



# 77-888<sup>Q&As</sup>

Excel 2010 Expert

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### QUESTION 1

You work as an Office Assistant for Blue well Inc. The company has a Windows-based network. You are creating a hot spot on a graphic that other users can click to run a macro. Which of the following steps will you take to accomplish the task? Each correct answer represents a part of the solution. Choose all that apply.

- A. To assign an existing macro to the graphic object, double-click the macro or enter its name in The Macro name box.
- B. Click the arrow next to Shape Outline, and then click No Outline. C. Right-click the created hot spot, and then click Assign Macro.
- C. To create a hot spot on the existing object, on the Insert tab, in the Illustrations group, Click Shapes, select the shape that you want to use, and then draw that shape on the existing object.
- D. Click the name of the macro in the Macro name box, click Edit, and then click OK to edit an existing macro.
- E. Click the arrow next to Shape Fill, and then click No Fill on the Format tab.
- F. Click Record, type a name for the macro in the Record Macro dialog box, and then click OK to start the recording of the macro.
- G. Select the hot spot in the worksheet to display Drawing Tools for adding the Format tab.
- H. Click Slicer, type a name for the macro in the Slicer Macro dialog box, and then click OK to start the recording of the macro.

Correct Answer: ABCDEFGH

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### QUESTION 2

You work as an Office Assistant for Blue Well Inc. The company has a Windows-based network. You want to quickly filter data in a PivotTable report without opening drop-down lists to find the items that you want to filter. For this purpose, you are required to use a slicer. Which of the following are the ways that you can use to accomplish the task? Each correct answer represents a complete solution. Choose all that apply.

- A. Create a copy of a slicer connected with the PivotTable.
- B. Create a slicer connected with the PivotTable.
- C. Create a slicer by disabling Macros associated with the PivotTable.
- D. Use an existing slicer connected with another PivotTable.

Correct Answer: BAD

The various ways to use or create slicers to filter PivotTable data in an existing PivotTable are as follows:

1.  
Create a slicer connected with the PivotTable.



2.  
Create a copy of a slicer connected with the PivotTable.
3.  
Use an existing slicer connected with another PivotTable. Answer option C is incorrect. This is an invalid answer option.

### QUESTION 3

You work as an Office Assistant for Tech Perfect Inc. The company has a Windows-based network. You are creating a business report by using Microsoft Excel 2010. You have arranged sales data as shown below:

	A	B	C	D	E
1			<b>Target Achieved (In US\$)</b>		
2	<b>#</b>	<b>Name</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
3	1	Rick	46,900	78,000	82,000
4	2	Mark	42,500	63,500	110,500
5	3	Adam	56,120	59,200	99,700
6	4	Ada	47,200	61,500	99,900
7	5	Andy	49,000	69,200	110,250
8	6	David	47,000	71,100	111,000

You want to provide pictorial representation of the trend of the sales data in front of each row. Which of the following actions will you take to accomplish the task with the least amount of administrative burden?

- A. Use stand-alone slicers.
- B. Configure form controls.
- C. Create sparklines.
- D. Create a PivotTable report.

Correct Answer: C

	<b>Target Achieved (In US\$)</b>				
	<b>Name</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>Trends</b>
1	Rick	46,900	78,000	82,000	
2	Mark	42,500	63,500	110,500	
3	Adam	56,120	59,200	99,700	
4	Ada	47,200	61,500	99,900	
5	Andy	49,000	69,200	110,250	
6	David	47,000	71,100	111,000	



In order to accomplish the task with the least amount of administrative burden, use sparklines. Sparklines, introduced in Microsoft Office 2010, are tiny charts that can fit in a cell. The sparklines can be used to show trends in a small amount of

space. The sparklines visually summarize trends alongside data.

The sparklines can be added through the Insert tab.

