



77-882^{Q&As}

Excel 2010

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**QUESTION 1**

You 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 quarter. You insert a table into a worksheet and populate the table with the names of the Sales people and their total sales over the last three months.

Which of the following Excel functions can you NOT do if your workbook contains a table?

- A. You will be unable to mark the workbook as final.
- B. You will be unable to share the workbook.
- C. You will be unable to encrypt the workbook.
- D. You will be unable to run the Document Inspector.

Correct Answer: B

QUESTION 2

Kara Lang works as the Financial Controller at ABC.com. She is using Microsoft Office Excel 2010 to edit multiple workbooks. She has workbooks open from different shared folders on the network.

Kara often works on the same set of workbooks simultaneously and it takes her some time to connect to each folder location and open the individual workbooks.

Kara has asked you to recommend a solution that makes opening the workbooks simpler and less time consuming.

Which of the following solutions should you recommend?

- A. You should recommend that Kara moves all the workbooks to a single folder.
- B. You should recommend that Kara creates shortcuts to all the workbooks and saves the shortcuts to a single folder.
- C. You should recommend that Kara creates a new workbook that contains references to the workbooks.
- D. You should recommend that Kara creates an Excel Workspace that references the workbooks.

Correct Answer: D

QUESTION 3

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

QUESTION 4

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 Watch Window function on the Formulas tab.
- B. You should consider making use of the Show Formulas function on the Formulas tab.
- C. You should consider making use of the New Window function on the View tab.
- D. You should consider making use of the Lookup and Reference function on the Formulas tab.

Correct Answer: A

QUESTION 5

You work in the Sales office at Weyland Industries. You are using Microsoft Office Excel 2010 to prepare a financial report. The report will be sent to managers at a partner company named ABC.com.

ABC.com users use various versions of Microsoft Office including Microsoft Office 2003, 2007 and 2010.

You need to ensure that your financial report can be viewed You should consider the managers at ABC.com irrespective of which version of Microsoft Office they are using.

How can you ensure that the Excel features used in your spreadsheet are compatible with previous versions of Excel?

- A. You should consider running the Document Inspector.



- B. You should consider marking the document as final.
- C. You should consider running the Compatibility Checker.
- D. You should consider adding a digital signature.

Correct Answer: C

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