77-882^{Q&As}

Excel 2010

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QUESTION 1

You are employed as a financial administrator at ABC.com. You are using Microsoft Office Excel 2010 to create a financial report ready for a meeting with ABC.com senior management.

You want to print a table from your financial report.

Which combination of the following steps will print the table without printing the rest of the worksheet? Choose three.

A. Select the worksheet that contains the table.

B. Select the table.

C. Click the File tab button > Print.

D. Click the File tab > Print > Print Preview.

E. Select Print Active Sheet in the Print Settings section.

F. Select Print Selected Table in the Print Settings section.

G. Select Print Selection in the Print Settings section.

Correct Answer: BCF

QUESTION 2

You work as a Sales Assistant at ABC.com. All users in the Sales department run Microsoft Office 2010.

You currently have Excel 2010 open and are working on a new workbook. You want to open an existing workbook that is saved in your Documents folder.

Which two of the following methods could you use to open an existing workbook? Choose two.

A. Click the File tab and select Open.

B. Click the Office Button and select Open.

C. Use the Ctrl + E keyboard shortcut.

D. Use the Ctrl + O keyboard shortcut.

E. Use the Ctrl + N keyboard shortcut.

Correct Answer: AD

QUESTION 3

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

QUESTION 4

You work as the Financial Controller at ABC.com. You are using Microsoft Office Excel 2010 to edit multiple workbooks. You have workbooks open from different shared folders on the network. Some of the workbooks have the same name.

To avoid any confusion over which workbook you are currently working on, you want to display the full path and file name of the workbook in the workbook.

Which combination of the following actions would configure the workbook to display the filename and path in a worksheet cell? Choose all that apply.

A. Select a cell in the workbook.

B. Navigate to the Insert tab and select the Header and Footer option.

C. On the Design tab, select the File Name option.

D. Select the Header section.

E. Select the Footer section.

F. Insert the formula =filename("A1").

G. Insert the formula =cell("filename").

Correct Answer: AG

QUESTION 5

You work as an Office Assistant at ABC.com. You are using Microsoft Office Excel 2010 to edit a workbook. The workbook was created by the Sales Manager who has asked you to fill in the sales figures in the table. When you click in one of the cells, you see a message as shown below.

Annual Sales Report

Name	Total Sales
Mia	
Kara	
Clive	
Tess	
Mark	
John	
Total	

Alert
Please enter whole numbers only.

What function did the Sales Manager use to configure the alert message?

A. The Protect Workbook function.

B. The Share Workbook function.

C. The Data Validation function.

D. The Allow Users to Edit Ranges function.

Correct Answer: C

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