Answer option A is incorrect. Stand-alone slicers are referenced from Online Analytical Processing (OLAP) Cube functions. These stand-alone slicers can be connected with any PivotTable in future. They can be added by using the slicer

button on the Ribbon. They need to be manually linked into grids as required.

Answer option B is incorrect. A form control is an original control that is compatible with old versions of Excel, beginning with Excel version 5.0. It is designed for use on XLM macro sheets. It can be used when a user wants to simply interact

with cell data without using VBA code and when he wants to add controls to chart sheets. By using form controls, the user can run macros. He can attach an existing macro to a control, or write or record a new macro. These controls cannot

be added to UserForms, used to control events, or modified to run Web scripts on Web pages.

Answer option D is incorrect. A PivotTable report is used to summarize large amounts of data, to analyze numerical data, and to answer unexpected questions about data.

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#### QUESTION 4

You work as an Office Assistant for Media Perfect Inc. You have created a spreadsheet in Excel 2010 and shared it with the other employees of the company. You select the Encrypt with Password option as a protection measure for the document you are sharing. Now, you have to specify a password in the Password box in the Encrypt Document dialog box appeared for editing the document. But you have forgotten the password. What will happen in this situation?

- A. You will use a new password.
- B. You will ask Microsoft to retrieve the password.
- C. You will fetch the password from the list in which you have saved it.
- D. You will create a new document.

Correct Answer: C

The various Protect Workbook options are as follows:

1.

Mark as Final: This option is used to make the document read-only. When a spreadsheet is marked as final, various options such as typing, editing commands, and proofing marks are disabled or turned off and the spreadsheet becomes read-only. This command helps a user to communicate that he is sharing a completed version of a spreadsheet. This command also prevents reviewers or readers from making inadvertent modifications to the spreadsheet.

2.



Encrypt with Password: When a user selects the Encrypt with Password option, the Encrypt Document dialog box appears. In the Password box, it is required to specify a password. Microsoft is not able to retrieve lost or forgotten passwords, so it is necessary for a user to keep a list of passwords and corresponding file names in a safe place.

3.

Protect Current Sheet: This option is used to select password protection and permit or prohibit other users to select, format, insert, delete, sort, or edit areas of the spreadsheet. This option protects the worksheet and locked cells.

4.

