



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

Excel 2010 Expert

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### QUESTION 1

Rick works as an Office Assistant for Tech Perfect Inc. He is responsible for preparing sales reports of the company. He has created a sales report in a workbook of Excel 2010 and this workbook contains various worksheets as shown in the image given below:



Rick wants the sheet tabs of the sheets containing charts to appear in red color. Which of the following steps will Rick take to accomplish the task?

- A. Select the sheets containing charts. Select the Colors option in the Themes group on the Page Layout page.
- B. Select the sheets containing charts. Right-click on the sheet tabs.
- C. Select the sheets containing charts. Right-click on the sheet tabs. Choose the Sheet Color Option from the shortcut menu.
- D. Select the sheets containing charts. Select the Effects option in the Themes group on the Page Layout page.

Correct Answer: B

According to the question, Rick wants the sheet tabs of the sheets containing charts to appear in red color. In order to accomplish the task, he will take the following steps:

1.  
Select the sheets containing charts.
2.  
Right-click on the sheet tabs. Choose the Tab Color option from the shortcut menu.





Answer options A and D are incorrect. These steps will not affect the appearance of the sheet tabs.

Answer option C is incorrect. This is an invalid answer option.

## QUESTION 2

Rick works as an Office Assistant for Tech Perfect Inc. The company has a Windows-based network. Rick is creating a project through Microsoft Excel 2010. The project on which he is working has 98 project tasks and 57 team members. Rick wants to check the progress of his project quickly and easily. Which of the following will Rick use to accomplish the task?

- A. Gantt Chart Template
- B. Form control
- C. Trust Center
- D. Accounting template

Correct Answer: A

The Gantt Chart Template Deluxe Edition for Excel is used to generate quick and easy Gantt charts that define the progress of a user's projects containing up to 100 project tasks and team members. 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. 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. Trust Center is where a user can find security and privacy settings for Microsoft



Office 2010 programs.

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### QUESTION 3

You work as a Finance Manager for Blue Well Inc. The company has a Windows-based network. You are using Excel spreadsheet for maintaining financial budget and other financial calculations. You want to return the depreciation of an asset for a specified period by using the fixed-declining balance method and to return the future value of a starting principal after applying a series of compound interest rates. Which of the following financial functions will you use to accomplish the task? Each correct answer represents a complete solution. Choose all that apply.

- A. DB function
- B. NPV function
- C. DDB function
- D. FVSCCHEDULE function

Correct Answer: AD

Various financial functions (reference) are as follows:

1.  
ACCRINT function: It is used to return the accrued interest for a security that pays periodic interest.
2.  
ACCRINTM function: It is used to return the accrued interest for a security that pays interest at maturity.
3.  
AMORDEGRC function: It is used to return the depreciation for each accounting period by using a depreciation coefficient.
4.  
COUPDAYBS function: It is used to return the number of days from the beginning of the coupon period to the settlement date.
5.  
AMORLINC function: It is used to return the depreciation for each accounting period.
6.  
COUPDAYS function: It is used to return the number of days in the coupon period containing the settlement date.
7.  
COUPDAYSNCF function: It is used to return the number of days from the settlement date to the next coupon date.
8.  
COUPNCF function: It is used to return the next coupon date after the settlement date.



9.

COUPNUM function: It is used to return the number of coupons payable between the settlement date and maturity date.

10.

COUPPCD function: It is used to return the previous coupon date before the settlement date.

11.

CUMIPMT function: It is used to return the cumulative interest paid between two periods.

12.

CUMPRINC function: It is used to return the cumulative principal paid on a loan between two periods.

13.

DB function: It is used to return the depreciation of an asset for a specified period by using the fixed- declining balance method.

14.

DDB function: It is used to return the depreciation of an asset for a particular period by using the double-declining balance method.

15.

DISC function: It is used to return the discount rate for a security.

16.

DOLLARDE function: It is used to convert a dollar price that is expressed as a fraction into a dollar price that is expressed as a decimal number.

17.

DOLLARFR function: It is used to convert a dollar price that is expressed as a decimal number into a dollar price that is expressed as a fraction.

18.

DURATION function: It is used to return the annual duration of a security with periodic interest payments.

19.

EFFECT function: It is used to return the effective annual interest rate.

20.

FV function: It is used to return the future value of an investment.

21.

FVSCHEDULE function: It is used to return the future value of a starting principal after applying a series of compound interest rates.



22.  
INTRATE function: It is used to return the interest rate for a fully invested security.
23.  
IPMT function: It is used to return the interest payment for an investment for a specified period.
24.  
IRR function: It is used to return the internal rate of return for a series of cash flows.
25.  
ISPMT function: It is used to calculate the interest paid during a particular period of an investment.
26.  
MDURATION function: It is used to return the Macauley modified duration for a security with an assumed par value of \$100.
27.  
MIRR function: It is used to return the internal rate of return in which positive and negative cash flows are financed at different rates.
28.  
NOMINAL function: It is used to return the annual nominal interest rate.
29.  
NPER function: It is used to return the number of periods for an investment.
30.  
NPV function: It is used to return the net present value of an investment on the basis of a series of periodic cash flows and a discount rate.
31.  
ODDFPRICE function: It is used to return the price per \$100 face value of a security with an odd first period.
32.  
ODDFYIELD function: It is used to return the yield of a security with an odd first period.
33.  
ODDLPRICE function: It is used to return the price per \$100 face value of a security with an odd last period.
34.  
ODDLYIELD function: It is used to return the yield of a security with an odd last period.
- 35.



