



77-888^{Q&As}

Excel 2010 Expert

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QUESTION 1

You work as an Office Assistant for Blue well Inc. You want to record a macro and save it with the name "Auto_Open" so that the macro will run whenever you open the workbook containing the macro. While doing so, you observe that the Auto_Open macro fails every time. Which of the following are the causes of this?

Each correct answer represents a complete solution. Choose all that apply.

- A. The default workbook or a workbook loaded from the XLStart folder is opened before running the macro.
- B. The workbook is opened programmatically using the Open method.
- C. The workbook where a user wants to save the Auto_Open macro already contains a VBA procedure in its Open event.
- D. The workbook is based on the record button that is disabled by default before running the Auto_Open macro.

Correct Answer: CBA

The various limitations of recording an Auto_Open macro are as follows:

1.

If the workbook where a user wants to save the Auto_Open macro already contains a VBA procedure in its Open event, then all actions in the Auto_Open macro are overridden by the VBA procedure used for the Open event.

2.

The Auto_Open macro will be ignored when a workbook is opened programmatically using the Open method.

3.

The Auto_Open macro runs before any other workbooks are opened. Therefore, if the user records actions he wants Excel to perform on the default workbook or a workbook loaded from the XLStart folder, the Auto_Open macro will fail when the user restarts Excel because it runs before the default and start-up workbooks are opened. Answer option D is incorrect. This is an invalid answer option.

QUESTION 2

You work as a Help Desk Technician for Net Perfect Inc. You use Excel 2010 to create different reports for your company. Drag and drop the appropriate methods for efficient data entry in front of their descriptions.

Select and Place:



Description	Method
The first value in a recognized series is entered in a cell. By dragging the fill handle extends the series.	Placeholder
Choosing this option by right-clicking the cell, will show the existing values in the cell's column. Clicking one of the values will fill the cell with the entry clicked.	Placeholder
Select the range of cells and type in the active cell. Using this option will fill the entire range with the same value that has been typed.	Placeholder
The first few letters is entered in a cell, the similar entry in the column is suggested by Excel. Press the Enter key to complete the series.	Placeholder
The first two values in a series are entered in two consecutive cells. By selecting both the cell and dragging the selection through the fill handle extends the series.	Placeholder

— Data Entry Methods Available in Excel 2007 —

Auto Fill	FillSeries	AutoComplete	Pick from Drop-down List	Ctrl+Enter
1	2	3	4	5

Select and Place:



Description	Method
The first value in a recognized series is entered in a cell. By dragging the fill handle extends the series.	Placeholder
Choosing this option by right-clicking the cell, will show the existing values in the cell's column. Clicking one of the values will fill the cell with the entry clicked.	Placeholder
Select the range of cells and type in the active cell. Using this option will fill the entire range with the same value that has been typed.	Placeholder
The first few letters is entered in a cell, the similar entry in the column is suggested by Excel. Press the Enter key to complete the series.	Placeholder
The first two values in a series are entered in two consecutive cells. By selecting both the cell and dragging the selection through the fill handle extends the series.	Placeholder

— Data Entry Methods Available in Excel 2007 —

Auto Fill	FillSeries	AutoComplete	Pick from Drop-down List	Ctrl+Enter
1	2	3	4	5

Correct Answer:



Description	Method
The first value in a recognized series is entered in a cell. By dragging the fill handle extends the series.	
Choosing this option by right-clicking the cell, will show the existing values in the cell's column. Clicking one of the values will fill the cell with the entry clicked.	
Select the range of cells and type in the active cell. Using this option will fill the entire range with the same value that has been typed.	
The first few letters is entered in a cell, the similar entry in the column is suggested by Excel. Press the Enter key to complete the series.	
The first two values in a series are entered in two consecutive cells. By selecting both the cell and dragging the selection through the fill handle extends the series.	

— Data Entry Methods Available in Excel 2007 —

AutoFill	FillSeries	AutoComplete	Pick from Drop-down List	Ctrl+Enter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Excel provides multiple methods for fast data entry into a worksheet. These data entry techniques help users to quickly enter data wherever required. The following methods help users in speeding-up their data entry work:

AutoFill: The AutoFill feature recognizes the series a user wants to enter and fills the series when the fill handle is dragged.

