



77-882^{Q&As}

Excel 2010

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**QUESTION 1**

Your work as a Sales Administrator in the ABC.com Sales office includes the production of workbooks using Microsoft Office Excel 2010.

You are working on a Sales report for the last week. You enter the name of each sales person in cells B2 to B10. You want to enter "Monday" in each of the cells from C2 to C10. You type Monday into cell C2 and drag the fill handle down to

cell C10. You find the AutoFill function increments the weekdays to Tuesday, Wednesday, Thursday.... down to cell C10.

You drag the fill handle again and this time you click the AutoFill button.

Which AutoFill option should you select to have Monday entered in cells C2 to C10?

- A. You should select the Fill Series option.
- B. You should select the Copy Cells option.
- C. You should select the Fill Formatting Only option.
- D. You should select the Fill Without Formatting option.
- E. You should select the Fill Days option.

Correct Answer: B

QUESTION 2

You are employed as a financial administrator at ABC.com. You are using Microsoft Office Excel 2010 to create a financial report.

The first worksheet in the financial report contains sales figures for each Sales person for the first quarter of the year. The second worksheet contains sales figures for each Sales person for the second quarter of the year. The third worksheet

contains formulas that pull data from the sales figures on the first and second worksheets.

You want to view all three worksheets simultaneously so you can see how the totals on the third worksheet are affected by changes to the figures in the first two worksheets. You currently have the workbook open in Excel.

Which combination of the following steps would enable you to view all three worksheets side-by-side? Choose two.

- A. Use the File tab > Open function to open two more copies of the workbook.
- B. Navigate to the View tab and use the New Window function to open two more copies of the workbook.
- C. Open two more copies of Excel 2010 and open two more copies of the workbook.
- D. Use the Save As function to save two more copies of the workbook with different names.
- E. Resize the Excel windows to display all three copies of the workbook side-by-side.



F. Use the Arrange All > Arrange Vertical function to display all three copies of the workbook side-by-side.

Correct Answer: BF

QUESTION 3

You work as the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to create a workbook.

The workbook will be used to track deployments of the company's product to customers. The workbook will be updated by members of the deployment team and by other users in the Sales department.

You want to be able to view the changes made to the workbook. You save the workbook to a network location and enable the Track Changes option.

Some users complain that when they open the workbook, it opens in Read Only mode.

How can you ensure that multiple users can open the workbook in Edit mode?

- A. You should consider adding a History worksheet to the workbook.
- B. You should consider selecting the Group option on the Data tab.
- C. You should consider selecting the Protect Workbook option on the Review tab.
- D. You should consider selecting the Share Workbook option on the Review tab.

Correct Answer: D

QUESTION 4

You work in the Sales office at ABC.com. You are using Microsoft Office Excel 2010 to prepare a financial report.

The report is a complicated analysis of the company financial performance over the last year and projected growth for the next year based on the figures. The report will be sent to ABC.com board members.

You have used subtotals throughout the report to make it easier for you to verify the accuracy of the figures. After completing the report and verifying the totals, you want to remove the subtotals before you send the report to the board members.

Which combination of the following steps describes how to remove the subtotals from a worksheet? Choose two.

- A. Drag all the final totals.
- B. Select the rows containing the subtotals.
- C. Click the Subtotal option on the Data tab.
- D. Click the Delete key.
- E. Right click and select the Remove All Subtotals option from the context menu.
- F. Click the Remove All button.



Correct Answer: CF

QUESTION 5

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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