PMT function: It is used to return the periodic payment for an annuity.

36.

PPMT function: It is used to return the payment on the principal for an investment for a particular defined period.

37.

PRICE function: It is used to return the price per \$100 face value of a security that pays Periodic interest.

38.

PRICEDISC function: It is used to return the price per \$100 face value of a discounted security.

39.

PRICEMAT function: It is used to return the price per \$100 face value of a security that pays interest at maturity.

40.

PV function: It is used to return the current value of an investment.

41.

RATE function: It is used to return the interest rate per period of an annuity.

42.

RECEIVED function: It is used to return the amount received at maturity for a fully invested security.

43.

SLN function: It is used to return the straight-line depreciation of an asset for one period.

44.

SYD function: It is used to return the sum-of-years' digits depreciation of an asset for a particular period.

45.

TBILLEQ function: It is used to return the bond-equivalent yield for a Treasury bill.

46.

TBILLPRICE function: It is used to return the price per \$100 face value for a Treasury bill.

47.

TBILLYIELD function: It is used to return the yield for a Treasury bill.

48.

VDB function: It is used to return the depreciation of an asset for a specified or partial period by using a declining balance method.

49.



XIRR function: It is used to return the internal rate of return for a schedule of cash flows that is not necessarily periodic.

50.

XNPV function: It is used to return the net present value for a schedule of cash flows that is not necessarily periodic.

51.

YIELD function: It is used to return the yield on a security that pays periodic interest.

52.

YIELDDISC function: It is used to return the annual yield for a discounted security.

53.

YIELDMAT function: It is used to return the annual yield of a security that pays interest at maturity.

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#### QUESTION 4

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.

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**QUESTION 5**

You work as a Sales Manager for Maini Industries. Your company manufactures and sells construction equipment. You have to create a report that will show the highest selling items of each month. The report will be in the following format:

	A	B	C	D	E	F	G	H
1	Month 2007	Max Sale (ItemID)	Item Name	Total Sale				
2	January	101	Props	\$2,000.00		ItemID	Item Name	
3	February	101	Props	\$3,450.00		101	Props	
4	March	103	Vertical Spans	\$4,532.00		102	Scaffoldings	
5	April	105	QuickWedge	\$4,000.00		103	Vertical Spans	
6	May	101	Props	\$5,540.00		104	Horizontal Spans	
7	June	101	Props	\$6,503.00		105	QuickWedge	
8	July	104	Horizontal Spans	\$7,021.00				
9	August	104	Horizontal Spans	\$6,880.00				
10	September	104	Horizontal Spans	\$7,010.00				
11	October	105	QuickWedge	\$7,500.00				
12	November	101	Props	\$7,510.00				
13	December	105	QuickWedge	\$8,535.00				



In a workbook, you create a table named Item\_table as shown below:

ItemID	Item Name
101	Props
102	Scaffoldings
103	Vertical Spans
104	Horizontal Spans
105	QuickWedge

You fill in the required entries in the workbook.

	A	B	C	D
1	Month 2007	Max Sale (ItemID)	Item Name	Total Sale
2	January	101		\$2,000.00
3	February	101		\$3,450.00
4	March	103		\$4,532.00
5	April	105		\$4,000.00
6	May	101		\$5,540.00
7	June	101		\$6,503.00
8	July	104		\$7,021.00
9	August	104		\$6,880.00
10	September	104		\$7,010.00
11	October	105		\$7,500.00
12	November	101		\$7,510.00
13	December	105		\$8,535.00

For the third column of the sheet, you want to use formulas to fill in the values. You want the cells in the third column to get automatically filled with the names corresponding to ItemID in the second column. You want the exact values to be



filled in the column. You select the C2 cell in the third column.

Which of the following formulas will you enter in order to accomplish the task?

A. =VLOOKUP(B2,Item\_table,2,FALSE)

B. =VLOOKUP(B2,Item\_table,2,TRUE)

C. =VLOOKUP(2,Item\_table,B2,FALSE)

D. =VLOOKUP(2,Item\_table,B2,TRUE)

Correct Answer: A

In order to accomplish the task, you will use the following formula:

=VLOOKUP(B2,Item\_table,2,FALSE)

Answer option B is incorrect. According to the question, you want the exact values in the column. The TRUE value in the range\_lookup argument provides the approximate match. Answer options C and D are incorrect. The VLOOKUP

functions used in the formulas have wrong syntaxes.

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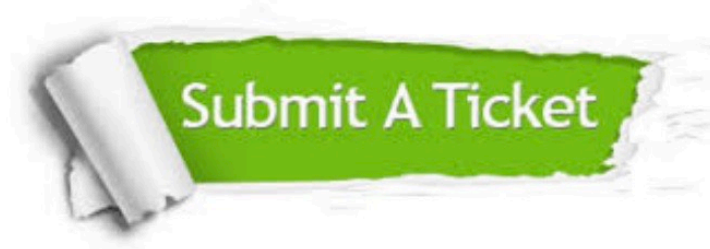
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