FillSeries: In FillSeries method, a user enters the first two values in a series and then by selecting both the cells and dragging the selected cells through the fill handle, extends the series. **AutoComplete:** The AutoComplete feature provides

users a facility to enter few words in a cell. If this entry matches with any of the entries done before in other cells, it suggests users for the same. The user can press the Enter key to get the same entry in the cell. **Pick from Drop-down List:**



	A	B	C	D
1	#	Highest Sale	Sales Members	
2	1	January	Rick Stuart	
3	2	February	Gary Peterson	
4	3	March	Sita Padmanabhan	
5	4	April	Rick Stuart	
6	5	May	Rick Stuart	
7	6	June	Gary Peterson	
8	7	July	Sita Padmanabhan	
9	8	August		
10	9	September	Gary Peterson	
11	10	October	Rick Stuart	
12	11	November	Sita Padmanabhan	
13	12	December		

The Pick from Drop-down List option displays the unique entries from the column of a cell. A user can choose an entry from the list to quickly fill the entry.

Ctrl + Enter: Ctrl + Enter key combination is used to quickly fill a range of cells with the same entry. For this, select a range of cells to contain the same data, type the data in the active cell, and press Ctrl + Enter keys.

QUESTION 3

Rick works as an Office Assistant for Tech Perfect Inc. He is creating a report through Microsoft Excel 2010. Rick wants to trace the project with the actual requirements. For this purpose, he is required to compare month to month, actual v budget, quarter to quarter, year to year variances. Which of the following will Rick use to accomplish the task?

- A. Evaluate Formula
- B. Accounting template
- C. Form control
- D. Trust Center

Correct Answer: B

The accounting template is used for numbering months of a financial year to period numbering. It is used to compare month to month, actual v budget, quarter to quarter, year to year variances. It is the initial point for other reports that need

the use of months. Answer option C 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 User Forms, used to control events, or modified to run Web scripts on Web pages.



Answer option A is incorrect. Evaluate Formula is the formula examination tool provided by Microsoft Excel. This tool is useful for examining formulas that do not produce any error but are not generating the expected result.

Answer option D is incorrect. Trust Center is where a user can find security and privacy settings For Microsoft Office 2010 programs.

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.

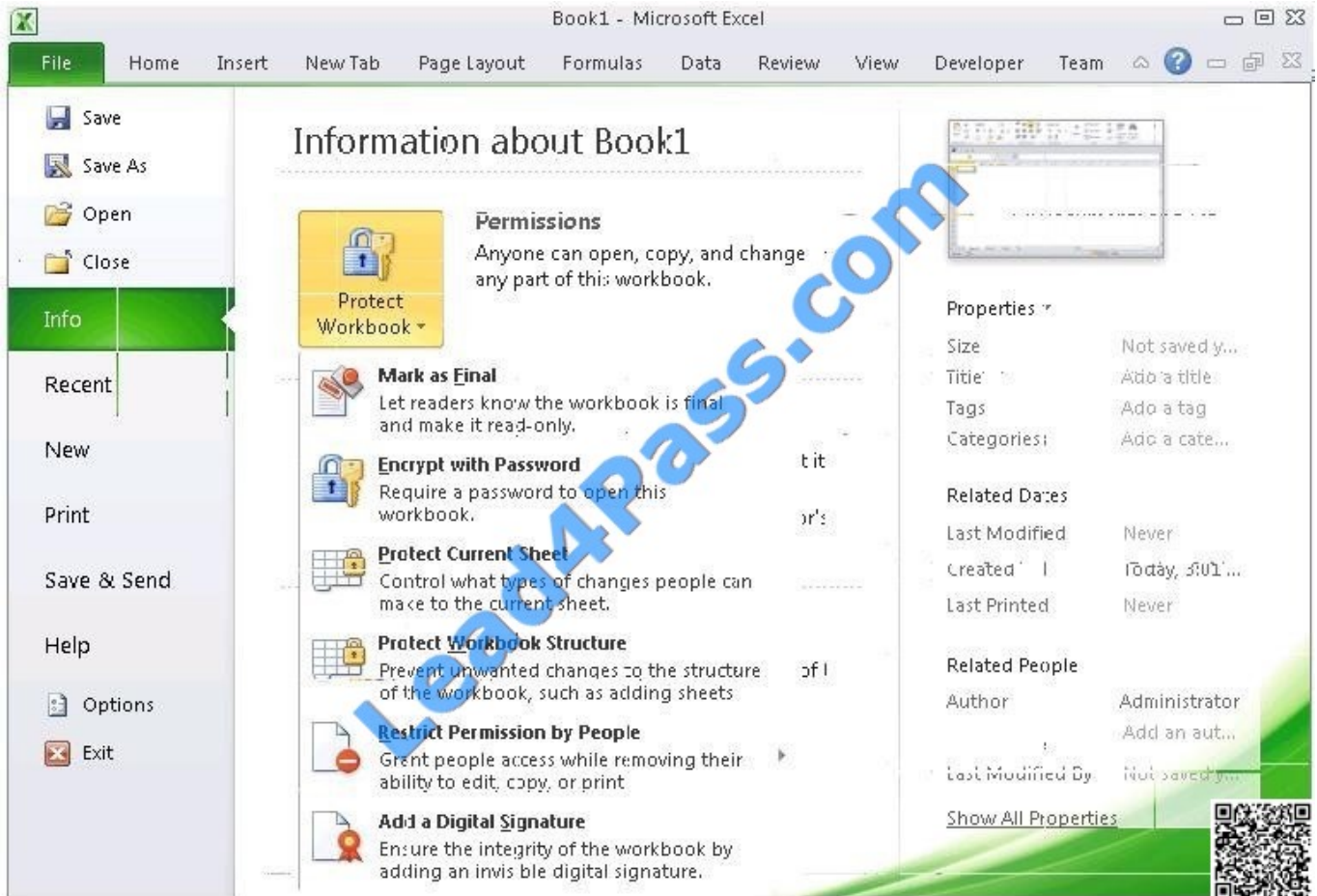
5.

