



77-882^{Q&As}

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

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 columns in a table in the worksheet are set to the default width. This causes some of the text in some cells to not be displayed. You want to increase the column width so that the text in the cells is displayed. You also want to ensure that

all columns in the table are the same width.

Which combination of the following actions is the easiest way to accomplish the task? Choose two.

- A. Select all the required columns.
- B. Select individual columns.
- C. Select all the cells in the table.
- D. Drag the border of one of the selected columns to the required width.
- E. On the Home tab, select Format then Column Width and enter the required width.
- F. On the Home tab, select Format then Format Cells.

Correct Answer: AD

QUESTION 3



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

You have a formula in a spreadsheet that reads data from an external source and performs a calculation to calculate current Sales figures. You want to include a function in the spreadsheet to display the current time whenever the spreadsheet is opened or when the spreadsheet is calculated. Which Excel function should you make use of in your spreadsheet?

- A. You should make use of the DATEVALUE() function.
- B. You should make use of the TIMEVALUE() function.
- C. You should make use of the NOW() function.
- D. You should make use of the TIME() function.

Correct Answer: C

QUESTION 4

You work as an Office Assistant at ABC.com. You are using Microsoft Office Excel 2010 to edit a workbook. The workbook was created by the Sales Manager who has asked you to fill in the sales figures in the table. When you click in one of the cells, you see a message as shown below.

The screenshot shows an Excel spreadsheet titled "Annual Sales Report". The table has two columns: "Name" and "Total Sales". The rows are: Mia, Kara, Clive, Tess, Mark, John, and Total. An alert message box is displayed over the "Total Sales" column, stating "Alert Please enter whole numbers only." A large "Pass4Lead.com" watermark is overlaid on the image.

Name	Total Sales
Mia	
Kara	
Clive	
Tess	
Mark	
John	
Total	

What function did the Sales Manager use to configure the alert message?

- A. The Protect Workbook function.
- B. The Share Workbook function.
- C. The Data Validation function.
- D. The Allow Users to Edit Ranges function.

Correct Answer: C



QUESTION 5

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

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