



# 77-882<sup>Q&As</sup>

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

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### 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.

You are currently working on a Sales report in Microsoft Office Excel 2010.

You maximize the worksheet viewing area by selecting the Full Screen option on the View tab. When you select Full Screen, all toolbars and menus disappear.

How can you restore the worksheet view back to the Normal View so that you can see the toolbars?

- A. You should consider making use of the Alt + W + L keyboard shortcut.
- B. You should consider making use of the Alt + W + M keyboard shortcut.
- C. You should consider making use of the Windows + M keyboard shortcut.
- D. You should consider making use of the Restore Down button in the Control menu.
- E. You should consider right-clicking on the taskbar tab for the workbook.

Correct Answer: D

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### QUESTION 3

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

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#### 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

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#### QUESTION 5

Kara Lang works as the Financial Controller at ABC.com. She is using Microsoft Office Excel 2010 to edit multiple workbooks. She has workbooks open from different shared folders on the network.

Kara often works on the same set of workbooks simultaneously and it takes her some time to connect to each folder location and open the individual workbooks.

Kara has asked you to recommend a solution that makes opening the workbooks simpler and less time consuming.



Which of the following solutions should you recommend?

- A. You should recommend that Kara moves all the workbooks to a single folder.
- B. You should recommend that Kara creates shortcuts to all the workbooks and saves the shortcuts to a single folder.
- C. You should recommend that Kara creates a new workbook that contains references to the workbooks.
- D. You should recommend that Kara creates an Excel Workspace that references the workbooks.

Correct Answer: D

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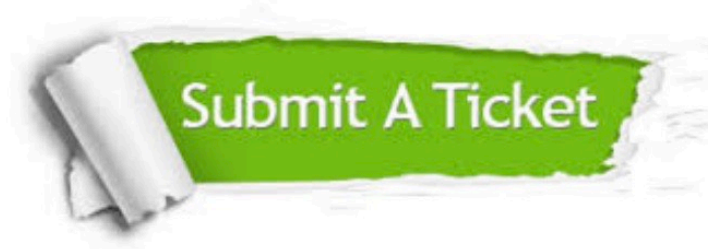
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