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.

QUESTION 5

You work as an Office Assistant for Tech Perfect Inc. You are working in the spreadsheet of the company's high selling products. You are trying to intersect two ranges that do not intersect each other. Which of the following errors will be occurred in this situation?

- A. #VALUE!
- B. #NAME?
- C. #NULL!
- D. #DIV/0!



Correct Answer: C

The #NULL! error is produced by Excel when a user attempts to intersect two ranges that do not intersect each other. This error can be resolved by reviewing the formula and then either by changing the variables to ensure that the user is getting a valid intersection or by using the Excel Iferror function to identify a null range and take the required action. Answer option D is incorrect. Excel #DIV/0! is produced when a formula attempts to divide by zero and a division by zero produces infinity that cannot be represented by a spreadsheet value. This error can be corrected or overcome by using the Excel IF function to identify a possible division by zero and produce an alternative result. Answer option A is incorrect. The #VALUE! Excel formula error occurs when any of the variables in a formula is of the wrong type. To correct this error, it is required to check each individual part of the formula to make sure that the correct argument types are used. If the function contains nested functions, the best way is to copy each of the arguments into a separate cell to check what they evaluate to. If the formula contains a number of terms, break down each term further to find out its components, until the source of the error is found. Answer option B is incorrect. The #NAME? error occurs when Excel encounters text in a formula and tries to interpret that text as a reference, a named range, or a function name but is not able to recognize the text as any of these. The best way to approach the #NAME? Excel function error is to check the correct spelling of the function names, references, and named ranges and to check that the variables used as text values are entered in double quotes. If the formula contains nested functions, it is required to check the results of these individually, until the source of the error is identified.

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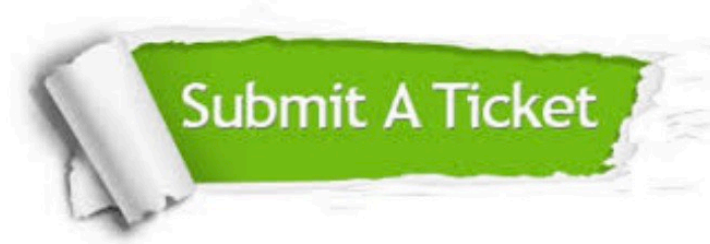
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