



77-882^{Q&As}

Excel 2010

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**QUESTION 1**

You work in the Sales office at ABC.com. You use Microsoft Office Excel 2010 to create and edit workbooks.

Your workbook has multiple worksheets and each worksheet has many rows of information.

You want to make several formatting changes to every cell in the workbook. You need to ensure that every cell has the same formatting. What is the easiest way to apply several formats to the cells throughout a workbook?

- A. You should consider using the Cell Styles function on the Home tab.
- B. You should consider pressing Ctrl + A and configuring the required formatting options.
- C. You should consider selecting all cells and selecting the Format option on the Home tab.
- D. You should consider using the Custom Views function on the View tab.

Correct Answer: A

QUESTION 2

You work as the Sales Manager at ABC.com. You are using Microsoft Office Excel 2010 to create a document. The document will be sent to other users in the Sales department when completed.

The Excel workbook contains three tabs with data on each tab. The tabs are named Sheet1, Sheet2 and Sheet3.

While working on Sheet1, you navigate to the Review tab and click the Protect Sheet button. You leave the default options, enter a password and click ok.

What effect will this have on the workbook?

- A. Users will not be able to make any changes to either Sheet1, Sheet2 or Sheet3 without entering a password.
- B. Users will need a password to make changes to Sheet2 or Sheet3.
- C. Users will need a password to open the workbook.
- D. Users will need a password to make changes to Sheet1.
- E. Users will only see Sheet2 and Sheet3 when they open the workbook.

Correct Answer: D

QUESTION 3

You work as the Sales Manager at ABC.com. Sally works as an Office Assistant in the Sales Office.

You have asked Sally to create a sales report on the sales targets for the previous quarter. Sally uses Microsoft Office Excel 2010 to create the report. Sally uses multiple conditional formatting rules to change the styles of the cells



according

to certain conditions.

Sally completes the report and emails it to you. However, when you open the report, it does not look how it should according to your instructions. You note that only a few of the required conditional formatting rules are applying.

Which of the following actions should you take?

- A. You should modify the conflicting conditional formatting rules.
- B. You should open the report using Microsoft Excel 2007 or later.
- C. You should ask Sally to save the workbook in the .xls format.
- D. You should ask Sally to save the workbook in the Excel 97-2003 format.

Correct Answer: B

QUESTION 4

You have been hired as an Accounts Auditor for ABC.com. The Accounts Manager has given you a workbook that he created using Microsoft Office Excel 2010.

The workbook has multiple worksheets and contains several formulas. You select a cell in a worksheet.

How can you view which formulas refer to the cell?

- A. You should consider navigating to the Formulas tab and selecting the Trace Dependents option.
- B. You should consider navigating to the Formulas tab and selecting the Trace Precedents option.
- C. You should consider navigating to the Formulas tab and selecting the Lookup and Reference option.
- D. You should consider navigating to the Formulas tab and selecting the Evaluate Formula option.

Correct Answer: A

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 want to print copies of the report to distribute to other employees in a meeting. The report uses several columns. You view the printable area of the worksheet and see that the columns do not fit on a single page.

To be able to print all the columns on a single page without scaling down the page, you want to change the layout of the worksheet from portrait to landscape.

How can you change the layout to landscape?

- A. You should consider selecting the Breaks option in the Page Setup group on the Page Layout tab.



- B. You should consider selecting the Page Layout option in the Workbook Views group on the View tab.
- C. You should consider selecting the Orientation option in the Page Setup group on the Page Layout tab.
- D. You should consider selecting the Format option in the Cells group on the Home tab.

Correct Answer: C

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