Financial Controller at an engineering company. The company is considering taking out a loan to purchase some new machinery.

You are in the process of evaluating the payment options for different loan amounts over different repayment periods.

You are using Microsoft Office Excel 2010 to calculate the repayments.

Assuming a constant interest rate and constant monthly payments, which Excel function would you use to calculate the loan repayments?

A. PV()

B. RATE()

C. LOAN()

D. PMT()

Correct Answer: D

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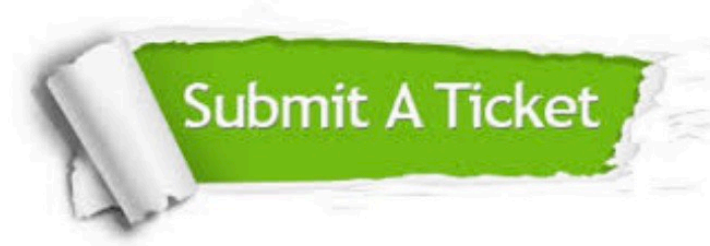Multi-Platform capabilities - Windows, Mac, Android, iPhone, iPod, iPad, Kindle

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