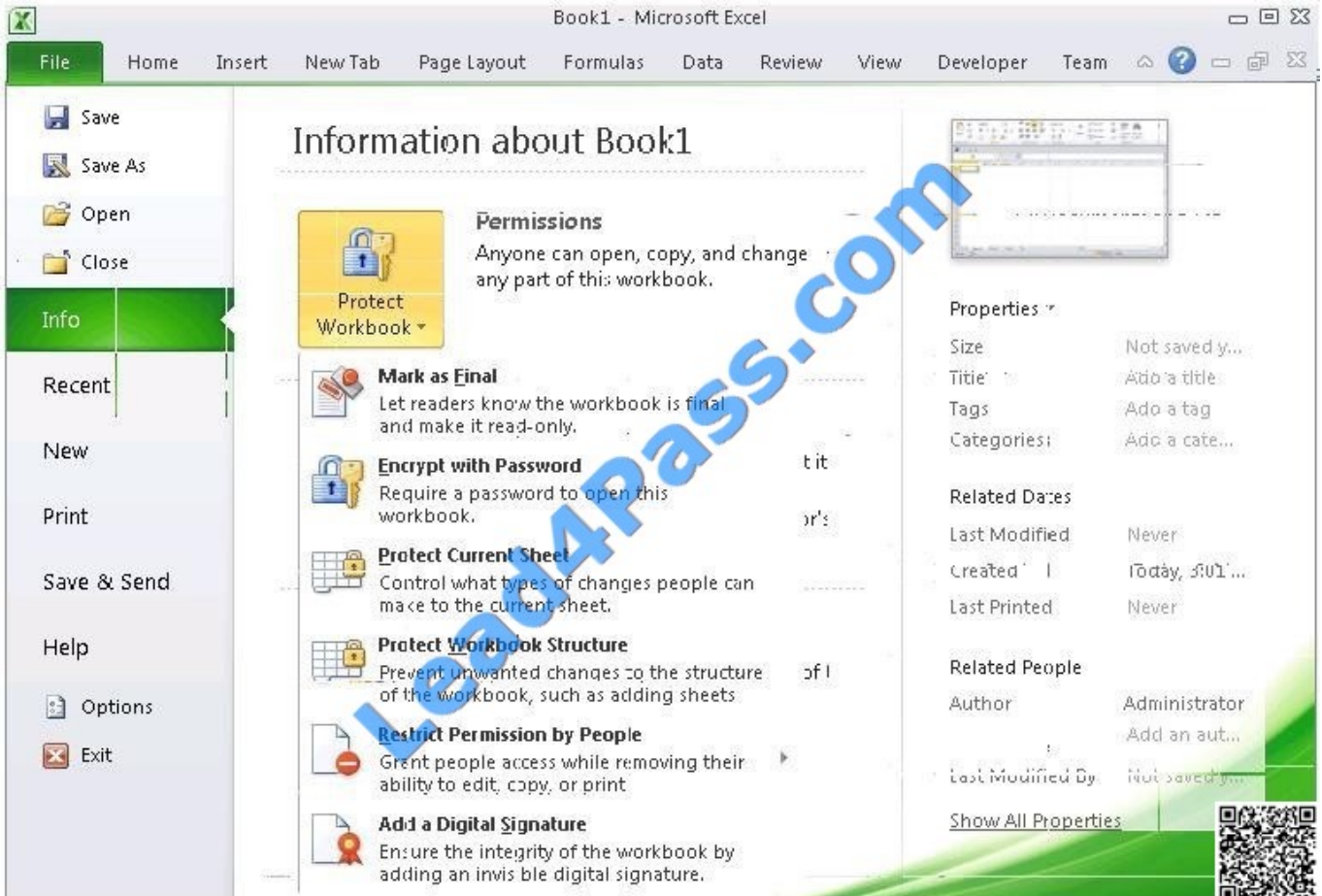
Protect Workbook Structure: This option is used to select password protection and select options to prevent users from changing, moving, and deleting important data. This feature enables a user to protect the structure of the worksheet.

5.

Restrict Permission by People: This option works on the basis of Window Rights Management to restrict permissions. A user is required to use a Windows Live ID or a Microsoft Windows account to restrict permissions. These permissions can be applied via a template that is used by the organization in which the user is working. These permissions can also be added by clicking Restrict Access.

6.

Add a Digital Signature: This option is used to add a visible or invisible digital signature. It authenticates digital information such as documents, e-mail messages, and macros by using computer cryptography. These signatures are created by specifying a signature or by using an image of a signature for establishing authenticity, integrity, and non-repudiation.





Answer option D is incorrect. You can create a new document with the same details but it will increase the overhead and is a very time consuming process. Answer option D is incorrect. You can create a new document with the same details but it will increase the overhead and is a very time consuming process.

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#### QUESTION 5

You work as an Office Assistant for Media Perfect Inc. You have created a report in Excel. You have inserted the following formula in a cell:

VLOOKUP(12, A2:C10, 3, FALSE )

Which of the following actions will be performed by the formula?

- A. Search for the value 12 in the first column of the range, and then returns the value that is contained in the third column of the range and on the same row as the lookup value.
- B. Wrong syntax used.
- C. Search the value 3 in the last column of the range, and then returns the value that is in the column of the range and on the same row as the lookup value.
- D. Search the value 12 in the third column of the range and then returns the value that is contained in the 12th column of the range and on the same column as the lookup value.

Correct Answer: A

The formula will search for the value 12 in the first column of the range, and then returns the value that is contained in the third column of the range and on the same row as the lookup value.

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